

Policy Number: 221.5
Policy: Purchasing Card Policy
Effective Date: 3/2013
Revision Date: 4/2021
Approved by: Business Services Director

POLICY:

I. Introduction and Purpose:

- A. This policy defines disciplinary actions that may be undertaken by MSU Administration should a cardholder abuse the privilege of using the MSU Purchasing Card.

II. Policy and Procedures

- A. The Purchasing Card is for University business purposes only and may not be used for any personal transactions. The card must be surrendered upon termination of employment with MSU.
- B. Cardholder Agreement Upon signing the Cardholder Agreement, the cardholder agrees to follow established procedures. The cardholder is responsible for and agrees to be held accountable to the University for all charges made to the credit card.
- C. Applicable Guidelines As a State institution, certain State and Federal guidelines and laws bind us. To ensure compliance with these requirements, cardholders and departmental accountants must follow the guidelines outlined in the Business Procedures Manual and the Purchasing Procurement Policy and Procedures Manual regarding allowable purchases and procurement methods. Both of these manuals are available on the University Business Services Web site.
- D. Office of Sponsored Programs When charges are made to grants, it is important that the allowable guidelines of the grant are followed.

III. Failure to Comply

- A. Failing to adhere to guidelines regarding accounting procedures, allowable purchases and procurement methods may result in disciplinary action. Disciplinary actions may include the following:

Offense	Disciplinary Action
Use of the card for personal purchases	Immediate repayment through Business Services, or Withholding from employee's paycheck, upon written request to Human Resources by the Director of Accounting
Chronic failure to provide original receipts for purchases before the monthly cutoff for reporting	Termination of an individual's card
Chronic departmental failure to observe procedures, such as submission of timely monthly reports and/or timely recoding of expenses from the default account code	Revocation of all departmental purchasing cards (at the discretion of the MSU Director of Business Services)
Extreme cases of misuse of the card, such as intentional theft of University funds	Legal action, termination of employment, formal personnel file documentation of reprimand

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IV. Effective Date and Review

- A. These procedures are effective immediately.
- B. The University Business Services Department will review and update this policy when appropriate.