

PROCUREMENT CARD NEWS

VOLUME 3, ISSUE 1

[HTTP://WWW.PROCUREMENT.MSSTATE.EDU/PROCARD/NEWSLETTER/](http://www.procurement.msstate.edu/procard/newsletter/)

JULY, 2005

Note from the Procurement Card Manager

Hi everyone. I am in the process of cross checking cardholders against Banner to ensure that all cardholders are current employees. If the person on the card is no longer in your department you must fill out a new *application* and have a *cardholder agreement* signed for each new card. Follow this link <http://www.procurement.msstate.edu/procard/forms/> to the forms. Your old card will not be cancelled until you pick up your replacement card. It takes about 10 days to receive a new card from AmSouth Bank. You will not be left without a card.

QUESTIONS FOR ADMINISTRATORS

- 1 Have you notified the procurement card manager that the default account number (fund, org, program, activity) changed with the new fiscal year?
- 2 Have you notified the procurement card manager that the departmental administrator has changed?
- 3 Is the PC journal voucher number written on the front of each bank statement?
- 4 Does the department have a back-up trained to take care of end of month duties in case of your absence?

Frequently Asked Questions

Q. May I pay for membership dues, subscriptions, and domain names?

A. Yes, you can pay individual or departmental membership dues. Yes, you can purchase subscriptions but attach a note of approval to the receipt from your department head/director. Yes, domain names are acceptable.

Q. May I purchase toner cartridges on the card?

A. Only if they are not available from the State Contract vendor check http://www.dfa.state.ms.us/Purchasing/Office/laser_cart.pdf for availability. If not available on the State Contract then you can purchase it on the card, but make a note on the receipt that you checked first. You may also purchase toner cartridges at the Office Supply Store in Lee Hall through interdepartmental transfer. Ink jet cartridges may be purchased on the procurement card they are not on the State Contract.

Q. May I purchase a custom made mat and frame for a picture?

A. No, any custom cutting would involve a service which would have to be reported on a 1099 to the IRS on that vendor. Procurement card charges default to commodities expense accounts. They do not allow for contractual services.

PROCUREMENT & CONTRACTS' EQUIPMENT CARD

- We have a procurement card set aside for equipment purchases locally (not online) at Wal-Mart and Sears since they will not accept purchase orders.
- If you need to purchase equipment at Wal-Mart or Sears enter a requisition then I will call you to come to my office to pick up our procurement card.
- Make your purchase and return the card with the original receipt within two hours. If you can not return the Visa card by 4:30 then you must come back in the morning. **DO NOT KEEP THE CARD OVERNIGHT.**
- Our card should only be used to purchase equipment. All accessories should be purchased with your departmental card.
- At the end of the month we will process the procurement card journal voucher and the amount of the purchase will be charged against your capital outlay budget.

Friendly Reminder: It is very important that you process your PC journal voucher by the deadline given by Accounts Payable. Repeatedly missing the deadline will result in suspension of your procurement card privileges.

SECURITY ISSUES

Separation of Duties: At month end at least two employees must examine the detailed receipts and compare them to the bank statement. Initial and date the first page of the bank statement to document this review. No one person should have control over all aspects of a transaction. We want "two sets of eyes" looking at each transaction.

Do Not E-Mail Card Numbers: When sending e-mail to me or to vendors only include the last six digits of the account. As you know e-mail is not secure. I only need the last six digits of the card and the cardholder's name, and I can easily look it up.

Et Cetera: Keep the card secure in a locked drawer or file cabinet. Shred, rather than dispose of in the trash, papers that associate the cardholder and account number with their social security number. Contact me to cancel extra cards that you do not need. If you have not used your card in twelve months AmSouth automatically cancels it.

Procurement Card Contacts:

• Steve Barlow, 325-1934

• Procurement Card Manager

• Jennifer Mayfield, 325-5539

• Purchasing Agent

• Milo J. Crabtree, 325-2861

• Director, Procurement & Contracts

• Questions regarding PC Journal Vouchers

• Sharon Carr, 325-1749

• Assistant Manager Accounts Payable/Travel