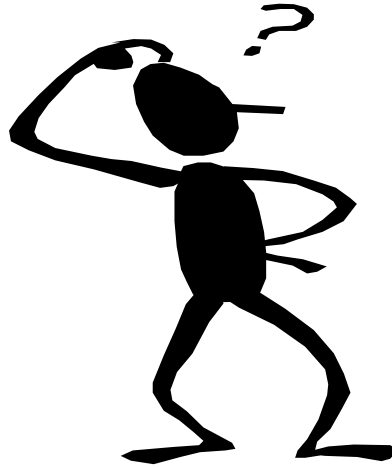


# What is a Purchasing Card?

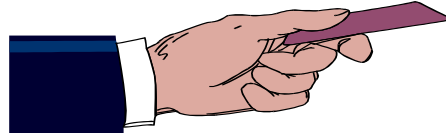


The Purchasing Card is a fast and flexible purchasing tool, which provides an extremely efficient and effective method of purchasing and paying for small dollar items.

The Purchasing Card works just like a personal credit card and will enable cardholders to purchase non-restricted commodities directly from suppliers.

The Purchasing Card is issued in the employee's name with "Georgia Southwestern State University" on the card.

# WHO CAN USE A PURCHASING CARD?



Must be a full-time employee of Georgia  
Southwestern State University

Approval of Budget Manager

Signed Purchasing Card Agreement

**GEORGIA SOUTHWESTERN STATE UNIVERSITY**  
Purchasing Card Application

**Section A – Card Application**

<b><u>Cardholder Information</u></b>	
Cardholder Name	_____
Social Security Number	_____ (last 4 digits)
Department/Job Title	_____
GSW Extension #	_____ Fax # _____
Building/Location	_____ Room # _____

**Section B – Budget Manager**

<b><u>Budget Approval</u></b>	
Single Transaction Limit	\$_____ (Not to exceed \$1,000.00)
Authorized Dept.ID #'s:	_____
	_____
	_____
_____	_____
Budget Manager – Printed Name	Signature & Date

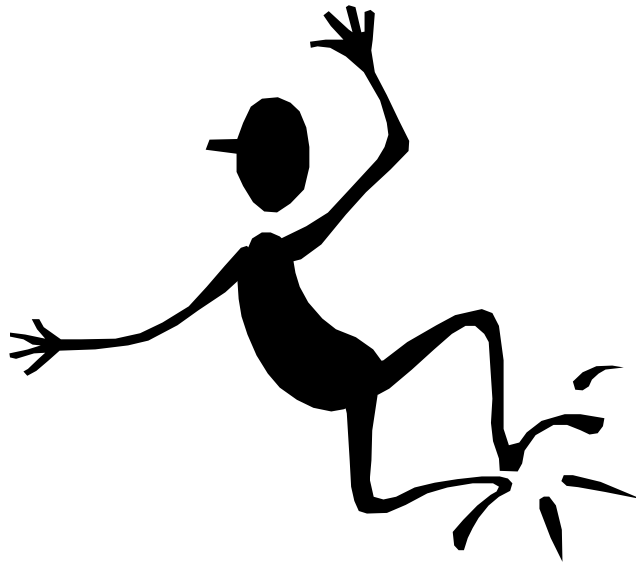
**Section C – Purchasing**

<b><u>Purchasing Card Issuance Approval</u></b>	
Date of Training	_____
Date Application Submitted to Bank of America	_____
Date Card Issued to Cardholder	_____

\_\_\_\_\_  
Card Administrator Signature/Date

\_\_\_\_\_  
Cardholder Signature/Date

# **Can I Use My Card for More Than One Account?**



**YES!**

If you are authorized to purchase from more than one account, you will use the same purchasing card for all accounts.

When completing the Purchase Card Account Summary, you will need to complete a separate form for each account number used.

# HOW CAN I USE THE PURCHASING CARD?

- Over the Counter Purchases
- Telephone Orders
- Fax/Mail Orders
- Internet Orders

# Over the Counter Purchases

(Physical on-site pick-up of merchandise)

- No shipping charges
- Eliminates risk of receiving incorrect merchandise
- Reduces petty cash purchases and reimbursement purchases
- No special checkout required (Wal-Mart, Williams Office Equipment, Electric Wholesale, etc.)

