

MSU BILLINGS

PURCHASING CARD MANUAL

PROGRAM OVERVIEW

Montana State University Billings is delighted to offer to the Campuses a simple program for purchasing goods and services. The Purchasing Card program is a fast, flexible alternative for processing purchases from vendors that accept Visa credit cards.

The Purchasing Card program is designed to delegate the authority and capability to purchase items directly to the person to whom it most matters-*YOU*, the cardholder. The Purchasing Card enables you to purchase items directly from vendors without the issuance of a purchase order and without the use of a Banner Payment Authorization (BPA).

Upon approval from your department head, and with the completion of the Cardholder Application, a purchasing card will be issued in your name by our financial institution, US Bank. You will need to supply a default Banner Index number for your charges. **This card is for University business purposes only and may not be used for any personal transactions.**

Upon signing the cardholder agreement, the cardholder agrees to be responsible for and to be held accountable to the University for all charges made to the credit card. Should the cardholder terminate employment with the University or transfer between departments, the department has a specific obligation to reclaim the credit card and return it to Business Services prior to the employee's termination date.

Remember, as a State institution, certain State and Federal guidelines and laws bind us. To ensure compliance with these requirements, cardholders must follow the guidelines outlined in the Purchasing Policy & Procedures regarding allowable purchases and procurement methods. Located on the Business Services webpage https://www.msubillings.edu/intranet/boffice/policies_procedures.htm.

Adherence to the guidelines will ensure that you retain the privileges of a cardholder. Failing to adhere to guidelines regarding allowable purchases and procurement methods may result in disciplinary action as outlined in University policy. Questions concerning allowable purchases may be directed to Purchasing.

OBTAINING A PURCHASING CARD

To obtain a purchasing card, the department manager must initiate the "Cardholder Application Form" from the web in DocuSign. Once the completed form is received the Program Administrator will forward the information on your application form to US Bank for processing. US Bank will send the purchasing card to the Campus Program Administrator. This process normally takes about 1-2 weeks.

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When your card is received, the Program Administrator will email you directions to pick up the new card, provide you with a brief orientation on how to use the card, and obtain your signature on the Purchasing Card Agreement form. **It is important that you understand that you are personally responsible and accountable for this Purchasing Card.** Misuse could result in loss of the card privileges or other disciplinary action, as outlined in University policy.

GUIDELINES FOR PURCHASING CARD USE

1. Each cardholder is responsible and accountable for his/her own Purchasing Credit Card. The single purchase limit, unless otherwise requested, is \$3,000.00 per purchase, and \$5,000.00 per cycle. The Purchasing Card may **not** be used for the following purchases:

- Meals and related expenses while cardholder is in travel status (per diem)
- Tips, gratuities, etc.
- Entertainment
- Alcohol or any substance, material or service which violates policy, law or regulations pertaining to Montana State University Billings
- Contracted Services; Sub Contractors; Consulting or Personal Services
- Personal expenses
- Cash advances
- Plants and flowers
- Prescription drugs/controlled substances
- Equipment with a trade-in
- Gasoline in your personal vehicle
- Any purchase that is prohibited by current University purchasing policies and procedures

Misuse of the card is considered a violation that may result in disciplinary action, as outlined in University Purchasing Card policy.

2. Monthly spending limits are set and approved by your department head, department manager, and Montana State University Billings administration.

3. Only the approved **cardholder** may use the Purchasing Card. Use by anyone other than the cardholder is prohibited. The card is NOT transferable between cardholders or departments.

4. Purchasing card transactions must not be split to divide a larger purchase, which is over the cardholder's single purchase limit. Contact Purchasing in Business Services to increase card limit.

5. The **cardholder shall** retain a copy of **the original** itemized charge slip/receipt or invoice

for all goods and services purchased, and any other information related to the purchase until the expense report has fed to Banner. All charges must be processed in Chrome River and receipts may be emailed or copied in the Chrome River Snap app for inclusion with their monthly/bi-weekly expense report.

