Introduction

Welcome to the Dixie State University Purchasing Card Program. This program has been designed to allow for the direct procurement of low-cost products and services, and access to electronic commerce suppliers through the use of a purchasing credit card, or PCard. Our intent is to drastically reduce the use of open purchase orders and mini purchase orders, and decrease the use of petty cash reimbursements. For you, the cardholder, using the card will provide easy placement of your orders, greater flexibility in ordering, and reduced paperwork processing. The purchasing card concept is designed to delegate the authority and capability to purchase these low-cost items directly to the person to whom it matters most – YOU, the cardholder.

Overview

Although the PCard has many built-in controls, there are certain steps that you as the cardholder must take to ensure the responsible use of University funds. You should first become familiar with standard purchasing policies at DSU. You must keep in mind that DSU is a publicly funded University and that we, as its employees, have a duty to be certain that its resources are spent in a responsible and efficient manner.

The DSU PCard will be audited on a regular basis to ensure that procedures are followed. The card is a privilege granted to you by Dixie State University, and it is expected that you will use it responsibly. Improper use of the card will result in revocation of this privilege and possible disciplinary action, including termination and criminal charges, when appropriate.

Procedure for Obtaining A PCard

Prior to obtaining a PCard, you must be trained and tested to ensure you understand the program rules. Training may be offered online or in person. Check with Purchasing Services for more information on live training. You will also be required to sign a Purchasing Cardholder’s Agreement Form prior to being issued the card.

The second step is to fill out the “Purchasing Card Application Form” which is attached to this Guide. The PCard will be available to any faculty or staff member of DSU (and rarely, students) with the approval of the employee’s supervisor and budget administrator. You will be assigned a PCard Coordinator (usually a department administrative assistant) who will help you manage your paperwork to some extent.
After completing the form, have your supervisor approve it and return it to the Purchasing Services Department. The form requires that you provide your Dixie ID number. This number is used for security and identification purposes and is required by US Bank. When you first receive your card, you will be asked to call the bank to have the card activated. The last four digits of your Dixie ID will be requested from you during the activation process.

Your card will be sent to the DSU Purchasing Services Department by US Bank, and you will be notified to pick it up.

The DSU PCard will not affect your personal credit history. US Bank will be paid by DSU Accounts Payable for the statement amount.

To obtain a PCard contact the following:

Purchasing Card Administrator Director of Purchasing Services
Tamara Gentry Jackie Freeman
435.652.7613 435.652.7612

Limits

Each card will have a single transaction limit and a monthly cycle spending limit. The standard limits will be $500 to $1,000 per transaction and $2,500 - $5,000 per cycle. Any requests for monthly cycle spending or single transaction limits above the standards will require approval of the Director of Purchasing Services as well as the appropriate budget administrator.

Guidelines for Card Use

The DSU PCard may be used wherever VISA is accepted, with some restrictions.

PCard transactions must not exceed the single transaction limit for the particular card. Transactions which are higher will be denied at the point of sale (remember that shipping or handling charges may apply). It is a violation to make multiple charges in the same day to the same merchant in order to facilitate a purchase that exceeds your approved transaction limit.

All purchases must be made in compliance with University purchasing policies. (Refer to the policies on the DSU website.)

Use of the card for personal purchases is strictly prohibited.

DSU is tax exempt. Our sales tax exemption number is printed on the face of the card (12020247-002-STC). It is the cardholder’s responsibility to ensure that tax is not charged. If you are charged tax, contact the merchant and request a credit for that amount.

Cards will not be shared. Only the authorized cardholder may use the card. A cardholder must be responsible for purchases and paperwork for their card. If sharing occurs, the cardholder may be disciplined or terminated. The cardholder could be subject to a tax liability for the amount of the fraudulent charge.

Your VISA should be used in a responsible manner and should only be used for eligible University business expenses. Your department may require that you have your purchases pre-
approved by the budget administrator. Please check to find out if your department requires pre-approvals before using the card.

