

PURCHASING CARD GUIDELINES – Quick Reference

Prohibited Purchases

Alcoholic beverages

Cash Advances

Entertainment – movies, plays, game tickets

Food/meals for you during a business trip, attending an event, recruiting student athletes

Gasoline for personal or state fleet vehicles

Gift cards/certificates

Non-business/personal items

Payments to individuals, employees, students

Expenditures not normally within the cardholder's job responsibilities

Acceptable Purchases

Airfare, luggage, parking, ground transportation

Food/meals if we are putting on the event

Food/meals for athletic team travel and other organized student group

Food/meals for potential student during recruitment of student athlete

Gasoline for rental car

Hotels – In state - up to maximum state allowable rate and no taxes

Hotels – Out of state

Rental car if state fleet vehicle is not available

Expenditures normally within the cardholder's job responsibilities

Required Documentation

Itemized receipt or invoice (not just credit card receipt) (not a statement or packing slip)

Conference/meeting agenda or program (motel stays, airline tickets)

Student Roster (for meals, motel stays)

Important Notes

Do not split a transaction to circumvent your single transaction limit (request an increase)

Do not lend your card to anyone (even within department)

Misuse of Purchasing Card and Other Violations

(From NDUS Handout p.7)

Note: All P-Card transactions are subject to audit.

Failure to use the P-Card in accordance with applicable policies and procedures may result in revocation of the P-Card and may involve appropriate disciplinary actions, up to and including termination and possible criminal prosecution. Violations include but are not limited to:

- Allowing someone else to use your card – The NDUS employee whose name appears on the P-Card is accountable for ALL charges made with that card. A cardholder shall NOT lend the P-Card to anyone.
- The cardholder must be a NDUS employee. Students, including graduate students and student organizations are not allowed to obtain a Purchasing Card. If an employee is also a student, the issuance of the P-Card must be based on their status as an employee, and all transactions must be related to their employment.
- Purchasing cards are not issued in the name of the Department. They are only issued to individuals.
- The JPMorgan Chase MasterCard Program provides liability protection to NDUS once notification of any loss, theft or fraudulent use is made. However, the level of liability protection does not apply to cards that are made available to multiple users.
- Failure to submit statement and supporting documentation to your campus business office or accounting/finance department by the required monthly deadline.
- Splitting a purchase to circumvent Purchasing Policies. Splitting purchases is making multiple purchases for the same business purpose within a short amount of time.
- Purchasing items with the card for personal use.
- Purchasing unallowable items.
- Repeatedly allowing sales tax to be charged when the purchases are tax exempt.
- Any unauthorized charges that occur on the Purchasing Card must be IMMEDIATELY repaid by the cardholder.

Cardholder Disciplinary Actions

(From NDUS Handout p.8)

Cardholders who do not comply with P-Card policies and procedures may face disciplinary actions, up to and including termination and possible criminal prosecution.

- First Offense – P-Card Administrator will send written or emailed warning to Cardholder.
- Second Offense – P-Card Administrator will send written or emailed warning to Cardholder and supervisor.
- Third Offense – 30 day suspension of card. Cardholder must contact P-Card Administrator to reactivate card within 30 days after suspension.
- Fourth Offense – P-Card is canceled. The Cardholder must return the card to the P-Card Administrator.

Offenses will be tracked per employee in a twelve-month period beginning with the first offense.

Purchasing Card Administrator reserves the right to suspend/cancel any card at any time.

A Cardholder may request a new card after 120 days of having their card canceled.

The Cardholder and their direct supervisor must go through an Appeals Process, which is a review of the Cardholder's violation history and the justification for a new card.

The appeals process will determine if a Purchasing Card will be reissued.

If reissued, the Cardholder must fill out a new Purchasing Card Application and retake training.

No Cardholder will be considered for reinstatement until all unauthorized personal charges on the previous card are paid back in full to the institution.