When going to a store to purchase items, you must always have your Purchasing Card with you. You can checkout at the register without having to go to the service desk or presenting a store card. It is YOUR responsibility to make the vendor aware of our tax-exempt status. You *must* be sure to get a receipt for each purchase.

# Telephone Orders

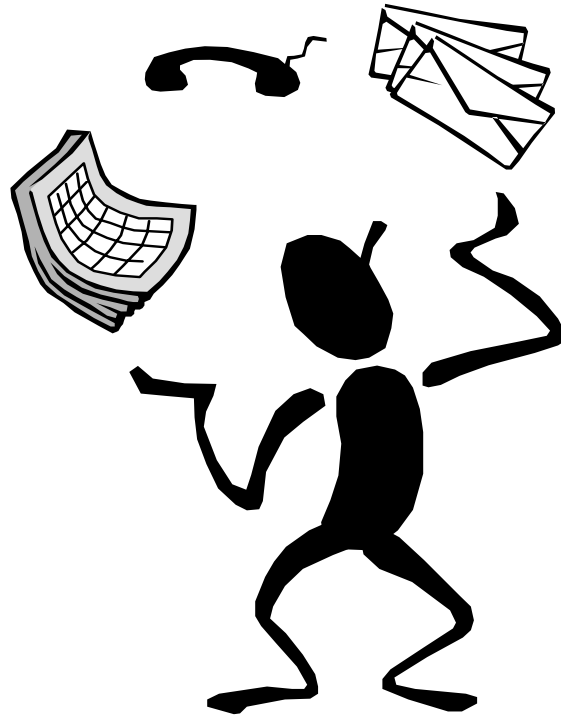


- Desktop Ordering
- Quicker Delivery
- Product questions and out of stock items can be cleared immediately

To place a telephone order:

- Have your Purchasing Card ready before you place the call.
- Always ask for the education/government sales representative.
- You must tell the vendor that we are tax exempt.
- Complete order with vendor and complete all information on the Purchasing Card Activity Log.
- You **MUST** specify **YOUR** shipping address to the vendor.

# Fax/Mail Orders



- Catalog orders
- Subscriptions
- Book orders

When faxing or mailing an order, be sure to complete all information needed on the order form and keep a copy for records. For subscriptions, this may be the only receipt that you have.

**Double check the ship-to address.** Some catalogs, re-order cards already have an address on them.

# Internet Orders



Orders can be placed via the Internet from vendors that will take a credit card. While at the web site, if an invoice or confirmation sheet is made available, please print at that time.

# What Can I Buy?



- Small dollar items
- Items authorized by budget manager
- Office supplies not stocked in the warehouse, Vendors are listed under Mandatory Items.
- Subscriptions
- Rents other than Real Estate (Can not exceed 30 days)

# What can I Not Buy?



- Items stocked in the warehouse
- Fuel/oil
- Computer equipment or peripherals
- Entertainment – alcohol or food (restaurant)
- Dues
- Registration fees, travel
- Personal use items
- Fax machines and copiers
- Postage Stamps
- Firearms or explosives
- Library control items
- Gift Cards

# Mandatory Items

Georgia Correctional Industries – Metal file cabinets

Website: [www.gci-ga.com](http://www.gci-ga.com)

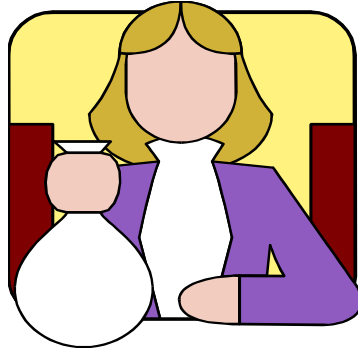
DOAS Office Supply Vendors:

Office Depot - <https://bsd.officedepot.com/>

Staples - <http://www.stapleslink.com>

You can order on-line from each vendor using your P-Card.

# Can I Buy Anything From Anybody??



**NO!!!**

Mandatory Source Items are products that we are required to purchase from a specific vendor. If a product is available from a mandatory source, it must be purchased from them.

Statewide Contract Items must be purchased from the vendor(s) stated on the contract. To access the website for SWC's you will need Acrobat Reader software. Website is [www.doas.state.ga.us/](http://www.doas.state.ga.us/) Click on Procurement, scroll down & click on Purchasing Contracts.

# Do We Pay Sales Tax?



Georgia Southwestern State University is tax exempt since we are a State Agency.