**The following items may not be purchased with the card:**

- Personal purchases of any kind
- Travel-related expenditures such as conference fees, meals, airfare, motels, or rental cars
- Gifts and gift cards, rewards
- Computers, including laptops and desktops
- iPads and other tablets
- Cell Phones and cell phone equipment
- iPods (or similar MP3 players)
- Items with DSU logo or verbiage

**General Cardholder Instructions**

Your DSU PCard may be used for telephone orders, online orders, and purchases you make locally with merchants who accept VISA. The University has restricted your access to some kinds of merchants, however, based on what they sell.

All purchases must be supported by an original itemized receipt (or in the case of telephone orders, a Purchasing Card Telephone Order Form and an itemized receipt if possible.) An itemized receipt shows each item you purchased and the price of each item.

These receipts are to be forwarded to your PCard Coordinator on a weekly basis. You are also required to send your statement (which is to be signed by you and your budget administrator) to your Coordinator on a monthly basis, no later than the 25th of each month.

When placing an order with your PCard, please remind the merchant that DSU is tax exempt (the number, 12020247-002-STC, is on the face of your card) and that you must have an itemized receipt. If your purchase is to be shipped, make sure to give the merchant your complete campus mailing address, as well as your name, which must be on the outside of the package. If your name is not on the outside of the package, you probably won’t get your order. Do not have PCard purchases shipped to a personal address.

You will be responsible for ensuring receipt of products and any follow-up efforts required to resolve any delivery problems, discrepancies, damaged goods, billing problems, or returns. If you need to return an item, contact the merchant to inquire about the return policy and procedures.

If you lose your receipt, immediately contact the merchant to request another copy. If obtaining a duplicate receipt is impossible, write a memo explaining what happened to the receipt and attach it to your monthly statement. Be aware that losing a receipt is a serious problem.

Should your card be declined and you would like an explanation, please call Customer Service at US Bank or call DSU Purchasing Services.

**Reconciliation and Accounting**

Each card will have a default index code that you choose when applying for the card.
Your Coordinator will use your receipts to enter a description (in Banner) of the purchase and will assign an account code (supplies, equipment, books, etc.) and index code. If this is not processed weekly, it will be necessary to fill out the “Reallocation of Purchasing Card Expense” form and send it to Purchasing Services as soon as possible.

Please talk with your Coordinator to see how they are handling receipts. Your statement should arrive around the 15th of the month. (If you have not used your card, you will not get a statement.) It is your responsibility to make sure your receipts are attached to your statement prior to submitting it to your budget administrator for approval.

All charges that appear on the statement must be verified by the cardholder to be correct. Once verified, the cardholder and budget administrator should sign the front of the statement. **If you are a budget administrator, your PCard statement must be signed by your supervisor.**

Turn in the signed statement with attached receipts to your Coordinator no later than the 25th of each month. Your Coordinator will hold all paperwork until the file is audited and/or archived.

Should there be charges on your statement that you disagree with, you will be responsible to contact the merchant to try to resolve the problem. If this does not work, we will need to file a dispute form with US Bank within 60 days from the date of the statement on which the charge appeared. Fill out the dispute form and send it to Purchasing Services for us to file for you. The “Cardholder Dispute Form” is available from the Purchasing Services Department. Make sure your PCard Coordinator receives a copy of the dispute for the file, and that you attach the completed dispute form to the statement that shows the adjustment if there is one.

**Audits**

Statements, receipts and other documentation will be kept in departments across campus. The Dixie State Internal Audit Department will conduct frequent audits of the documentation to ensure that all paperwork is complete and that all procedures are being followed. Audits may be conducted at any time without advance notice. Infractions may result in revocation of the card and disciplinary action, including possible termination. There is a point system for violations. Your card will be temporarily or permanently turned off if you exceed allowable points for violations. See Purchasing Card Policy for more information.

