UNIVERSITY OF CENTRAL MISSOURI

PURCHASING CARD MANUAL

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1. **Program Overview**

1.1 University of Central Missouri Purchasing Card Program

1.1.1 The University of Central Missouri Purchasing Card is a University-sponsored credit card program offered through UMB Bank VISA Purchasing Program for the purchase of goods and services as required for conducting University business. The University's Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar **(less than $1,000)** transactions within established usage limits. The Purchasing Card can be used for in-store purchases, telephone, fax or on-line orders. Under no circumstances will travel or travel related expenses items be paid for with the procurement card.

1.1.2 The University of Central Missouri Purchasing Card is a corporate-liability card; all charges incurred by individual/department cardholders are paid directly by the University to UMB Bank that issues the card.

1.1.3 Since the University is liable for all charges made on the card, cardholders must use discretion and good judgment when making purchases. Cardholders are responsible for authenticating the validity of all charges incurred by signing their monthly statements or by submitting required reports, on a regular basis. Each Department shall retain all original card documentation for review and audit by the designated auditing officials.

1.1.4 All Purchasing Card transactions are taken directly from the Departmental Budgets.

1.2 Purchasing Card Program Oversight

1.2.1 The University's Purchasing Card Program is under the purview of the Vice President for Administration and Finance. The program's administration is delegated the Director of Procurement and Materials Management with the day to day operations and bank liaison being attended to by the Purchasing Card Clerk. The Controller and Accounting staff members shall provide collaborative assistance as required. The University Internal Auditor performs such random test on the Purchasing Card Program to ensue compliance and shall investigate fraudulent activity.

1.3 Internal and External Parties Involved

1.3.1 Agency - the University of Central Missouri who arranges with the card issuer, UMB for the issuance of purchasing cards to approved employees and agrees to accept liability for the employees' use of the cards.

1.3.2 Cardholder - an employee of the University of Central Missouri who is approved by his/her department head to use the purchasing card to execute purchase transactions on behalf of their department.

1.3.3 Card Issuer - UMB Bank services were contracted for/by the State of Missouri, to issue Visa Purchasing Cards to University of Central Missouri employees, to bill the University of Central Missouri for all purchases made on the cards, and to collect payment from the University of Central Missouri on behalf of the vendors.

1.3.4 Executive Officers - defined as the President and his or her direct reports. The procurement card transactions of Executive Officers do not require higher-level approval, but are subject to regular audit by Internal Audit and the Procurement Office. The expenditures of the President and Executive Officers will be reported annually to the Board of Governors.

1.3.5 Department Head - University of Central Missouri official who must approve employee's request for a purchasing card, assign Department Liaisons, designate Banner FOAPALs for purchases on the purchasing card, and submit applications to the Purchasing Card Clerk. Department head approval delegates transaction authority to the cardholder.

1.3.6 Department Liaison - An employee in each department/college responsible for submitting the original purchasing card documentation to Accounts Payable and maintaining a copy for their files, proper use of the purchasing card within their assigned department. Each cardholder will be assigned to Department Liaison(s) and the liaison will be responsible for reviewing transactions of individual cardholders to make sure the transactions are classified as an appropriate expense.

1.3.7 Purchasing Card Clerk - the central Clerk located in the Procurement department who coordinates the purchasing card program and acts as an intermediary in correspondence with the card issuer.

1.3.8 Vendor - the merchant from whom a cardholder is making a purchase.

1.4 Prohibited Purchases – The following is a listing of specific prohibited purchases. However the list is not limited to those non-business transactions.

- Purchases for the sole benefit of the Cardholder;
- Cash Advances;
- Construction, Renovation or Installation Services;
- Fuel;
- Computer Hardware and Software (unless approved by IS);
- Leases/Rentals requiring a signed agreement;
- Maintenance/Service Agreements requiring a signed agreement;
- Software Licensing Agreements;
- Personal items or loans;
- Medical Services;
- Furniture and Systems Furniture;

- Purchases involving trade- in of University property;
- Sales Tax (Missouri);
- Travel Expenses (e.g. lodging, meals, rental vehicles);
- Services of sole proprietorships, individuals, or non- incorporated businesses (These are 1099 reportable);
- Professional and Consulting Services;
- On-line purchases requiring an agreement (e.g. E-bay);
- Any purchase categories blocked through the purchasing card Merchant Category Codes (MCC) as determined by Director of Procurement and Materials Management and listed as Appendix 6;
- Gift Cards;
- Non University related products or services for which the Cardholder derives some personal gain, benefit or service;
- Intellectual Property (e.g. photography services, webpage/software development) ;
- Animal Purchases.
- Unauthorized/Unlicensed/Disbarred Vendor

2. **Roles and Responsibilities**

2.1 Cardholder Responsibilities

2.1.1 The Cardholder must only use the Purchasing Card for legitimate business purposes. The Purchasing Card may not be used for travel, registration fees, entertainment, cash and other categories as included in the Blocked Merchant Category Code list included in these polices and procedures. Misuse of the card will subject the Cardholder to disciplinary action in accordance with University of Central Missouri Policies and Procedures relating to disciplinary action and termination for cause. The Cardholder must:

- Have the approval of department head in order to obtain a card;
- Accept personal liability for inappropriate card use;
- Subject to discipline;
- Maintain card security;
- Exclusive use by cardholder;
- Adhere to limits and restrictions;
- Obtain documentation (receipts etc) and provide to Dept. Liaison;
- Notify Dept. Liaison if coding of transaction should be changed from default;
- Resolve disputes with vendors & notify Bank of non-satisfaction resolution;

- Ensure appropriate credits for disputes, error or returns are subsequently issued;
- Not accept cash in lieu of credit;
- Report lost or stolen card to Bank, Department Liaison, Department Head and
  Purchasing Card Clerk;
- Return cards to Department Liaison upon termination or transfer;
- Do not split, string or pyramid purchase to circumvent authority levels or bid requirements.
- Ensure company is an authorized/licensed vendor.