6. It is the responsibility of the **cardholder** to attempt to resolve any disputes with a vendor. If resolution is not possible, the cardholder should dispute the item to US Bank and notify the Purchasing Card Program Administrator.
7. The named cardholder must sign the Purchasing Card immediately upon receipt of the card.
8. The cardholder is responsible for reporting the loss/theft of the card immediately to US Bank and the Program Administrator.
9. Items purchased for delivery should include the cardholder's name, campus address, and phone number.
10. If a duplicate statement is needed, contact the P-Card Program Administrator at 657-2151.

BILLING, PAYMENT, ACCOUNT DISTRIBUTION AND RECORD KEEPING

The cardholder activity is downloaded on a daily basis into Chrome River where the card holder or delegate(s) can access it. The system creates a transaction to charge the default account for the purchase. The card holder or the delegate(s) has the responsibility for allocating charges to the correct indexes and account codes in Chrome River.

The cardholder is responsible for supplying the original itemized receipts of the transactions. **Advance completion** of a Hospitality Approval Form is required for purchases of food for conferences and entertainment (the card cannot be used for food when per diem rates apply in a travel status).

During the month, the Cardholder is responsible for furnishing all original receipts/invoices and related documentation to Chrome River or the delegate(s) for all purchasing card transactions as soon as possible. Card Holders may also download the Chrome River Snap App for collecting receipts.



You will receive a monthly statement from US Bank showing your card charges for the month. This is an informational copy only. Do not pay from this statement, the University pays the statement monthly automatically. You should however, review the statement to be sure all the charges are correct. The statement will include charges from the 22nd of the previous month through the 21st of the current month.

The card holder supervisor must review the charges in Chrome River, and is responsible for approving the index and account code to charge for each transaction. Typically, all charges must be appropriately coded by the 25th of each month (the feed date).

TRAVEL AND TRAVEL ASSISTANCE

The State of Montana has mandated all airline tickets for its employees be purchased on the Purchasing Card unless it can be documented that another payment method is in the state's best interest. Generally, you must use the Purchasing Card for airline tickets you purchase.

The following are some problems you may encounter as a traveler:

Return of Airline Tickets—If applicable return the unused ticket to your travel agency for proper handling.

Lost ticket Application—The cardholder must immediately notify your travel agency. The travel agency will file a lost ticket application. A photocopy of the lost ticket application needs to be forwarded to US Bank Customer Service. If the lost ticket is not used within 6 to 8 weeks after receipt of the lost ticket application, the airline will issue a credit to the US Bank account to which the original purchase was charged. The airline will not issue a credit if there is evidence the lost ticket was used. Airlines generally charge a lost ticket fee.

Hotel and Lodging—All hotel and lodging can be guaranteed by your US Bank Purchasing Card. When canceling a hotel reservation, please be sure to record the cancellation number to avoid no-show charges being billed to your card.

As a US Bank cardholder, you have full access to the Visa Assistance Center. The Center offers worldwide support and assistance, as well as medical, travel, and emergency referral services to cardholders 100 or more miles away from home. The Center is staffed 24/7 and can be called toll free (800) 847-2911 or by international collect call 1-(410) 581-9994.

INSURANCE COVERAGE

Primary auto rental insurance, worldwide automatic travel accident insurance and excess lost or damaged luggage coverage are available to cardholders. Common Carrier Travel Accident insurance coverage up to \$500,000 is provided. Common Carrier Travel Accident Insurance is primary coverage, protecting against losses caused by (a) a common carrier accident, or (b) an accident incurred on the way to or from the terminal in a common carrier (i.e. taxi, bus, or airport limousine), *provided the air ticket was charged on the MSUB Purchasing VISA card* prior to departure to the terminal. The Travel Accident Insurance applies to the Cardholder, fellow employees and authorized users of the account while traveling worldwide for business purposes, providing the entire travel fare(s) was purchased with the MSUB Purchasing VISA card.

Auto Rental Insurance

Full value primary Auto Rental Insurance features worldwide coverage for collision, theft, vandalism, appraisal fees, and loss of use *when the rental is paid with the MSUB Purchasing Card*. Auto rental insurance applies to US Citizens and foreign nationals traveling in the United States as well as US citizens traveling overseas. Foreign nationals traveling overseas are not eligible for this coverage. This coverage is only valid when the cardholder is the primary driver.

