PURCHASING CARD
USER MANUAL

Dear Cardholder:

Welcome to the Pacific University Purchasing Card program. The card is an alternate method to acquire goods. The Purchasing Card provides departments with a more efficient system for purchasing goods under $25,000.00 by placing the card in the hands of those individuals who are directly responsible for making purchases. The Purchasing Card is a Visa product administered by US Bank. In order to receive a card, an employee must attend a training session to discuss the Purchasing Card policies and procedures and complete the US Bank Corporate Card Cardholder Participation Agreement Form.

The primary benefits of the Purchasing Card are:

- acceptance by any supplier who accepts Visa
- place orders more conveniently and eliminate reliance on others
- improve accuracy of arranging travel and purchasing goods
- reduce paperwork
- monitor spending
- set individual spending limits and receive monthly statements from US Bank for each card

We hope you will enjoy the benefits of using your Purchasing Card.

If you need any assistance please contact the Purchasing Office at x2265 or purchasing@pacificu.edu.
Table of Contents

Cardholder Responsibilities 1
Department Administrator Responsibilities 2
Unauthorized Purchases 3
How to Make a Purchase 4
Sales Receipt Requirements 5
Gift Card/Gift Guidelines 6
Bank Statement Reconciliation 7
Billing Cycle 9
Fiscal Year Cutoff 9
Key Contacts 10
Frequently Asked Questions 11

Attachments

US Bank Corporate Card Cardholder Participation Agreement Form PC-1
US Bank Corporate Card Missing Receipt Form PC-2
US Bank Corporate Card Reconciliation Form PC-3
US Bank Dispute Form PC-4
Gift Card Acknowledgement Form PC-5
Award/Prize Form PC-6
Cardholder Responsibilities

Issuance of a Purchasing Card is a relationship of trust between the cardholder, department and University. The Purchasing Office’s responsibility is to provide quality service and information to cardholders and departments. Cardholders’ responsibilities are outlined below.

Before using the Purchasing Card, determine if it is the appropriate purchasing method. Generally, the Purchasing Card can be used for most travel-related expenses and purchases of goods up to $24,999.99. **Any purchase of goods exceeding $24,999.99 must be processed via a purchase requisition per University policy.**

- The Purchasing Card must be used strictly for University business. **No personal use of the card is allowed.**
- The approved cardholder is personally responsible for the Purchasing Card.
- Cardholder will not use the card to purchase restricted items (Unauthorized Purchases list on page 3).
- Cardholder **should not** receive cash back for any refund or exchange. Refunds or exchanges **must** be credited to the Purchasing Card account.
- The Purchasing Card may be used in person, via mail, telephone, fax or a secure Internet link.
- Cardholder **must** retain all sales slips, register receipts, invoices, e-invoices and credit invoices.
- Cardholder will reconcile receipts against the monthly US Bank statement, approve it and forward it with original receipts to the Department Administrator.
- Cardholder agrees to follow the policies and procedures established by the University for the use of the Purchasing Card. Failure to do so may result in revocation of the card use privileges and/or disciplinary actions, including termination of employment.
- Cardholder **must** return the card to Purchasing upon leaving Pacific University or transferring to a department where a card is not required.
- Cardholder should report a lost, stolen or compromised card immediately to US Bank at (800) 344-5696, the Department Administrator and Purchasing at x2265 during normal business hours. On weekends and evenings, cardholder should still immediately report a lost or compromised Visa to US Bank. The Department Administrator and Purchasing should be notified the next business day.
- Cardholder should keep the Purchasing Card in a secure location and guard the account number from unauthorized use.
Department Administrator* Responsibilities

• The Administrator will establish an internal tracking method for card purchases to keep a record of outstanding charges on the card.

• The Administrator will make sure that the monthly bank statement is reconciled with original receipts (expenses and credits) and forward the statement to Purchasing by the **first working day of each month**.

• The Administrator will be responsible for faxing the US Bank Dispute Form to the bank and attaching the original to the Reconciliation Form.