2.1.1 The Cardholder is responsible for the expenditure of University of Central Missouri and or Sponsored Program funds when using the Purchasing Card, use of the card outside of the stated guidelines will result in the Cardholder being personally liable for the funds used in addition to disciplinary measures that may include termination of employment.

2.2 Department Liaison Responsibilities

2.2.1 Each Department Head may designate a maximum of two Department Liaisons. A Department Liaison may be liaison for his/her own card. However, if the Department Liaison(s) is a purchasing card holder, it is incumbent upon the liaison to have all their card charges reviewed and signed by their department head. The Department Liaison must attend all required training sessions and will be notified of these (and any policy changes related to card use) by means of the Purchasing Card listserve to which they must be subscribed. Liaison responsibilities include:

- Assigned by Department Head;
- Responsible for proper use of department cards;
- Review transactions to ensure appropriate classification in the system and use related to purchase;
- Obtain supporting documents from cardholders;
- Be advised by cardholders of account code exception to default;
- Receive notification from cardholders of lost or stolen cards;
- May act as liaison for own account but must have charges reviewed and signed by department head;

- Must be subscribed to the listserve for the Purchasing Card. Contact Procurement Department for subscription instructions;
- Reconcile charges to Bank billing statements;
- Retain a copy of Purchasing Card records in prescribed manner;
- Approve and update Banner FOAPALs on the FAAINVT Screen individual cardholder within 10 days of transaction posting;

- Identify and update charges that requires submission of use tax or account charges within 10 days of posting of transaction;
- Assist in resolving dispute not resolved by cardholder;
- Changing Banner FOAPALs on the FAAINVT Screen for cardholder;
- Notify Purchasing Card Clerk of lost or stolen cards;
- Instructing Purchasing Card Clerk to cancel cardholder accounts for termination, transfer, or lost privileges;
- Collecting cards from cardholders and sending to Purchasing Card Clerk.

2.3 Department Head

2.3.1 Academic or Administrative Officers that report directly to the Executive Officers (e.g., Assistant VPs, Deans). The procurement card transactions of Academic or Administrative Officers require approval by their Executive Officer. The Department Head responsibilities include:

- Approve cardholders;
- Assign Department Liaisons;
- Designate Banner FOAPAL;
- Submit application to Purchasing Card Clerk;
- Receive notification from cardholder of lost or stolen cards;
- Designate a maximum of 2 Dept. Liaisons;
- Review and sign charges by Dept. Liaison incurring their own charges.
- Have transactions approved by Executive officer;
- Establish monthly dollar limits for cardholders;
- Develops Purchasing Card safeguarding procedures;
- Ensure cardholders is appropriate to have authority and meet requirements for obtaining the card;
- Ensure cardholder abides by policies and procedures;
- Ensure records are properly maintained.

2.4 Purchasing Card Clerk Responsibilities

2.4.1 The Procurement Office will assign a Clerk to be responsible for the over-all Purchasing Card program. The Purchasing Card Clerk responsibilities include:

- Coordination of the card program;
- Acts as intermediary in corresponding with card issues;
- Receives notification from cardholders for lost or stolen cards;
- Receives cards from termination or transferring cardholders;
- Receives request for card cancellations for termination, transfer or lost privilege from Department Liaison;
- Review department approved application for completion;
- Submit completed application to Bank Issuer;

- Receive cards from the Bank Issuer;
- Assist in provide training to Department Liaisons;
- Provide training to cardholders;
- Obtain cardholders signatures for Purchasing Card on the Purchasing Cardholder Agreement;
- Assisting in disputes not resolved by Cardholders or Department Liaisons;
- Review card usage for trend analysis;
- Review for inactive usage of cards and makes recommendations to Director of Procurement.

3. **Purchasing Card Administration**

3.1 Applying for the card

- Applicant must be an employee of the University of Central Missouri;
- Read and understand the procedures involved with the Business Purchasing Card Program;
- Complete and submit the Business Purchasing Cardholder Agreement (Appendix 1) to the Department Head for approval.

3.2 Card Dollar and Limit Controls

- The Department Head will indicate approval and set the dollar limits on the VISA Purchasing Card;
- New Purchasing Card Request (see Appendix 2);
- Submit the Cardholder Agreement and Account Action Form to the Purchasing Card Clerk for action.

3.3 Training on Card Use and Responsibilities

- Employee must pass the online training program test with a score of 70 or higher before being issued a Purchasing Card;
- The Purchasing Card Clerk will notify the employee when the card is available to be picked up.

3.4 Card Activation

- Cardholder will sign the back of the card in the presence of the Purchasing Card Clerk;
- Cardholder shall call the bank to activate the card as instructed upon receipt;
- The card will be valid for 24 months;
- A new card will arrive before the original expires;
- The Purchasing Card will only be used for official University business purchases.

3.5 Canceling a Card

- Purchasing Cards are to be canceled immediately when:
- Cardholder moves to a new job in which a Purchasing Card is not required;
- Cardholder terminates University of Central Missouri employment (final paycheck may be withheld until the card is returned);
- Cardholder is subject to disciplinary action regarding misuse of the card or terminated for cause;
- Cardholder returns the card to the Department.

3.6 Cardholder Name changes

- Cardholders that legally change their names while holding a Purchasing Card account will need to have Human Resources (HR) correct their records;
- Upon confirmation that HR has made this correction the cardholder will notify the Purchasing Card Clerk with the new information. A new card from VISA reflecting the changes will be issued. The old card is valid until the new card is activated. Once the new card is activated, the old card will be deactivated, and retuned to the Purchasing Card Clerk.

