



ST. CLOUD STATE

U N I V E R S I T Y

PURCHASING CARD

Purchasing Department

TRAINING GUIDE

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OVERVIEW

The purchasing card allows a cardholder the authority and capability to purchase items directly, enabling the cardholder to purchase faster and easier than before. The program is to be used to purchase most items under \$5,000 or \$5,000 for equipment. The card can be used anywhere VISA is accepted (no third party, SAM's Club, Amazon Prime, Craig's List, etc.). You can do Amazon Business and upload your tax exemption certificate. The cardholder can order in person, over the phone or on the web. System procedure prohibits retail store or vendor-specific cards.

When items are purchased with the card, a pending transaction is processed. The transaction is automatically approved for payment when items have been shipped or picked up. This eliminates the need for the vendor to invoice and reduces invoice discrepancies.

The cardholder is responsible for obtaining the itemized receipts at the point of sale, indicating each item purchased. Once the card holder has completed a transaction, they must log in to Workday by the 6th of each month and create an expense report for each transaction. The itemized receipts obtained must match the transaction amount in Workday. The cardholder approves/submits each transaction which then is sent to the respective cost center manager. The cost center manager then looks over each transaction submitted and either approves/sends back the expense report. Once approved by the cost center manager, Business Services receives it as the 'final approver'. **All transactions should be 'final approved' by the 6th of the month.** *It is advised that an internal procedure be set up by each department to assure the purchasing card policies are followed.*

All purchases on the card are required to follow St. Cloud State University purchasing policies & procedures. Minnesota State policies & procedures are specifically mandated but not limited to Minnesota Statutes 471.345, 16A and 43A. Established procedures for using the purchasing card must be followed. Failure to do so may result in the loss of privileges or other disciplinary actions.

The purchasing card is available to state employees only. Contractors, contracted employees and students are not eligible.

HOW TO OBTAIN A PURCHASING CARD

In order to obtain a company credit card, you will need to complete a request in Workday. Below is a hyperlink that will bring you to the job aid for your guidance:

[Credit Card Request via Workday](#)

Each card holder must complete a verification that training has been completed after reading through the attached 'Purchasing Card' power point.

Power Point:

<C:\Users\ud4425qh\OneDrive - Minnesota State\Desktop\St Cloud State University- PCard Training.pptx>

[Verification confirmation](#)

<https://forms.office.com/Pages/ResponsePage.aspx?id=xscRULQKq0ae9PrnSplaf4oO3AjkoRZMoLY4hpBQ299UMVNBMTeyRjdMTDMONDFJRTJTODNKUIRHWi4u>

BLOCKED VENDORS

The purchasing cards have been encoded to block out certain vendors that do not fall within the purchasing card mission. The purchasing card will be declined by a vendor if the vendor has been blocked or if the credit limit on the card has been exceeded. If the cardholder is certain neither situation applies, please contact the Purchasing Card Program Administrator, ext. 8-4001.

While certain vendors are blocked, others may sell items which are not allowable purchases on the card. Just because the card is accepted by a vendor does not make the item purchased allowable.

GUIDELINES FOR CARD USE

Card spending limits

The purchasing card application determines your monthly limit approved by the approver of the account. To ensure the program is utilized to its potential and to streamline normal day-to-day transactions, any purchase that requires additional documentation or approvals will not be allowed on the card **unless you have received prior approval from the purchasing director.**

Unauthorized and/or Inappropriate Card Use

Purchasing cards must not be used to purchase items for personal use or for non-university office purposes, even if the cardholder intends to reimburse the university. Notify the Card Administrator immediately.

A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner may be subject to disciplinary action, up to and including termination, as well as revocation of the purchasing card, criminal prosecution, and restitution of the unauthorized use. The employee, by statute, will reimburse MN State/St. Cloud State University for all incurred charges and any fees related to the collection of those charges.