*Department Administrator is defined as the Budget Officer, Department Chair or designee.*
Unauthorized Purchases

The Purchasing Card **cannot** be used for the following types of transactions:

- Air conditioners/heaters (unless approved by Facilities)
- Audio/visual equipment, telecommunications, computer hardware/software and related peripheral equipment **without including one of the following statements:**
  - “**I have received authorization from UIS staff for this purchase**”
    (forwarding “permission to purchase” emails from UIS is no longer required)
  - “**This purchase does not require UIS authorization per the current UIS purchasing policies**”
    (see the *Technology Purchasing: Pre-Purchase UIS Consultation* article in KnowledgeBase on the UIS University webpage to determine which purchases require approval)
- Cash advances
- Contracts for:
  - maintenance
  - public works or trades (including carpet installation, building alteration or renovation, etc.)
  - real property purchases, leases or long term rentals
- Firearms or weapons
- Furniture (unless approved by Purchasing)
- Gasoline for personal vehicles (card may be used for gasoline for rental vehicles, small engines [e.g. lawn movers] and propane grills)
- Gift cards exceeding $50.00
- Illegal drugs, narcotics or controlled substances
- Insurance
- **Items for personal use**
- Items that will attach to University buildings (e.g. window treatments, signs and bulletin boards)
- Sierra Springs beverages
  - water
  - coffee/tea
- Single items equal to or greater than $5,000.00
  - **Splitting purchases to circumvent the per-item transaction limit is prohibited**
- Temporary employment agencies
- Websites (e.g. E-Bay, Craig’s List)
How to Make a Purchase

The Purchasing Card may be used in person, via mail, telephone, fax or a secure Internet link. Cardholder should follow these procedures when using the Purchasing Card:

1. Identify him/herself to the vendor as a Pacific employee.
2. Ask if the vendor accepts Visa.
3. If the vendor requests a billing address, provide cardholder’s campus address. Do not give the address of Purchasing or the emergency number of cardholder’s building.
4. Order the desired goods or travel arrangements and confirm the total cost including shipping and handling.
5. Give the vendor the Purchasing Card number, expiration date and 3 digit code, if required.
6. Specify delivery instructions (if applicable), including the information that must appear on the shipping label (see example below). Tell the vendor that the Purchasing Card number should not be displayed anywhere on the invoice or outside of the package.

Pacific University
ATTN: (fill in cardholder’s name & department)
2043 College Way
Forest Grove, OR 97116

**NOTE: Off campus locations will reflect the individual’s department business address.**
Sales Receipt Requirements

Regardless of the method used for making travel arrangements or obtaining goods, the cardholder must obtain an *itemized* receipt for the transaction. If the order is phoned, faxed, mailed or sent over the Internet, the cardholder must advise the merchant verbally or on the written transmittal that an itemized receipt must be provided with the shipment, or emailed or faxed to the cardholder. If the transaction is processed on the Internet via PayPal, the cardholder must also provide a written detail for the charge (e.g. conference registration).

Should a receipt be lost, the cardholder **must** obtain a duplicate copy from the vendor. If the cardholder is unsuccessful in securing a duplicate copy, he/she must complete a Missing Receipt Form for items $50.00 or less (attachment PC-2). For items greater than $50.00, the US Bank Dispute Form may be used, referencing #13 and #14 (attachment PC-4).

Original receipts or e-invoices are to be attached to the Reconciliation Form (attachment PC-3), or an appropriate substitute, and stapled to the back of the approved bank statement. The statement along with the original receipts must be forwarded to the Department Administrator in time for Purchasing to receive them by the first working day of each month.

Excessive instances of lost or missing sales receipts may result in Purchasing Card privileges being revoked.

*Itemized means including the date, a description of the goods secured, the quantity, the amount, tax and shipping charges (if applicable) and the total. If the merchant’s receipt is not itemized (i.e. merely states “miscellaneous supplies”), the cardholder must write in the required information**.

**Required Information:
Meal: receipt, purpose and participants
Airfare: receipt, purpose, participants and date range
Conference: receipt, purpose, participants, date of function and conference name
Gift cards, gifts, awards/prizes: receipt, reason and recipient
Gift Card/Gift Guidelines

Cardholder must obtain an itemized receipt for the purchase of a gift card or gift. Note the reason and recipient. Include this information with the monthly card statement.

Pacific University is a service-oriented, non-profit organization. Departmental funds for gift cards and gifts are not meant to provide additional benefits to paid personnel. Only special circumstances warrant a gift card or gift exceeding the approved $50.00 limit. In these situations, a Gift Card Acknowledgment Form or an Award/Prize Form must accompany the receipts for the monthly audit.

1. Gift cards and gifts less than $50.00 do not require either form referenced below. An itemized receipt and notation of the reason and recipient name(s) are sufficient.