3.7 Card Renewals

- A renewal card will automatically be mailed to the Purchasing Card Clerk;
- Cardholders will be notified when it is available to be picked up from the Purchasing Card Clerk in the Procurement Office.

3.8 Lost or Stolen Card

- In order to protect the University's interest, lost or stolen purchasing cards must be reported immediately to UMB Bank Security at 1-800-821-5184;
- Cardholder shall notify the Department Liaison, Department Head and Purchasing Card Clerk as soon as possible the next business day;
- The cardholder is responsible / liable for all charges incurred until the card is reported lost, stolen or misplaced.

3.9 Spending Controls

- The Purchasing Card is to be used only for the purchase of authorized supplies and services;
- Initial spending parameters for each purchasing card issued is set by Department Head;
- Single spending transaction maximum of $ 999.99 per purchase.

3.10 Card Security

- The Cardholder will treat the purchasing card with at least the same level of care and security as their own personal credit cards;
- Keep the card in an accessible, but secure location;
- Guard the card account number with care;

- The Department Head shall develop and establishes procedures for keeping the card secure.

4. Ordering Process and Purchasing Card Transaction Management

4.1 Placing the Order

- Orders can be placed in person, by phone, via fax, by mail, or via the internet.
- When the internet is used, make sure it is a secure site or place the order by phone.
- Internet purchases require documentation i.e., printing of the confirmation page and detailed listing of items purchased.
- Internet purchases are not allowed where the Cardholder is agreeing to terms and conditions of the vendor.
- Cardholders will when placing an order, make sure:
  - ✓ the purchase is tax exempt. If the vendor needs the University's Tax Exempt Certificate, it can be found on the Accounts Payable web site: **www.ucmo.edu ;**
  - ✓ the merchant gives the University any applicable discounts;
  - ✓ provide Cardholder name as it appears on the card;
  - ✓ provide UCM Central Receiving as the delivery point;
  - ✓ request documentation showing description and cost of each item;
  - ✓ web receipt or email acknowledgment from vendor;
  - ✓ Note: Third-party billing companies such as PayPal generally do not include detailed information about the item(s) purchased. The cardholder should, in cases such as this, provide a copy of the web page that identifies the item(s) purchased and the web receipt from the third-party billing company.

4.2 Documenting Each Transaction

4.2.1 The Purchasing Card Program requires sufficient documentary evidence for all purchases in order to comply with its policies, sound business practices, and the requirements of external and internal reviewers. Sufficient documentary evidence includes an original receipt and an explanation of business purpose. Every transaction must have valid source documentation from the merchant. All source documents must include the following information:

- Vendor identification (Merchant Name);
- Date of purchase;
- Description and quantity of each item purchased (write in if not apparent on receipt);
- Total cost of the order;

- Per item cost, if available;
- Cardholder name and/or card number;
- Brief Explanation, of Business Purpose.

Some examples of source documents include:

- A receipt and card transaction slip from the merchant;
- A packing slip showing costs of items received;
- Order forms for dues, subscriptions, registrations or similar items;
- An invoice showing credit card payment;
- An e-mail confirmation from the merchant.

4.3 Receipts and Inspections of Goods

- Cardholders shall provide Central Receiving with documentation of the inbound Purchasing Card orders;
- Central Receiving will sign for goods upon delivery and forward them unopened to Cardholder for inspection;
- Goods need to be inspected upon receipt by the department. If there are any problems with the order, the department must contact the merchant immediately.

4.4 Returns and Exchanges

- Cardholder will make arrangements directly with the merchant before shipping an item for return.
- If a replacement item is sent, the merchant would credit the returned item and charge a new transaction, unless there is an exchange of like items, e.g. exchange of different colors.
- If there is a problem with an order or goods are returned or exchanged, keep sufficient documentation of the transaction, including names, dates and conversation results. This information may be needed for the Cardholder Dispute Form (Appendix 5)
- Cardholders are prohibited from taking cash for a refunded item.

4.5 Disputes

4.5.1 If a credit is unobtainable by working directly with the merchant, a formal dispute will be recorded with the Purchasing Card Clerk for the following:

- Unauthorized charges, including unauthorized phone or mail order charges;
- Difference in dollar amount authorized and amount charged;
- Duplicate charges;
- Altered charges;

- Actual Cardholder transaction that Cardholder is challenging for some other reason;
- Account not yet credited but the vendor has issued a credit voucher, or said that they will issue a credit;
- Merchandise not received;
- Merchandise returned;
- Defective merchandise;
- Unrecognized charges (If fraud is suspected, immediately call the bank to report the charge, and then call Purchasing Card Clerk;
- The bank immediately issues a credit for the dispute, pending correspondence the merchant;
- Cardholder and Department Liaison will follow the progress of the disputed item until it is resolved.

4.6 Declined Transactions

- If an attempt to purchase was made with the Purchasing Card and the transaction was declined, contact the Purchasing Card Clerk for information during normal University business hours. The most common reasons for a declined transaction are:

  - ✓ Cardholder did not activate the card (Cardholder should now do so);
  - ✓ Cardholder has reached one of his or her transaction limits;

  - ✓ Vendor is classified under a merchant category code (MCC) that is blocked from use (Cardholder should ask vendor to identify the company's MCC);

  - ✓ Vendor asked for the billing address and the information provided by the Cardholder does not exactly match that on file with the bank
  - ✓ On telephone orders, vendor has incorrectly noted the card number and/or expiration date (Cardholder should verify information);
  - ✓ The transmission between the vendor and the bank is down (vendor should try again later).

4.7 Credits and Rebates

- Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement.
- Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.
- Rebates for University purchased supplies are the property of the University and must be deposited back to the appropriate University account.

