

COLORADO STATE UNIVERSITY-PUEBLO PURCHASING MANUAL

I. PURPOSE

- A. The Procurement Card (PCARD) is a purchasing method whereby approved users in a campus department are issued a commercial MasterCard. Each MasterCard is printed with the CSU-Pueblo name/logo, the name of the individual cardholder (faculty/staff) and the State of Colorado tax exemption number. Interested parties should contact Procurement Services or visit the PCARD website at:
<http://www.colostate-pueblo.edu/Purchasing/ProcurementCard/Handbooks/Pages/default.aspx> for more information and program instructions.
- B. PCARD may be used to place orders up to \$3,000 per transaction for goods from local and non-local vendors (unless a higher amount, up to \$5,000, has been approved for the cardholder by the Director of Procurement Services).
- C. Cardholders are prohibited from artificially splitting a purchase in order to circumvent their single transaction limit.
- D. PCARD can be used for the purchase of services up to \$3,000 per transaction from local and non-local vendors (unless a higher amount, up to \$5,000, has been approved for the cardholder by the Director of Procurement Services) when the contractor DOES NOT require a contract to be signed by the University. When acquiring personal services (labor, time or effort) with PCARD, it is the ordering department's responsibility to request and obtain an insurance certificate from the vendor showing general liability, worker's compensation, employer's liability, and auto liability coverages (see the PS website for instructions and coverage amounts). In addition, all transactions for services MUST be reallocated to a proper services object code.
- E. All written agreements requiring the University's signature **MUST** be processed by Procurement Services, regardless of dollar amount.
- F. The PCARD is a point-of-sale payment method only and should not be used to pay invoices after-the-fact.

II. PROCEDURES

- A. Cardholder Responsibilities: Cardholders are responsible for:
 - 1. Knowing and applying all the rules related to the PCARD program as stated in the PCARD Cardholder's Guide and Rules.

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2. Reporting a lost or stolen card IMMEDIATELY to JP Morgan Chase Bank at 1-800-316-6056. Your department has full liability for all purchases made before a card is reported lost or stolen.
 3. Making purchases for your department within the most current policies of the PCARD program as well as University Fiscal Rules, Colorado State University Procurement Rules, and the Colorado State University's Pueblo Financial Policy and Procedures.
 4. Receiving prior approval from Approver for all transactions.
 5. Reviewing PVS Net online system unauthorized transactions.
 6. Ensuring merchant documentation is complete and available for every transaction and giving that documentation to the Reallocator.
 7. Signing the statement of account for each cycle that had transactions.
 8. Turning in your PCARD to the department Approver upon termination of employment with either the department, CSU-Pueblo Procurement Services, or upon request of the department authority..
- B. Approver Responsibilities. Approvers (Department Heads, Deans) are responsible for ensuring the integrity of the PCARD program by:
1. Knowing and enforcing compliance of the rules of the PCARD program as stated in the Approver and Cardholder Handbook.
 2. Reviewing and questioning unusual transactions appearing on PVS Net online system.
 3. Ensuring that every statement is reviewed and approved.
 4. Ensuring there is complete documentation for every transaction.
 5. Determining if there were PCARD violations and ensuring appropriate action is taken by the Department if violations are found.
 6. Ensuring, if applicable, that purchases are allowable under the terms of the sponsored program account for which the purchase was made.
 7. Reviewing and signing statements.

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8. Notifying the PCARD Administrator immediately should any Cardholder under his/her approving authority leave the employment of the department of the University, or for any other reason regardless of cardholder status.

C. Reallocator Responsibilities. Reallocators is responsible for:

1. Reallocating transaction on-line from the default account and object code (as necessary).
2. Informing the department Approver of transfer or termination.
3. Assisting Approvers, as needed, to ensure the integrity of the PCARD program.
4. Printing Monthly Cardholder statement from the PVSNET online system.

D. Accounting Responsibilities. Accounting is responsible for:

1. Completing monthly reconciliation of transactions
2. Entering Requisition (RQ) for payment into the AIS system.

E. Purchasing Responsibilities.

1. Issuing PCARDS to cardholders.
2. Providing training to Cardholders and Department Approvers.
3. Assisting Approvers, as needed, to ensure the integrity of the PCARD program.
4. Completing transaction reviews as necessary to ensure user compliance.
5. Approving payment (RQ) entered by Accounting.

III. Authorization

Authority to use the PCARD is open to all departments. Departments are responsible for the order control and receipt of goods and services. Requests for cards with official function/hospitality access require Dean or VP approval.