

Procurement Card News

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Letter from the Procurement Card Manager.

Hello Everyone! I would like to thank everyone for making my first months as procard manger a smooth transition. I have enjoyed meeting all of you. I have learned a great deal in the past months and continue to learn more on a daily basis. If I can ever be of help to anyone, please do not hesitate to call, email, or come by. Thanks. Lance Fulcher

QUESTIONS FOR ADMINISTRATORS

- 1 Do you remember to put your PC numbers on your statements?
- 2 Do you make your procard users aware of changes in policy?
- 3 Have you verified that the items on the invoice are the items that were ordered?

Purchasing Software on the ProCard

Software may be purchased on the procurement card providing that after your one-time payment, the software will become the property of MSU (i.e. software that is purchased from places like the MSU Bookstore or Amazon.com). If you are purchasing a license to use software for a certain period of time, that purchase must be made on a purchase order.

Procurement Card – Frequently Asked Questions

Q. Can I purchase food at places other than grocery stores? (i.e. Wal-mart, Foodmax, Kroger)

A. No. The procurement card is only to be used at grocery stores. Restaurants, fast food places, and convenience stores are not allowable places to purchase food items.

Q. Can I purchase jump drives or key drives on the procurement card?

A. Yes. The procurement card can be used to purchase these items. These are not considered inventory and therefore are not a violation.

New Rules for Wal-mart and Sears purchasing on the Procurement & Contracts procurement card.

Whenever you need to purchase an inventory item from Wal-Mart or Sears, you must use the procard available from Procurement. Along with the rules that are already in place, you must now also send an acquisition card to the procurement card manager for the purchase your department makes. If you need a refresher on the rules look at the last [newsletter](#).

Violations to be aware of....

International Purchases

The procurement card should only be used for purchases within the United States. Because of the constant fluctuation of exchange rates, invoices for international purchases rarely match the amount that is charged on the card. Any international purchase must be processed on a requisition.

Helpful hint: When you are buying items over the internet, look at the vendor address to make sure it is based in the United States or call them for verification.

Gifts

The procurement card is not to be used to purchase gifts. This includes items given to alumni and donors, as well as items given to retirees. **Greeting cards are also off limits.** All of these items should be paid for with development funds. If a gift is purchased, the account needs to be reimbursed with outside funds and proof of the reimbursement needs to be included with the invoice.

Items that are purchased to give to current students at school sponsored events or items that will be used to recruit new students may be purchased on the card.

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