4.8 Avoiding Internet Fraud

- Don't give out your credit card number(s) online unless the site is a secure and reputable site. Sometimes a tiny icon of a padlock appears to symbolize a higher level of security to transmit data. This icon is not a guarantee of a secure site, but might provide you some assurance.
- Don't trust a site just because it claims to be secure. Before using the site, check out the security and encryption software it uses.
- Make sure you are purchasing merchandise from a reputable source. Do your homework on the individual or company to ensure that they are legitimate.
- Try to obtain a physical address rather than merely a post office box and a phone number, call the seller to see if the number is correct and working.
- Send them e-mail to see if they have an active e-mail address and be wary of sellers who use free e-mail services where a credit card wasn't required to open the account.
- DO NOT purchase from sellers who won't provide you with this type of information.
- Check out other Web sites regarding this person or company. Don't judge a person or company by the Web site.
- Be cautious when responding to special offers (especially through unsolicited e-mail).
- Make sure the transaction is secure when you electronically send your credit card numbers.

5. Sponsored and Grant Funded Programs

5.1 General Usage

5.1.1 Use of the Purchasing Card does not change the existing cost, charging, and supporting documentation requirements that must be met for a Sponsored Project Fund. The Cardholder is required to demonstrate that the item purchased is allowable and necessary for the project. The Cardholder is responsible for assuring that the purchase is not expressively prohibited by sponsor regulations or by other federal guidance (such as OMB Circular A-21). A Sponsored Project account cannot be used as the Purchasing Card default account number; however, appropriate charges can be reallocated to a Sponsored Project account. All questions regarding Sponsored Projects are to be directed to the Office of Research Services.

5.2 Unique Audit Requirements

5.2.1. Some sponsored and grant funded programs sometimes have unique audit

requirements. The Cardholder and Department must retain copies of all Purchasing Card receipts charged against a sponsored account for the life of the sponsored account. Some vendors do not provide detailed receipts; therefore, the department may need to retain a detailed log of a sponsored account purchase, so that the individual items purchased are clearly documents. Below is an example:

A receipt may say "miscellaneous merchandise" with a total of $200. This will be insufficient for audit purposes or cost transfers. A complete summary of the items should be attached to the receipt:

7 boxes of diskettes @ $10 = $70
1 LaserJet Cartridge @ $59 = $59
4 Boxes of Transparencies @ $17.75 = $71

5.3 Proof of Purchase

5.3.1 Sponsored agencies may require proof of purchase when they are invoiced for the project expenditures. In those instances, the Sponsored Programs department may contact the cardholder to forward a copy of the receipt and purchase detail for a particular transaction. Those failing to follow this procedure may have their Purchasing Card revoked and the expenditures charged back to the default number assigned to the Purchasing Card.

6. Penalties

6.1 Responsibility

6.1.1 Cardholders are responsible and accountable to the University for all purchases made with the purchasing card and they must adhere to all University and department policies regarding its use. All purchasing card transactions shall be for official University business only. Cardholders may not make University travel arrangements with the Purchasing Card. Any employee who fails to use the purchasing card properly or abuses the use of the purchasing card shall be subject to cardholder penalties listed herein and may be subject to personnel disciplinary action, up to and including termination of employment. The University will seek restitution for any inappropriate purchases made with the card. All cases of misuse or abuse of the purchasing card must be documented by the Department Liaison and forwarded to the Purchasing Card Clerk in writing for action.

6.2 Cardholder Penalties

6.2.1 When policy violations by a particular cardholder are identified during the Department Head or Department Liaison officials review of the monthly transactions, the following process shall be followed:

- If a single abuse occurs by a particular Cardholder, provide the information to Purchasing Card Clerk who will after determination issue a written warning letter to the Cardholder.

- In the second instance of abuse, the card shall be suspended for at least three (3) billing cycles.
- If problems continue after the card is reinstated, the card shall be canceled up to one year.
- A Department Head can recommend skipping all of the steps if the incident is severe enough to suspend the card permanently.
- When warnings are issued by the Purchasing Card Clerk, the Cardholder and Department Head will be notified. The Vice President, Dean, and Department Head will also be notified if the card is either temporarily or permanently suspended.

6.3 Department Penalties

6.3.1 Procurement and Materials Management may impose penalties for any of the following occurrences:

- When the Purchasing Card documentation is not completed and forwarded to Account Payable by the 10th of each month two times in one Fiscal Year.
- Repeated Cardholder abuse and/or department abuse.
- Improper Documentation.

6.3.2 When penalties are imposed the following process will occur:

- At the first instance, a warning will be issued to the Department Head and the problem turned over to Internal Auditing if it is severe enough.
- Should the Departmental problem persist (second occurrences) the Vice President or Dean will be contacted and cards for the entire department may be suspended for at least two (2) billing cycles.
- After a third review, cards may be canceled up to one (1) year.

