

Procedures and Policies' Guidelines

PROCARD PURCHASING GUIDE

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I. POLICY

For the purpose of administration efficiency, College departments may purchase products or services directly from a vendor at a level established by the Vice President for Business Affairs. Departments are expressly prohibited from splitting orders in order to circumvent the dollar limitations authorized for cardholders.

To the maximum extent possible, departments should make their purchases using the College's Procurement Card (ProCard). When a vendor will not accept the ProCard, the department may use the Purchase Order System.

The products or services listed below fall into categories of special risk, importance, oversight, or sensitivity. Departments may NOT use the ProCard to acquire these items:

- ❖ Products or services that are provided by other College departments, especially service departments (e.g., Physical Plant, Information Technology, etc.)
- ❖ Laboratory Animals (Science Department Only)
- ❖ Radioactive Products of any kind and for any purpose (Science Department Only)
- ❖ Travel expense items, except for Conference Registrations in certain cases (see Section VI below), those related to Student Travel (see Section VII below), or airfare.
- ❖ Real property rentals
- ❖ Any purchase in which the supplier insists on a written contract or agreement of the supplier's origination
- ❖ Cash advances
- ❖ Insurance of any kind
- ❖ Personal items/services
- ❖ Meals, Food and Beverages (Reception snacks only)
- ❖ Postage, except when purchased for resale or to refill postage meter
- ❖ Purchases made at Bookstore by departments

This list may not be exhaustive. Department personnel should direct any questions to the Purchasing Department. Exceptions to any of the above listed items can be authorized by the Vice President for Business Affairs or Controller in special situations or emergencies.

II. PROCARD PROCEDURES

The Western Oklahoma State College Procurement Card (ProCard) Program has been implemented in an effort to improve service to College departments and to provide a more efficient process for small dollar purchases. The primary benefits of the WOSC ProCard are access to companies that previously would not accept purchase orders, a reduction in the number of checks issued, and a reduction in the amount of paperwork.

ADMINISTRATION

The Purchasing Department will be the Contract Administrator for the ProCard program. The day-to-day operations and administration of the program have been assigned as follows:

Purchases and Card Issuance Controller	580/477-7928
Payments, Processing and Departmental Charges Controller	580/477-7928
Compliance Monitoring Controller	580/477-7928
Vice President for Business Affairs	580/477-7725

PURCHASES AND CARD ISSUANCE

In addition to existing Purchasing Department Policies and ProCard Purchasing Procedures, users of the WOSC ProCard will be required to comply with the following procedures:

- ❖ **Authorized Items:** Only items/transactions authorized under the ProCard Procedures are allowed. When using the ProCard for payment of small dollar purchases, be sure that the transaction is in accordance with all policies, rules, and State Laws. The card is not intended to be a tool to circumvent existing regulations.

Note: The WOSC ProCard is especially suitable for subscriptions (one year only), catalog orders, etc.

- ❖ **Limits:** No single purchase shall exceed \$2,500 except for selected personnel determined by the Vice President for Business Affairs. Total monthly expenditures cannot exceed the purchase order limit unless specifically authorized by the Purchasing Department. Departments requiring exceptions to the basic limits are encouraged to contact the Purchasing Department.
- ❖ **Responsibility:** The Department Supervisor(s) or designee is responsible for approving all cardholder activity to ensure compliance. The cardholder SHALL NOT approve his/her own transactions.

It is important to ensure that the card is neither deliberately nor inadvertently used for personal or other prohibited transactions. Charges resulting from such abuse become the personal liability of the authorized cardholder/department supervisor(s) and may result in revocation of the card. Personal use of the card could result in criminal charges.

- ❖ **Obtaining the ProCard:**
The Department Supervisor(s) submits a request for card issuance to the Vice President for Business Affairs for approval.

Once the request is approved, the Purchasing Department completes and processes the application for issuance of the department's card(s) by the Credit Card Company.

Upon receipt of the ProCard(s), the Purchasing Department will notify the requesting department ProCard contact person that the card(s) have arrived. At that time, arrangements will be made for the pick-up of the card(s) and ProCard training of the new cardholder(s).

Please note: The application form recognizes that alternate limits may be required for departments.

- ❖ **Using the Card:** The WOSC ProCard is to be used only for purchases currently authorized under the Purchasing Procedures.

