

Procurement Card News

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Letter from the Procurement Card Manager

Hi Everyone,

I have thoroughly enjoyed meeting, and speaking on the phone, with so many people from the MSU family. Seeing receipts of all of the purchases in each department really gives you an appreciation for the broad mission of this great university. I intend to follow in the tradition set by Jennifer and Lance of being helpful and responsive to your questions. Please feel free to call me if you have questions or suggestions at 325-1934. I am often out of the office conducting audits so please leave a detailed message about your procurement card question, this will help prevent "phone-tag", and I will contact you as soon as possible.

Thanks,
Steve Barlow

QUESTIONS FOR ADMINISTRATORS

- 1 Are all of your card-holders current employees of MSU?
- 2 Is the PC number written on the front of each statement?
- 3 Have you avoided purchasing equipment that must be inventoried on the procurement card?
- 4 Have you filled out the food form or provided an explanation that food purchases are related to university business?

Frequently Asked Questions

Q. May I purchase priority, express, or certified mail? How about Post office box rental?

A. Yes, all of these purchases are allowable on the procurement card.

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

A. Yes, flash drives are not considered equipment by property control so it is not a violation.

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

A. No, the procurement card is only to be used at grocery stores. Restaurants (includes MSU Bakery) and convenience stores are not allowable places to purchase food items.

Q. May I purchase subscriptions to scholarly journals? How about single back issues?

A. No and Yes. You can not buy subscriptions, but single back issues would be acceptable.

Frequently Asked Questions-Continued

Q. May I use the card to make copies and binding services at "Quick Copy" type vendors?

A. No, however you may use it at Ditto's (Starkville), Main Street Reprographics (Columbus). You may also use The Lodge for small copy jobs (less than 100). Other vendors in the area are not incorporated and such a purchase would be considered a "1099 reportable service" which is a contractual expense not a commodity purchase. Purchases at Copy Cow should be by purchase order.

Q. May I purchase a job advertisement in a scholarly journal?

A. Yes, but only if the vendor does not take purchase orders. First have the ad approved by your HR Generalist. Second have HR copy me on the email indicating that it is approved, along with a copy of the ad, and then you may proceed with purchasing the ad.

When a cardholder leaves...

Whenever a cardholder in your department leaves or retires, you need to contact me immediately to let me know about the change. If you need to replace the old cards, go to <http://www.procurement.msstate.edu/procardforms.html>, and fill out the Cardholder Application and Cardholder Agreement, for another employee. When the new cards come in, the old cards will be canceled. It is very important that you are not using a procurement card that still bears the name of an ex-employee.

Violations to be aware of...

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 or employees who are about to leave. **Greeting/Get-Well/Sympathy/Christmas cards are also off limits.** All of these items should be paid for with development funds or personal funds collected within the department. 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 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.

Returns

When items are returned to Lowe's or Wal-Mart **do not let them refund you gift cards.** If the vendor requires an original receipt and we have it in our office we will help you find it.

Procurement Card Contacts:

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