Card Restrictions

If the cardholder is unsure whether a purchase can be processed with the card, please call the Purchasing Card Administrator, ext. 8-4001. Do not charge and inquire after the purchase. You may risk having your card deactivated and be required to return the item purchased

Per MN Statutes, Minnesota State policy and/or St. Cloud State University policy the following types of purchases are **NOT** allowed by purchase card:

- Food, refreshments (**May be approved with a 'spend authorization' via Workday**)
- Restaurants, catering (**May be approved with a 'spend authorization' via Workday**)
- Equipment over \$10,000
- Anything that requires a Certificate of Insurance
- Anything that requires a Professional/Technical Contract
- Entertainment/Recreation

Exceptions: With an approved spend authorization via Workday

- Student activities that will be paid for with student activity funds
- Activities that will be paid for with grant funds as authorized by the grant agreement
- Academic activities that will be paid for with course fees
- Recruiting expenses for faculty & students with approved spend authorization via Workday.
- Employee relocation expenses
- Items of personal nature – all clothing, fans, heaters, microwaves, air-conditioners, coffee makers, artwork, pictures, frames, decorative items of any sort (dept. or office, etc.), personal office calendars, flowers, awards, gifts and plaques for employees, volunteers or University supporters, etc. (contact Card Administrator for clarification)

- Items or supplies for an “at home” or “work from home” office
- Personal memberships in social, non-professional organizations
- Gasoline for travel using a personal vehicle
- Political contributions or events
- Charitable contributions or events
- Alcohol/Tobacco
- Weapons/Ammunition/Explosives
- Sensitive items as defined in System Procedure 7.3.6 Capital Assets
- Cash or cash advances
- Parking Tickets **(May be approved with a ‘spend authorization’ via Workday)**
- IT PURCHASING – HUSKY TECH 308-4375
 - Computers, tablets, mobile devices, cell phones or smart phones (this includes Netbooks/notebooks, hotspots, MiFi, iPods/iPads/iPhones//iTouch, wireless devices or blackberry devices.)
 - Audio/Visual devices (including TVs, monitors, smartboards or projectors)
 - Printers
- Payments to any departments at SCSU (Husky Tech, Copies Plus, Printing Services, Health Services, etc)_

Workday spend authorization purchase exception:

All purchases requiring a spend authorization form must be approved in advance by the Business Services Director regardless of method of payment. Generally, a purchasing card is not allowed as a method of payment for any items requiring a spend authorization. However, the Purchasing Director may grant an exception to this policy on a case by case basis.

Examples of allowable purchase card purchases include:

- Subscriptions, memberships or professional licenses for one year only, both new and renewals (NO SOFTWARE LICENSE)
- Webinars-these are fees and not travel.
- Rental of equipment (when a Certificate of Insurance is not required)
- Items that are classroom supplies or event driven and within the mission of the cost center should be indicated directly on the receipt. This transaction will require a spend authorization via Workday.
- Software may be purchased by a certified staff member.
- Gift cards that follow policy

GIFT CARDS POLICY

Purchase of Gift Cards is strongly discouraged. If it is determined that the purchase of gift cards is the only viable option, then the process below must be followed. This is necessary in order to comply with university, state and federal policies; as well as IRS tax reporting.

1. Prior to the purchase of gift cards, an approved spend authorization must be in place through Workday. A separate request is required for each Gift Card Purchase.
2. Spend authorizations should include the quantity, amount and business entity name at which the gift card may be used.
3. **Purchase of MasterCard, Visa, American Express, Discover or PayPal Gift Cards is prohibited.**
4. If using a PCARD to make the gift cards purchase, authorization must also be obtained from the Procurement Card Administrator after the approved spend authorization is approved and in place, but prior to the PCARD purchase.

5. For IRS tax reporting purposes the purchaser of the gift cards is required to complete a 'Gift Card Log' listing the parties receiving the gift cards, along with information necessary for IRS tax reporting purposes. The 'Gift Card Log' will need to be emailed to purchasing@stcloudstate.edu (10) business days after all gift cards have been distributed.