UNIVERSITY OF CENTRAL MISSOURI
BUSINESS PURCHASING CARDHOLDER AGREEMENT

Cardholder agrees to accept responsibility for the protection and proper use of the University Purchasing Cards in accordance with the terms and conditions below. Only the person(s) who has signed and accepted these responsibilities will be able to use the University's Business Procurement card. Cardholder initials are required after each paragraph below:

1. Cardholder agrees to provide the supporting itemized receipts from the vendor to their Department for each transaction made on the procurement card under this and other University policies and procedures. Failure to report each transaction and or document any purchase may be deemed an improper use of the University Purchasing Cards. _____INT

2 Cardholder understands that all charges made on the University Business Purchasing Card shall be charged directly to the cardholder's departmental budget by Accounting Services. _____ INT

3. If the card is lost or stolen, **Cardholder shall notify UMB Bank Security 1-800-821-5184 immediately**, also notify the Purchasing Card Clerk Clerk in the Procurement Office, and your immediate supervisor as soon as possible. _____INT

4. Cardholder is responsible for all charges incurred from the improper use of the University Purchasing Cards. Cardholder understands that the card is not transferable if issued directly to them. _____INT

5. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder aggress that his/her improper use of the University Business Purchasing Card may be cause for disciplinary action by the University including termination and that improper use of the University Business Purchasing Card may subject Cardholder to criminal prosecution. Cardholder understands that the University may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Missouri warrant which may be payable to the Cardholder. _____INT

6. Cardholder understands that should his/her employment with the University terminate for any reason, the Procurement must be returned to the Procurement Office. Cardholder understands that the University may withhold his/her final paycheck until the University Business Purchasing Card(s) is returned. Cardholder also understands that the University may withdraw authorization to use the University Business Purchasing Card and require the return at any time for any reason.
_____ INT

7. Cardholder understands that use of the Purchasing Card is for the purchase of commodity and non-inventory capital items. Purchases are subject to individual card limitations on expenditures for use in official state business. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the University implements in the use of the Purchasing Card. _____INT

8. **The cardholder agrees that if in doubt that a purchase is authorized the Cardholder shall seek prior approval from the Purchasing Card Clerk. Such approval presumes the proper use of the University Purchasing Cards**. _____INT

9. Cardholder acknowledges by his/her signature to this agreement, that he/she understands the proper use of the University Business Purchasing Card. _____INT

Cardholder signature: _____ Date: _____

Cardholder's mother's maiden name _____

Original to: Procurement Office, Copy to Cardholder (Revised November 2007)

NEW PURCHASING CARD REQUEST
(FULL-TIME EMPLOYEES ONLY)

University of Central Missouri (102 W South St., Warrensburg, MO 64093)
RETURN THIS FORM TO PROCUREMENT & MATERIALS MANAGEMENT)

Cardholder Name _____ E-Mail Address _____

Mother's Maiden Name_____Banner ID_____SSN (last 4 digits_____

Department_____ FOAPAL_____

Campus Address _____Office Liaison's Name_____

City/State/Zip_____ Office Liaison's Email_____

Position/Title_____ Campus Phone Number_____

____ACCOUNT CYCLE CONTROLS
Monthly Dollar Limit $_____
Daily Dollar Limit $_____
Max $ Per Transaction $_____

Applicant's Signature_____

Budget Administrator Signature needed for approval of card

_____ ____ _____
Date Requested Budget Administrator/Supervisor

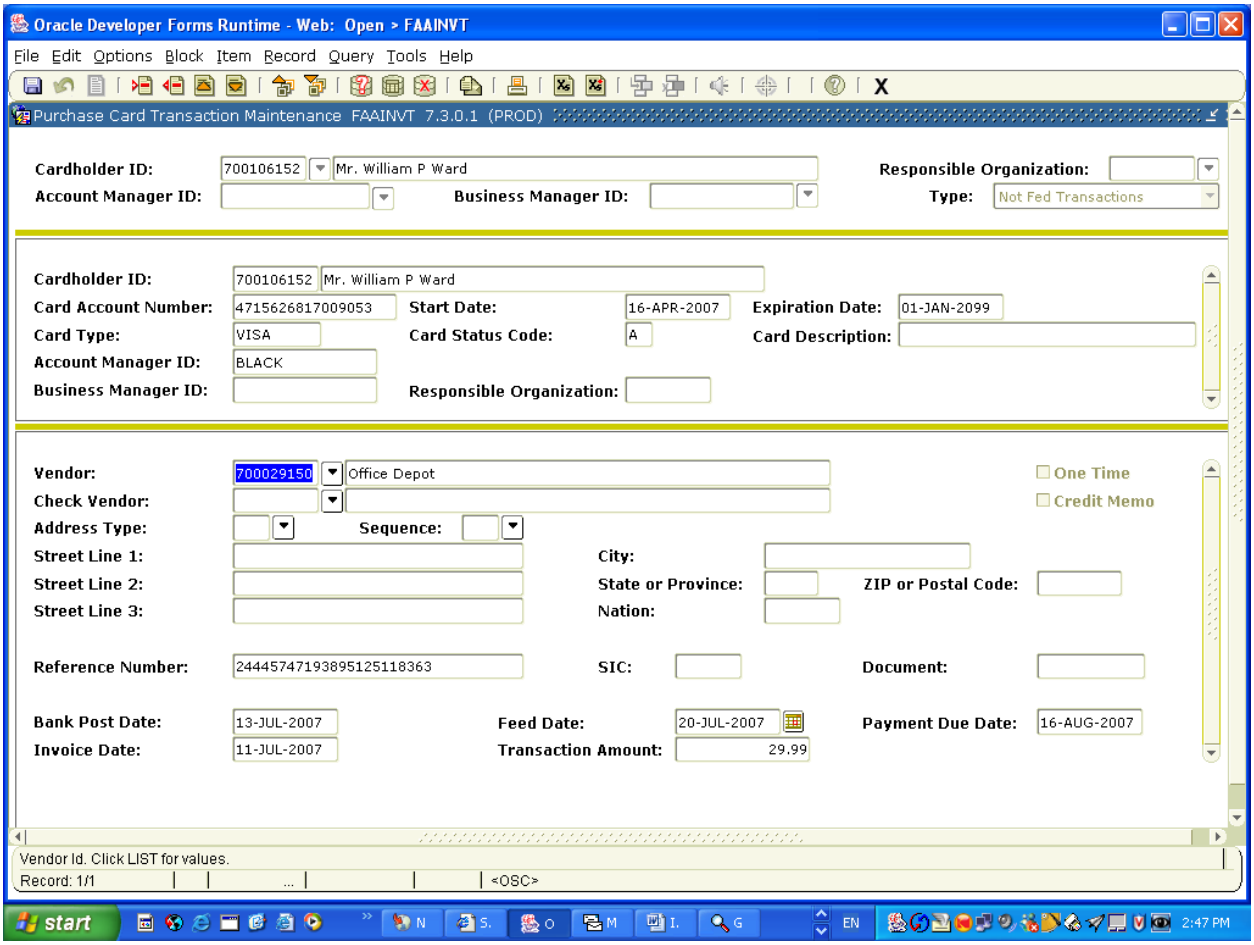
_____ _____
Date Authorized Procurement Card Coordinator Signature