**Where Do I call for Help as a Cardholder?**

Call Customer Service: 1-800-344-5696 to:
- Activate the Card
- Report a Lost or Stolen Card
- Request a duplicate statement (Purchasing Services may also provide)
- Change your Address
- Name Changes (which do not require documentation)
- Disputes/research
- General inquiries

**Card Expiration and Employment Termination**

You will receive a new card through Purchasing Services prior to the expiration date of your old one. You will be required to take a training refresher course and test prior to receiving your new
card. Call Purchasing Services to check on your new card if you haven’t been called two weeks before it expires. Please return your old card when you receive your new one.

Upon leaving the University, you will be required to return your card to the Purchasing Services Department since it is University property. Employees who leave one department to work in another must return their card to the Purchasing Services Department and should submit a new application signed by their new budget administrator.

Frequently Asked Questions

“What can I buy with the PCard?”
Just about all low-cost products and services required to support the normal daily activity of your department, with some exceptions. The PCard falls under the guidelines of the University’s Purchasing Policy. The restrictions in place within that policy are in effect for the PCard. Personal purchases are strictly prohibited. Please see the list above for items which may not be purchased with the PCard. Do not split purchases to circumvent the card’s single transaction limit.

“Where can I use my PCard?”
Any supplier who accepts a VISA card will accept the PCard. The transactions are completed by simply going to the merchant and using the card as you would a personal credit card. The PCard may also be used over the phone with suppliers both locally and out of the area, and online. The Purchasing Services Department requests that caution be exercised in using the PCard for Internet purchases to insure proper security.

“What do I tell the merchant?”
Indicate to the merchant that you are using a Dixie State University credit card to make the purchase. You must tell them that the University is tax exempt. Our tax-exempt ID number, 12020247-002-STC, is provided on the PCard. It should be given to the merchant when you place your order. At times, a merchant will request an official form proving the University’s tax-exempt status. Purchasing Services will supply an official tax-exempt certificate to the merchant or DSU cardholder if this need arises.

It is important when placing an order that will be shipped to the University that the supplier places your name on the shipping documents and especially on the outside of the box. If a contact name does not appear, chances are good that you will not receive your purchase.

“May I share my PCard?”
Under no circumstance is another person allowed to use your PCard. Anyone who needs to use a PCard needs one of his or her own. The security of the PCard is the responsibility of the cardholder, and that person is solely responsible for all transactions on the card. The PCard must be kept on the cardholder’s person or in a secure place at all times.

“What should I do if my card is lost or stolen?”
Contact Customer Service at the number listed below, as well as the Purchasing Services Office and your coordinator immediately if your PCard becomes lost or stolen.

“Can I buy personal items with the PCard and reimburse the University?”
Under no circumstance are cardholders allowed to purchase personal goods with the PCard. Disciplinary action, including possible termination and possible criminal charges, will result if
you use the card for personal items. See Purchasing Card Policy on how to rectify an accidental personal purchase.

“What if the merchant rejects the PCard?”
If a merchant declines the card for any reason or does not take VISA, contact the Purchasing Services Department for assistance.

“What is our Utah sales tax exemption number?”
12020247-002-STC

“Do we still use Mini POs and Open POs?”
The PCard has been implemented on campus for various reasons. First, it is to make your purchasing easier. We are also trying to reduce the overall cost of purchasing. Reducing Mini POs and Open POs by using the PCard will help the Purchasing Services and Accounts Payable Departments reduce many of the administrative costs involved with small dollar transactions. Cardholders are being encouraged to use their PCard in most situations where either a Mini PO or Open PO have been used in the past to purchase needed items.

“When can I used my PCard?”
24/7/365, at your convenience.

“What if I don’t see my question here?”
Please call either Tamara or Jackie to answer your question.

Purchasing Card Contacts:
Purchasing Card Administrator – Tamara Gentry 652-7613
Director of Purchasing Services – Jackie Freeman 652-7612
U.S. Bank Customer Service Number 24 hours a day at (800) 344-5696

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