Secondary Baggage Insurance

MSUB Cardholders are eligible for up to a total of \$1,250 of secondary baggage coverage *when the common carrier ticket is purchased with the MSUB Purchasing card*. The individual receives reimbursement for the cost of the replacement of luggage and its contents up to the lesser of (a) the amount paid to the traveler by the common carrier, or (b) \$1,250 provided the luggage was checked with the common carrier and lost due to the theft or misdirection by the carrier. Reimbursement is made only if the common carrier makes a monetary reimbursement, not for other consideration, such as travel coupons.

RECEIPT OF MATERIALS AND SERVICES

It is the Cardholders responsibility for ensuring receipt of materials and services and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods.

If you order materials by phone, ask the vendor to include a sales receipt/invoice in the package. You will need this for your documentation. If you order materials over the

Web, you will need to print the online invoice before you leave that web site. You need to also ask the vendor to note on the outside label your name, campus address and phone number.

You are responsible for coordinating returns directly with the vendor, and securing the appropriate credit. Retain copies of all the return documentation in case a question arises later.

DISPUTING A TRANSACTION

You may dispute any charge that appears on your monthly statement. If there is a charge that is not recognized, or it appears to be incorrect, it is your responsibility to first contact the vendor and attempt to resolve the dispute. If an agreement cannot be reached, you should contact US Bank at their toll-free customer service center number. Nearly all exceptions can be managed using the following steps:

- **Credits**

The supplier or merchant should issue a credit for any item they have agreed to accept for return. This credit will appear on a subsequent statement.

- **Disputed Items**

If you have a dispute and cannot reach resolution with the merchant, you can ask your departmental account manager for help; or call US Bank at 1-800-344-5696. US Bank will now intercede with the merchant or supplier on your behalf. You will need receipts as proof of return for any item you return. This will be a receipt from the shipping company like UPS, or Fed EX, etc. Or if returned to a store, you will need that receipt. Please remember that US Bank is your partner in this venture, and is willing to assist in any dispute resolution.

REPORTING A LOST OR STOLEN PURCHASING CARD

Notify US Bank immediately if your purchasing card is lost or stolen by calling 1-800-344-5696. Also notify your departmental account manager and the Program Administrator. When your telephone call is received, US Bank will immediately suspend your purchasing card and issue a new card. The new card will be sent to the Program Administrator, usually within 3 days.

Note: It is imperative that you contact US Bank immediately for suspension of your card; you

may be responsible for all charges made on the card until it has been canceled at US Bank.

CARD TERMINATION

When a cardholder terminates employment with the University, the department has the specific obligation to reclaim the purchasing card and return it to the Program Administrator **prior** to the employee termination. Business Services cannot sign the employee exit packet without the return of the card. Failure to follow the above procedure may result in revocation of all purchasing card privileges for all cardholders in that department.

If a cardholder terminates employment with a department and remains on campus in another department, the first department still has the obligation to reclaim the purchasing card and return it to the Program Administrator. This individual may again apply for another card in their new department.

The card may be terminated for failure to provide receipts for any specific purchase within the allotted time frame.

BUSINESS SERVICES will inactivate cards for any cardholder put on administrative leave unless the Dean/Director indicates there are recurring charges to be continued.

Non-adherence to these procedures can result in revocation of individual cardholder privileges and may result in revocation of all division or departmental purchasing cards.

APPENDICES

Key Contacts

Purchasing Card Agreement

Quick Reference Guide

MONTANA STATE UNIVERSITY BILLINGS
PURCHASING CARD KEY CONTACTS

The following resources are available to help you with use of the Purchasing Card, answer any questions you may have, or help solve any problems that may arise:

- 1) To cancel or report your Purchasing Card lost or stolen please call (24 hours a day):

US BANK
LOST/STOLEN CARD SERVICE
1-800-344-5696

- 2) For any other Purchasing Card customer service needs, please call (7 AM-6 PM MST)

US BANK
Purchasing Customer Service
1-800-344-5696

Visa Travel Assistance Center
1-800-847-2911
International Collect Call
1-410-581-9994

- 3) To request specific assistance with use of your Purchasing Card, or to apply for a Purchasing Card, please call the Campus Program Administrator at:

Purchasing Dept.
1-406-657-2151

- 4) For questions about Purchasing Card procedures or policy, please call the Campus System Administrator

Purchasing Dept.
1-406-657-2151

Montana State University Billings

Cardholder Agreement

The MSUB purchasing card is essentially a standard credit card in which the *credit liability rests with the university* instead of the *individual cardholder*. The credit card empowers the cardholder to purchase goods, services and/or travel on behalf of the University.