The Cardholder should be sure to make the vendor aware of our tax-exempt status. Tax-exempt forms are available from the Procurement Department and can be mailed, faxed, or hand delivered to the vendor.

# How Do I Have My Purchases Shipped?



- When placing an order you ***MUST*** specify ***YOUR*** mailing address. Do not assume that the vendor has it or knows whom you are with.
- **ALWAYS** ask the vendor for the shipping charges.
- With each P-Card order, please inform Materials Management via e-mail of incoming orders and vendor name.
- A **blue** P-Card form, releasing the package to the cardholder, will be provided from Materials Management. This form will require the cardholder's signature.

## **ADDRESS SHOULD BE AS FOLLOWS:**

Cardholder Name, Department Name  
Building & Room #  
800 GSW State Univ. Drive  
Americus, GA 31709-4379

# Disputes



Once a cardholder discovers an incorrect amount has been charged for goods or materials received, or a questionable purchase or transaction appears on a statement, the cardholder must immediately seek to resolve the problem with the vendor. If no resolution can be made, a Purchasing Card Dispute form should be completed by the cardholder and forwarded to Bank of America.

**NOTE:** If the disputed charge involves sale tax charged erroneously by the vendor, the amount of the tax cannot be disputed through VISA charge back regulations. Cardholders should make every effort to obtain a credit from the vendor for the amount of the tax. If a credit is not obtained, the ordering agency must pay the tax.

Keep in mind that a dispute could take up to 90 days before settlement is complete.



# What Do I Do With All of My Receipts?



A receipt must be kept for every purchase made using the Purchasing Card.

Once you receive your monthly statement, you have five (5) days to complete and forward the Purchasing Card Account Summary to Procurement. Your original receipts are attached to the purchasing card account summary of the form along with your statement.

# What Do I Do With My Statement?

Each Cardholder will receive a monthly statement of charges made using the purchasing card. Once the statement is received, the user should:

1. Compare the statement with the corresponding original charges within Works.
2. Complete the Purchasing Card Account Summary form on-line. Forward the original receipts to Procurement and retain a copy for your records.

If you have used money from more than one DEPTID you must specify the different DEPTID numbers separately. Please make a copy of your statement to go with each Summary sheet.

# **How to Complete the Purchasing Card Account Summary form:**

1. Fill in Department name.
2. Enter Cardholder name and email address.
3. Sign summary.
4. Enter extension #.
5. Enter your Purchasing card number (last 4 digits).
6. Enter GSW State University budget account number. ONLY one DEPTID per summary sheet.
7. After you summarize your purchases by account #, enter each amount next to the account # it applies to. Along with any credits you may have for that account #.
8. Total the amounts on summary form(s) this total must equal the “New Balance” amount that is on the card statement.
9. Obtain Budget Manager’s signature.
10. Forward original receipts to Procurement.
11. Retain a copy of each for your records.

# GSW State University

## Purchasing Card Accounts Summary

Department: \_\_\_\_\_  
Cardholder Name: \_\_\_\_\_ Email \_\_\_\_\_  
Cardholder Signature: \_\_\_\_\_  
Extension Number: \_\_\_\_\_ Card #: \_\_\_\_\_ (last 4 digits)

### INSTRUCTIONS

1. Summarize charges by account number and Department ID #. The total MUST equal the balance amount on the Memo Statement.
2. Forward statement and original receipts to Procurement.

Fund \_\_\_\_\_ / Dept. ID \_\_\_\_\_ / Program \_\_\_\_\_ / Class \_\_\_\_\_ / Grant \_\_\_\_\_

	<u>Acct.#</u>	<u>Charges</u>	<u>Credits</u>
Bookstore Expense	702100	\$ _____	(\$ _____)
Motor Vehicle Expense	712100	\$ _____	(\$ _____)
General Supplies & Materials	714100	\$ _____	(\$ _____)
Repairs & Maintenance	715100	\$ _____	(\$ _____)
Rentals	719100	\$ _____	(\$ _____)
Advertising	727103	\$ _____	(\$ _____)
Freight	727107	\$ _____	(\$ _____)
Subscriptions	727109	\$ _____	(\$ _____)
Testing	727110	\$ _____	(\$ _____)
Film Processing	727112	\$ _____	(\$ _____)
License Fees	727116	\$ _____	(\$ _____)
Software	733100	\$ _____	(\$ _____)
Printing	742100	\$ _____	(\$ _____)
_____	_____	\$ _____	(\$ _____)

**SUB-TOTALS:** \$ \_\_\_\_\_ (\$ \_\_\_\_\_)

**TOTAL CARD ACTIVITY:** \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Budget Manager

# Definitions of Acct. Codes:

**702100 -- Bookstore Expenses** (Bookstore only)

**712100 – Motor Vehicle Expenses**

Used only by maintenance and public safety depts.