The Gift Card Log must include:

- Purpose of payments
- Recipient name
- Federal tax ID number/Social Security Number
- Permanent address (not campus address)
- Payment Amount
- Whether the recipient is a St. Cloud State employee
- Date of disbursement
- Last 8 digits of the gift card number of each gift card
- Signature of the recipient, confirming receipt

RESPONSIBILITY & ACCOUNTABILITY

Each individual cardholder user has the following responsibilities:

1. Safeguard the purchasing card and card account number at all times; lost or stolen purchasing cards must be reported immediately to the card administrator.
2. Keep purchasing card(s) in a secure location at all times.
3. Do not allow anyone else to use the purchasing card or card account number.
4. Obtain itemized receipts in an acceptable form for goods and services purchased. Examples of acceptable forms include: itemized receipts/order confirmations delivered to the employee electronically, copies, faxes, or paper receipts. All credits, including returns, must be documented with itemized receipts referencing the original purchase and purchase date. For internet purchases, save a pdf or copy of the order confirmation showing the details, or the shipping document showing what was purchased. The quantity and the price paid shall suffice as an acceptable form of an itemized receipt as long as the total matches the expensed value.
5. Review individual transactions to ensure accuracy, authenticity and compliance with system and university policies and procedures. Reviews should be done as soon as the transactions appear under 'my procurement card transactions' under your profile in Workday. It's advisable to discontinue use of the card by the 1st or 2nd of the month to meet deadline approval of the 6th. Proper documentation must be attached to each expense report submitted. The cardholder must retain these reports within the department.
6. Surrender the purchasing card and corresponding support documentation to the card administrator prior to separation or termination from the university.

As the supervisor of the cost center (responsible person for the account) or approved delegate, you will review the cardholder expenses and ensures compliance with this procedure. Duties include:

1. Approving employees for participation in the purchasing card program.
2. Reviewing purchases to ensure they meet objectives, are within restrictions placed on the card and are deemed necessary.
3. Reviewing purchases to ensure card has not been used for unauthorized or inappropriate purchases.
4. Responding to any misuse of the card by cardholders.
5. Ensuring closure of purchasing card at time of the employee's separation for employment or removal of purchasing card authority.
6. Review transactions throughout the month to ensure all are approved and forwarded to Business Services for

'final approval' by the 6th of each month. If an expense report has an issue, or is missing required documentation, it will be sent back to you. As the approver, you and the cardholder will need to clear any discrepancy and resubmit to Business Services via Workday.

WHAT IF THE CARD HOLDER LEAVES THE UNIVERSITY

When cardholders leave (separation or termination) the university, they MUST return the purchasing card to the Purchasing Card Administrator. Do not allow anyone else to use the card. You will be responsible to provide all receipts/documentation for transactions yet to expense on the card **before** you leave the university.

Cardholder has unapproved/yet to expense transactions - Expense Reports must be submitted and approved by your cost center manager or supervisor by the 6th of every month. The next cycle begins of the 7th of each month.

Policy allows 10 days beyond closing date to submit expense reports with approval by the 'Card Administrator'. Failure to adhere to this timeline will be followed by deactivation of your credit card.

Missing receipts - Transactions with missing documents will be sent back to the card holder via Workday to correct.

PURCHASE CARD US BANK ACCESS ONLINE PROGRAM

ACCESS ONLINE ACCOUNT SETUP

Your initial account setup in Access Online can be done at the following website:

<https://access.usbank.com>

The following information is required during account setup:

- Organization Short Name: MNSCU
- Account Number: Credit Card Number
- User ID: Keep your current one or you can create a new one
- Password: Create a new one
- Contact information requested is your personal information, not SCSU
- Employee ID is the last four digits of your 'Tech ID'

If you are having trouble logging in, please reach out to the 'Card Administrator'.

KEY CONTACTS: WHO TO CALL

Card Administrator: Lauren Coon ext. 4001

Contracts: Will Buck ext. 3136

Accounts Payable: Kari Kinney ext. 4120

Purchase Order/Vendor Issues: Lauren Coon ext. 4001

Vendor Requests - <https://supplier.swift.state.mn.us>

Director of Purchasing: Nicole Crosbie ext. 4788

Cardholder Help Desk: 1-877-887-9260