I agree to the following regarding my use of the MSUB Purchasing Card.

I understand that by signing this agreement it is my responsibility to adhere to policies and procedures made by Montana State University. Including, but not limited to the following:

1. I understand by using the MSUB Purchasing Card and making financial commitments on behalf of the University, I will strive to obtain the best value for the University.
2. I **will submit** a detailed **original receipt** to my departmental accountant **immediately** after a purchase, ensuring receipt of purchased goods.
3. I understand that under no circumstances will I use the MSUB Purchasing Card for personal purchases, either for myself or for others.
4. I understand that should I willfully or negligently violate the terms of this Agreement and use the MSUB Purchasing Card for personal use or gain that I will reimburse the University for All Incurred Charges and Any Fees related to the collection of those charges. **Under no circumstances are reimbursements to be made to US Bank.**
5. In reading this agreement, I understand the procedures covered in the Agreement and agree to abide by them. I understand that my failure to adhere to these procedures constitutes misuse of company property and may result in cancellation of the MSUB Purchasing Card and/or possible criminal charges.
6. I have been given a copy of the Purchasing Quick Reference sheet and I understand the basic requirements for using the MSUB Purchasing Card system.

I acknowledge receipt of the MSUB Purchasing Card.

MSUB Purchasing Card Number

Expiration Date

Cardholder Name (Print)

Cardholder Signature

Date

Cardholder Employee ID Number (GID)

Department

MSU Billings Purchasing Card Quick Reference Guide

- This card is for **University business purposes only** and may not be used for any personal transactions, even if the University is reimbursed.
- **Itemized invoices and/or receipts** that show payment information are required to be submitted in Chrome River as soon as possible after purchase. Summary credit card receipts are not acceptable unless accompanied by the related itemized invoice.
- The **cardholder is responsible** and agrees to be held accountable to the University for all charges made to the credit card. For security purposes, do not e-mail your card number to any vendor. Always be sure online credit card payments are on a secure web site.
- **Only the assigned cardholder may use their card.** Should the cardholder terminate employment with the University, the department has specific obligation to reclaim the credit card and return it to Business Services prior to the employee's termination date.
- Remember, as a State institution, certain State and Federal guidelines and laws bind us. To ensure compliance with these requirements, **follow the guidelines outlined in the Business Procedures Manual and the Procurement Services Procedures Manual, as well as OSP-specific requirements for grant purchases.**

Manuals are located at the _____.
Contact the Program Administrator at 657-2151 if you have any questions. Thank you.

What should I purchase with my Credit card?

DO use your card to:

- Buy office supplies
- Travel (Chrome River Pre-Approval required if Out of State):
 - Rent a car
 - Purchase gas for rental car
 - Book a hotel reservation
 - Register for a conference
 - Buy an airline ticket
- Buy food for a workshop or seminar that you are sponsoring (approved Hospitality Approval form required)

Vendors Not Allowed

- Pawn Shops
- Liquor Stores
- Pharmacy
- Accountant/Physician
- Attorney
- Movies/Plays/Museums

DO NOT use card to:

- Pay another State Agency
- Pay another MSUB department
- Pay for memberships such as Costco or Amazc (MSUB has corporate programs)
- Fill your personal car with gas (request mileage reimbursement in Chrome River)
- Buy meals in travel status (request per diem reimbursement in Chrome River)
- Upgrade your airline seat
- Pay for personal expenses
- Buy alcohol
- Buy flowers, greeting cards or gifts
- Get a cash advance (not allowed on card)
- Pay for a grant subcontract

DO NOT:

Exceed Procurement limits or Split purchases to avoid transaction limits**

*For individual purchases over \$5,000, or

**To temporarily raise the limit for a one-time purchase or unique circumstance, contact accountspayable@msubillings.edu or 657-2151