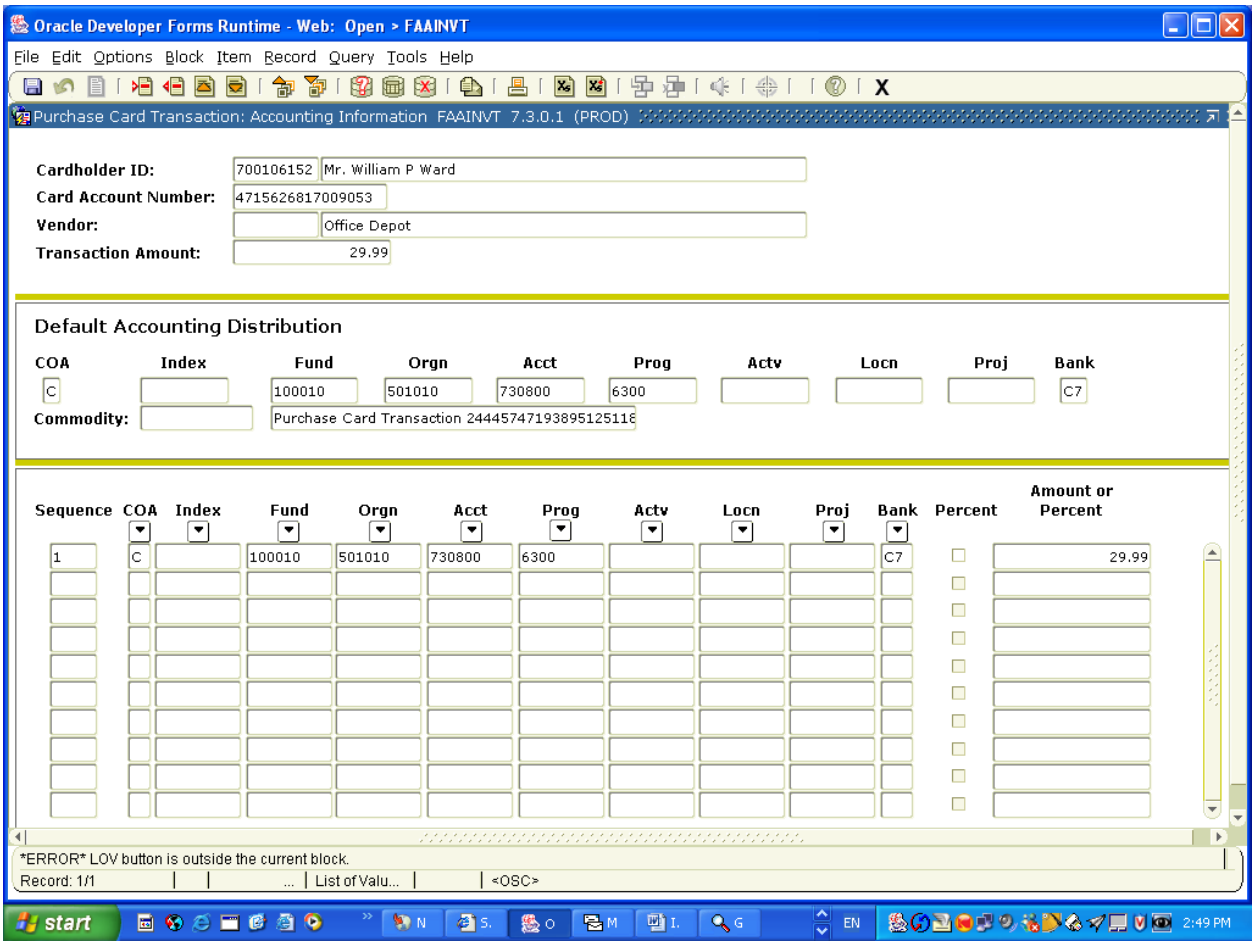
For additional information or questions regarding the Procurement Card Program please contact Mr. Michael E. Smith, ext. 4001 (msmith @ucmo.edu).

THIS SECTION TO BE FILLED OUT BY BPPC

____NEW ACCOUNT ADD TO EXISTING ACCOUNT
Dept Name_____ Dept Name_____
Account #_____ Control #_____
____REQUEST LOST/STOLEN REPLACEMENT CARD _____
____CHANGE CONTROL ACCOUNT_____
____CHANGE AUTHORIZATION STRATEGY_____
____CLOSE ACCOUNT_____