The card may be used by telephone, electronic commerce, fax, or in person.

All purchases are tax exempt; therefore, cardholders must request that tax be deducted from the transaction. The exemption number is on the card. Check receipts before signing the charge slip. If tax is charged, the department has the responsibility to contact the vendor and request a credit for the tax be applied back to the card.

The card may be used by the cardholder only (Emergency exceptions may be allowed).

The departments shall settle any and all disputes directly with the vendor involved. The Purchasing Department can assist in any unresolved disputes.

If a credit refund is involved, the department is to instruct the vendor to issue a credit to the appropriate ProCard number.

- ❖ **Termination/Cancellation of the ProCard:** The ProCard should be protected from unauthorized use, theft, and/or loss. Any ProCard may be cancelled immediately if an individual does not comply with the policies and procedures.

Expiration Date: The card is automatically terminated at the end of the expiration date indicated on the card. If the cardholder has not received a new card by the month and year of the expiration date shown on the card, please contact the Purchasing Department for assistance.

Terminated or Transferring Employee(s): The department is responsible for ensuring that employees terminated or transferring to another department return any cards in their possession prior to their departure. As soon as the employee is relieved of their responsibilities, the ProCard Administrator should be contacted to either cancel the card or transfer the card to the individual's new department of employment.

Lost/Stolen Cards: Immediately notify the Credit Card Company and the Purchasing Department if a card is lost or stolen.

III. PLACING ORDERS

Ordering

Orders may be placed by phone, electronic commerce, fax, or in person. Department personnel should make arrangements with the supplier to either pick up the supplies or have them delivered to the department. Department personnel should always ask for an educational discount, and if the supplies are picked up, ask for a delivery discount. To the maximum extent possible, the College ProCard should be used on all small dollar purchases. It is the cardholder's responsibility to ensure all appropriate sales tax is deducted from the amount charged to the ProCard. All purchases and credit documents will be turned into the purchasing office immediately, coded with the appropriate account number to be charged.

Delivery

Department personnel should furnish the name, address, building, and room number to the supplier with instructions to place this information on any invoice or packing slip. Delivery to the customer site is the department's responsibility.

Purchases When ProCard Cannot Be Used

Department personnel should instruct the supplier to prepare an original invoice and mail it directly to the Business Office. NOTE: If department personnel pick up the supplies, the original invoice may be obtained at that time. Upon receipt of the supplier's invoice, department personnel should check for accuracy and then have it signed by the department supervisor. The invoice should then be forwarded to the Business Office for payment. It is imperative that this process be handled expeditiously so as not to unreasonably delay payment to the supplier. For purchases of \$2,500 or more, the customer should submit a requisition to the Purchasing Department.

IV. CAPITAL EQUIPMENT PURCHASES (SMALL DOLLAR)

- ❖ Unless otherwise restricted, equipment, including Capital Equipment, may be purchased using ProCard procedures. Capital Equipment is defined as equipment/furniture items valued at \$500 or greater and required to be placed on the capital inventory for Western.

V. AUDITING OF SMALL DOLLAR PURCHASES

The Purchasing Department will continually monitor and audit all ProCard purchases. The Vice President for Business Affairs has the authority to revoke the ProCard of any Department determined to be out of compliance.

VI. PROCEDURES FOR REGISTRATION EXPENSES

Registration fees can be charged to the College's Procurement Card (ProCard) in advance **if refunds are available for conference cancellations, discounts for early registration apply or prepayment is required, substitutions for registrants are allowed, and Purchase Orders are not acceptable.** It can

also be charged at the conference site or after the meeting has occurred. For each registration expense, the department is required to submit the following documentation:

- ❖ Individual(s) attending;
- ❖ Conference location and dates; and
- ❖ Full conference agenda

If the registration fee was processed in advance of the conference or meeting, the above listed written documentation must also be attached.

VII. PROCEDURES FOR STUDENT TRAVEL

Student travel expenses, including meals, food, beverages, lodging, and other expenses related to student activities, can be charged to the ProCard when a Purchase Order is not acceptable. Prior approval by department supervisors is required for student travel expenses. A complete roster of students must be submitted with each receipt. College employees and volunteer sponsors must personally pay for their meals, food, and beverages and request reimbursement on the Official State Travel Form, unless these items are considered allowable expenses for grant purposes or the meals are included in an entertainment or activities package.