**714100 – General Supplies & Materials**

Most purchases will fall under this object code

**715100 – Repairs & Maintenance**

Minor repairs to equipment

**719100 – Rentals**

Rental of equipment. Does not include rental of real estate.

**727103 - Advertising**

**727107 – Freight**

Any charges to ship merchandise to you, or any charges used to ship merchandise back to the vendor.

**727109 – Subscriptions**

**727110 – Testing**

**727112 – Film Processing**

Used only by University Relations & Physical Plant

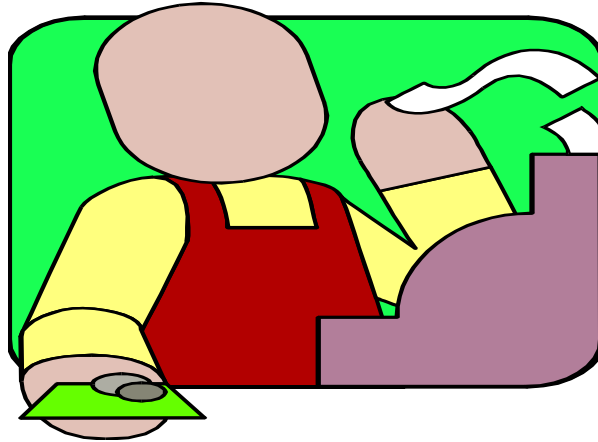
**727116 – License Fees**

**733100 – Software** (Approval needs to be given by OIIT)

**742100 – Printing**

Any printing of posters, flyers, booklets, etc. (No business cards, letterhead or envelopes)

# Your Card Can Be Revoked If:



- You accept a cash refund for items returned, in lieu of credit to the account
- Your statement is not turned in within 5 days of receiving it
- Receipts are not provided for all transactions
- A purchase is split to circumvent the limitations of the card
- Card is used by another individual other than cardholder
- Card is used to purchase alcoholic beverages or any substance, material or service that violates GSW State University policy, law or regulation pertaining to GSW State University. Card is used for personal or unauthorized purposes.

# Responsibilities

## Cardholder:

- Ensure the Purchasing Card is used for legitimate business purposes only.
- Maintain card in a secure location all times.
- Not allow other individuals to use their card.
- Adhere to the purchase limits and restrictions of the card and ensure the total transaction amount of any single purchase does not exceed personal limit.
- Obtain a receipt or packing slip for ALL transactions.
- Reconcile the statement to the receipts and/or packing slips each month.
- Submit a reconciled statement with attached receipts and/or packing slips to their manager.
- Attempt to resolve billing disputes directly with the supplier. If unable to resolve the dispute, the Cardholder should fax the required Dispute Form to Bank of America at 1-704-719-5219. Contact Procurement for a copy of this form.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent statement.
- Never to accept cash in lieu of a credit to the card account.
- Immediately report a lost or stolen card to 1-888-449-2273.
- Immediately notify Card Administrator and Manager of a lost or stolen card at the first opportunity.
- Immediately report declines or fraudulent charges to Manager and the Card Administrator.
- Return the card to Manager upon termination of employment or department transfer with GSW State University.
- If a supplier does not accept the card, contact the Card Administrator.
- Participate in card performance surveys and continued training administered by the Card Administrator.

## Budget Manager Responsibilities

The Budget Manager is directly responsible for overseeing the Purchasing Card activity of the cardholder. The manager must:

- Ensure the card is used for legitimate business purposes only.
- Provide approval by signing cardholder statement and sending to the Card Administrator by established monthly due date. (within 5 days of receiving)
- Inform Card Administrator if cardholder transfers to a different department.
- Inform Card Administrator of a cardholder credit limit profile change.
- Inform Card Administrator if cardholder terminates employment.
- Inform Card Administrator if cardholder violates policies and procedures.

**Now that you've learned  
all there is about the  
Purchasing Card.....**

**Get ready.....**

**Get set.....**

**CHARGE!!!**