Form date 12/05/07


Oracle Developer Forms Runtime - Web: Open > FAAINVT
File Edit Options Block Item Record Query Tools Help
Purchase Card Transaction Maintenance FAAINVT 7.3.0.1 (PROD)
Cardholder ID: 700106152 Mr. William P Ward
Responsible Organization:
Account Manager ID:
Business Manager ID:
Type: Not Fed Transactions
Cardholder ID: 700106152 Mr. William P Ward
Card Account Number: 4715626817009053
Start Date: 16-APR-2007
Expiration Date: 01-JAN-2099
Card Type: VISA
Card Status Code: A
Card Description:
Account Manager ID: BLACK
Business Manager ID:
Responsible Organization:
Vendor: 700029150 Office Depot
One Time
Check Vendor:
Credit Memo
Address Type:
Sequence:
Street Line 1:
City:
Street Line 2:
State or Province:
ZIP or Postal Code:
Street Line 3:
Nation:
Reference Number: 24445747193895125118363
SIC:
Document:
Bank Post Date: 13-JUL-2007
Feed Date: 20-JUL-2007
Payment Due Date: 16-AUG-2007
Invoice Date: 11-JUL-2007
Transaction Amount: 29.99
Vendor Id. Click LIST for values.
Record: 1/1
<OSC>
start
2:47 PM


Oracle Developer Forms Runtime - Web: Open > FAAINVT
File Edit Options Block Item Record Query Tools Help
Purchase Card Transaction: Accounting Information FAAINVT 7.3.0.1 (PROD)
Cardholder ID: 700106152 Mr. William P Ward
Card Account Number: 4715626817009053
Vendor: Office Depot
Transaction Amount: 29.99
Default Accounting Distribution
COA Index Fund Orgn Acct Prog Actv Locn Proj Bank
C 100010 501010 730800 6300 C7
Commodity: Purchase Card Transaction 24445747193895125118
Sequence COA Index Fund Orgn Acct Prog Actv Locn Proj Bank Percent Amount or Percent
1 C 100010 501010 730800 6300 C7 29.99
ERROR LOV button is outside the current block.
Record: 1/1
List of Valu...
<OSC>
start
2:49 PM

University of Central Missouri

Business Purchasing Card

VENDOR NON-ACCEPTANCE FORM

CARDHOLDER'S NAME: _____

DEPARTMENT: _____

DATE: _____

VENDOR INFORMATION:

Vendor Name: _____

Vendor Address _____

_____

City State Zip

Phone #: _(_____)_____

Would you use this vendor more often if they DID accept the Purchasing Card? YES__ NO__

What is the amount of the order you WOULD have placed? _____

Comments: _____

_____

_____

Instructions: Cardholders who encounter vendors that will not accept the University Business Purchasing Card should fill out the information requested above and fax the completed form to: Business Purchasing Card Clerk

University of Central Missouri

Business Purchasing Card

CARDHOLDER DISPUTE FORM

ACCOUNT NO.: _____ MERCHANT NAME: _____

CARDHOLDER: _____ ADDRESS: _____

RETURN ADDRESS: _____ TRANSACTION AMOUNT: _____

_____ TRANSACTION DATE: _____

_____ REFERENCE NO.: _____

PLEASE INDICATE BELOW THE REASON FOR YOUR DISPUTE.

Description of the item(s) disputed:

_____

I am disputing this charge because: _____

After contacting the vendor, the following was / was not resolved:

_____

____ I did not make, nor authorize, the above transaction. I have not ordered this merchandise by phone, internet, mail, or received any goods or services.

____ The amount authorized and the amount billed are different. (Enclosed is a copy of the charge that was authorized.)

____ I was previously charged for this transaction. The date of the previous charge is _____.

____ I do not recognize this charge. Please supply a copy of the sales draft for my review.

____ I have been charged for this merchandise that I did not receive.

____ My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. Shipment will be refuse if merchandise is still sent.

____ My account has been charged for the above transaction, but the merchandise has since been returned. Enclosed is a copy of my postal insurance receipt. (A copy is provided with this correspondence.)

____ I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. The date on the voucher is between 30 and 90 days old. A copy of this voucher is included with this correspondence.

____ Other: _____

Send this form and documentation to: **Purchasing Card Clerk Procurement Office GSB 102**

BLOCKED MECHANT CATEGORY CODES LISTING

MCC	MCC Name
0	MISSING MERCHANT CATEGORY
99	OTHER
780	LANDSCAPE/HORTICULTURAL SER
1520	GEN CONTRACTORS RESIDENTL/COML
1731	ELECTRICAL CONTRACTORS
1740	MASONRY/TILE/PLASTER/INSUL
1750	CARPENTRY
1761	ROOFING/SIDING/SHEET METAL
1771	CONTRACTORS - CONCRETE
1799	SPEC CONTRACTORS - DEFAULT
2791	TYPESETTING/PLATE MAKING ETC
2842	SPECIALTY CLEANING/POLISHING
3000 - 3299	Airlines
3351 - 3441	Auto Rentals
3501 - 3798	Hotels and Motels
4011 - 4789	Transportation
4812	PHONE SERV/EQUIP NON-UTIL
4814	PHONE SERV/EQUIP UTILITY
4815	VISAPHONE
4816	COMPUTER NETWORK/INFO SVCS
4821	TELEGRAPH SERVICES
4829	WIRE TRANSFER - MONEY ORDER
4899	CABLE/PAY TV SERVICES
4900	UTILITIES/ELEC/GAS/H2O/SANI
5094	PRECIOUS STONES/METALS/JEWELRY
5271	MOBILE HOME DEALERS
5300	WHOLESALE CLUBS
5309	DUTY FREE STORES
5422	FREEZER/MEAT LOCKERS
5441	CANDY/NUT/CONFECTION STORE
5451	DAIRY PRODUCT STORES
5462	BAKERIES
5499	MISC FOOD STORES - DEFAULT
5511	AUTOMOBILE DEALERS AND LEASING
5521	AUTO DEALERS USED ONLY
5592	MOTOR HOME DEALERS
5598	SNOWMOBILE DEALERS

