

PROCUREMENT CARD NEWS

VOLUME 3, ISSUE 2

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

OCTOBER, 2005

Note from the Procurement Card Manager

You can now...

- 1) Rent vehicles from U-Save on travel originating in state.
- 2) Make purchases from international vendors.
- 3) Purchase toner cartridges from the Office Supply Store, through interdepartmental transfer, at state contract price.

As always, call me with any question 325-1934.

VEHICLE RENTAL

- As of October 1, 2005 the MSU Transportation Department no longer maintains a rental fleet for university use. You must rent vehicles originating in state from U-Save on your procurement card.
- Review the procedures located at <http://www.procurement.msstate.edu/carrental>.
- Contact U-Save located at 501 Hwy 12 West, Suite 130, in Starkville at 662-461-7368. You may fax a reservation request to 662-461-8569. Their website is <http://www.rentusave.com>.
- Make sure they know the charge is to be made on an MSU procurement card. You will receive a reduced daily rate with unlimited mileage.
- All rentals must be returned with a full tank of gas. The procurement card **MAY NOT** be used to purchase gas. You should obtain a fleet gas card. This is discussed at the car rental link noted above.

QUESTIONS FOR ADMINISTRATORS

- 1 Are all of your cardholders still in your department? Do you need to get a replacement card?
- 2 Have you notified the procurement card manager of any changes in your default account number (fund, org, program, activity)?
- 3 Do you review receipts for violations immediately rather than waiting until the end of the month?

Frequently Asked Questions

Q. What should I do if a vendor charged tax (or double charged, etc.) and I notice it late when I am keying the procurement card journal voucher?

A. Go to <http://www.procurement.msstate.edu/procard/forms/disputeditem.pdf> and fill out the disputed item form. You will need to reduce the amount of the charge in Banner by the disputed amount. You must send the completed form to Sharon Carr at mail stop 9719 to reconcile any differences caused by disputed items. After you have received credit for the disputed item you must delete the credit charge in Banner (since you did not pay it to begin with).

Q. May I accept cash or gift cards from the cashier for the amount of returned items?

A. No, you must receive a credit issued to the card used for the original purchase.

Q. May I purchase birthday, Christmas or sympathy cards for an employee?

A. No, these cards are considered gifts which would violate state purchasing laws.

Q. Does MSU get a 10% discount at Lowe's in Starkville?

A. Yes, hardware and building supply purchases over \$25.00 are eligible for the discount. You must notify a member of management (always 7 on duty) before the purchase so that they can override the regular price at the cashier.

INTERNATIONAL PURCHASES

After encountering few problems, we are now allowing international purchases on the procurement card. Remember that the amount of the receipt that you print online today will probably not match the amount that shows up on the monthly statement at the end of the month. The difference will be due to the exchange rate when the charge finally hits the account. As always, no equipment purchases on the card. See Property control's website http://www.property.msstate.edu/forms/exception_list.pdf for a listing of items that are considered equipment regardless of cost. Also, remember the \$3,500 limit on the card. If a purchase is close to the limit, the exchange rate could push it over the limit. Do not allow vendors to split an invoice to get around the limit.

TONER CARTRIDGES

State Contract toner cartridges are available at the Office Supply Store, in Lee Hall, at the same price charged by the State Contract Vendor. Call 325-0660 to check if they carry your cartridges. They take orders by phone and delivery is free. If your cartridge is on the State Contract check the website: http://www.dfa.state.ms.us/Purchasing/Office/laser_cart.pdf and issue a requisition. All others may be purchased on the procurement card.

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