MCC	MCC Name
5599	MISC AUTO DEALERS - DEFAULT
5681	FURRIERS AND FUR SHOPS
5718	FIREPLACES & ACCESSORIES
5813	BARS/TAVERNS/LOUNGES/DISCOS
5814	FAST FOOD RESTAURANTS
5921	PKG STORES/BEER/WINE/LIQUOR
5932	ANTIQUE SHOPS
5933	PAWN SHOPS
5935	WRECKING SALVAGE YARDS
5937	ANTIQUE REPRODUCTIONS
5944	JEWELRY STORES
5950	GLASSWARE/CRYSTAL STORES
5960	DIRECT MARKETING INSURANCE SVC
5962	DIRECT MKTG-TRAVEL RELATED ARR
5963	DIRECT SELL/DOOR-TO-DOOR
5966	OUTBOUND TELEMARKETING MERCHNT
5972	STAMP & COIN STORES
5993	CIGAR STORES/STANDS
5997	ELEC RAZOR STORES/SALE/SERV
6010	FINANCIAL INST/MANUAL CASH
6011	FINANCIAL INST/AUTO CASH
6050	ELECTRONIC CASH WITHDRAWAL
6051	NON-FIN INST/FC/MO/TC/STAMPS
6211	SECURITY BROKERS/DEALERS
6300	INSURANCE SALES/UNDERWRITE
6381	INSURANCE PREMIUMS
6399	INSURANCE - DEFAULT
6513	REAL ESTATE AGENTS AND MANAGERS
6611	OVERPAYMENTS
6760	SAVINGS BONDS
7011	LODGING/HOTELS/MOTELS/RESORTS
7012	TIMESHARES
7210	LAUNDRY/CLEANING/GARMENT SV
7211	LAUNDRIES-FAMILY/COMMERCIAL
7221	PHOTO STUDIOS
7230	BARBER/BEAUTY SHOPS
7251	SHOE REPAIR/SHINE/HAT CLEAN
7261	FUNERAL SERVICE/CREMATORIES
7273	DATING & ESCORT SERVICES
7276	TAX PREPARATION SERVICE
7278	BUYING/SHOPPING SERVICES

7280	HOSPITAL PATIENTS FUNDS
MCC	**MCC Name**
7295	BABYSITTING SERVICES
7296	CLOTHING/RENT/COSTUME/UNIFO
7297	MASSAGE PARLORS
7298	HEALTH & BEAUTY SPAS
7299	MISC PERSONAL SERV - DEF
7341	WINDOW CLEANING SERVICES
7349	CLEAN/MAINT/JANITORAL SERV
7375	INFORMATION RETRIEVAL SERVICES
7379	COMPUTER MAINT/SVCS - DEF
7393	DETECTIVE/PROTECTIVE AGEN
7511	TRUCK STOP
7512	AUTOMOBILE RENTAL AGENCY
7519	MOTOR HOME/RV RENTALS
7524	PARKING LOTS (EPS)
7631	WATCH/CLOCK/JEWELRY REPAIR
7832	MOTION PICTURE THEATRES
7833	MOTION PICTURE THEATRES (EPS)
7841	VIDEO TAPE RENTAL STORES
7911	DANCE HALLS/STUDIOS/SCHOOLS
7929	BANDS/ORCHESTRAS/ENTERTAIN
7932	BILLIARD/POOL ESTABLISHMENT
7933	BOWLING ALLEYS
7941	COMMERCIAL/PRO SPORTS
7991	TOURIST ATTRACTIONS AND XHBT
7992	PUBLIC GOLF COURSES
7993	VIDEO AMUSEMENT GAME SUPPLY
7994	VIDEO GAME ARCADES/ESTABLISH
7995	BETTING/TRACK/CASINO/LOTTO
7997	MEMBER CLUBS/SPORT/REC/GOLF
7998	AQUARIUMS/SEAQUARIUMS
7999	AMUSEMENT/REC SERV - DEF
8011	DOCTORS
8021	DENTISTS/ORTHODONTISIS
8031	OSTEOPATHS
8041	CHIROPRACTORS
8042	OPTOMETRISTS/OPHTHALMOLOGISTS
8043	OPTICIANS
8044	OPTICAL GOODS & GLASSES
8049	CHIROPODISTS/PODIATRISTS
8050	NURSING/PERSONAL CARE FAC

8062	HOSPITALS
8071	MEDICAL/DENTAL LABS
MCC	**MCC Name**
8211	ELEMENTARY/SECONDARY SCHOOL
8241	CORRESPONDENCE SCHOOLS
8249	VOCATIONAL/TRADE SCHOOLS
8351	CHILD CARE SERVICES
8393	OTHER
8651	POLITICAL ORGANIZATIONS
8661	RELIGIOUS ORGANIZATIONS
8675	AUTO ASSOCIATIONS
8734	TESTING LABS (NON-MEDICAL)
8911	ARCHITECTURAL/ENG/SURVEY
8931	ACCOUNTANTS/AUDITORS/BOOKPR
8999	PROFESSIONAL SERVICES - DEF
9211	COURT COSTS/ALIMONY/SUPPORT
9222	FINES
9223	BAIL AND BOND PAYMENTS
9311	TAX PAYMENTS
9405	INTRA-GOVERNMENT PURCHASES-GOVT ONLY
9411	GOVT LOAN PAYMENTS
9700	AUTOMATED REFERRAL SVC
9701	VISA CREDENTIAL SERVER
9702	GCAS EMERGENCY SERVICES (VISA use only)
9751	UK SUPERMARKETS
9752	UK PETROL STATIONS
9950	INTRACOMPANY PURCHASE
9951	VIRGINEXPAIR
9952	FLAMINGO HOTELS
9953	ATLANTIC CITY HILTON
9954	CLARIDGE CASINO HOTEL
9955	PARIS LAS VEGAS HOTEL
9956	GRAND CASINO HOTELS
9957	HALE KOA HOTEL
9958	PEPPERMILL