2. Gift Card Acknowledgment Form

Gift cards and/or gifts should not be given in lieu of payment. They may be given for complimentary services. The following are appropriate reasons for giving a gift card or gift that would require a Gift Card Acknowledgment Form:

- “Thank you” for a specific service (e.g. speaker, event volunteer, exemplary work)
- Celebration (e.g. birthday, retirement, graduation, baby shower)
- Unique circumstance (e.g. hospitalization, bereavement)

3. Award/Prize Form

The Award/Prize Form must be used to document any gift card or gift given as an award/prize for a drawing or contest (e.g. Earth Day, Boxer Bingo).
Bank Statement Reconciliation

Reconciliation by the Cardholder

Each month the cardholder will receive a US Bank statement. The statement should arrive around the 23rd. The cardholder’s statement will include all individual charges and credits for the billing period. Once the bank statement is received, the cardholder must:

- Review the statement for accuracy and verify each line with the merchant receipts/invoices.
- If an item is billed incorrectly or is questionable (e.g. a purchase which the cardholder does not believe he/she made), prior to submitting the statement to Purchasing, the cardholder or Department Administrator must contact:
  - Vendor, to verify purchase and/or dispute status.
  - US Bank via the US Bank Dispute Form*. Fax the form to US Bank and attach the original to the Reconciliation Form. Circle the dollar amount of any items that are questionable, defective or billed incorrectly and note “in dispute” on the bank statement.
- If a purchased item is defective, return the item to the merchant for replacement or credit. If the merchant refuses to replace the defective item or fails to issue a credit, the purchase will be considered in dispute and the same procedure for questionable items described above are to be followed.
- Once each line item has been verified or disputed and the total matches the statement, the cardholder or Department Administration must sign on the “Approved by” line. Forward the statement to Purchasing with the receipts attached. Receipts smaller than a standard sheet of paper must be taped to a full sheet of paper to make sure they are not lost in transit.

*An incorrect dispute will result in a $10 charge to the department per US Bank policy.

Repeated late submissions of reconciled card statements may result in the cancellation of card privileges.

(Continued on next page)
Reconciliation by the Department Administrator

- Establish a date by which all cardholders under his/her authority must submit their statements and receipts to the Administrator.
- Review monthly charges made by the cardholder(s) to make sure they are appropriate and that prohibited items were not purchased.
- Apply the appropriate account number(s) on the Reconciliation Form (or appropriate substitute) against which payment will be made. If the entire statement is to be charged to a single account number, then indicate this on the "Account Number" line of the Reconciliation Form.
- If multiple account numbers are to be used on a statement, write each desired account number next to the appropriate dollar amount.
- **Only one dollar amount may be entered per account number on the Reconciliation Form.** If multiple transactions are assigned to one account number, enter the aggregate total next to the account number.
- Sign the Reconciliation Form when reconciled with the cardholder’s monthly bank statement.
- Forward the signed Reconciliation and cardholders’ bank statements along with receipts and US Bank Dispute Form (if applicable) to Purchasing no later than the **first working day** of each month.
Billing Cycle

The billing cycle for the Purchasing Card is from the 19th to the 18th of each month. Charges and credits made during this period should appear on the bank statement, which is generally received by the 23rd of each month. A credit card statement will be mailed directly to the cardholder by US Bank. Reconciled bank credit card statements are to be submitted to Purchasing no later than the first working day of each month for timely payment to meet the credit card requirements.

<table>
<thead>
<tr>
<th>Billing Cycle</th>
<th>19th to 18th of each month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate date statements will be received</td>
<td>23rd of each month</td>
</tr>
<tr>
<td><strong>Cardholder Deadline</strong> to submit reconciled statement and original receipts to Department Administrator</td>
<td>Each department to establish this date</td>
</tr>
<tr>
<td><strong>Department Administrator Deadline</strong> to submit statement with original receipts to Purchasing</td>
<td>First working day of each month</td>
</tr>
</tbody>
</table>

Fiscal Year Cutoff

All charges through the June 18th billing period of each year will be paid from the current fiscal year. All charges and credits made after June 18th (charges that appear on statements that arrive in July and thereafter) will be paid from new fiscal year funds.
Key Contacts

US Bank Corporate Card Services  
c/o US Bancorp Service Center Inc.  
PO Box 6344  
Fargo, ND 58125-6344  

Customer Services (800) 344-5696  
Dispute Department Fax (701) 461-3463  

Purchasing  
Patsy Charlesworth x2265  
purchasing@pacificu.edu  

Report lost, compromised, or stolen cards  
Report disputed or questioned items/charges on statement  
Contact for questions regarding Purchasing Card policies and procedures
Frequently Asked Questions

• What if a cardholder leaves Pacific or changes departments?

The cardholder must submit the card to Purchasing when leaving Pacific or transferring to a department where a Purchasing Card is not required. Cardholder must email Purchasing at purchasing@pacificu.edu immediately upon a status change so that the current Purchasing Card Cardholder Agreement can be updated as required.

• Under what circumstances might a transaction be declined?

A purchase will be declined if: the cardholder has exceeded the designated transaction limit or monthly credit limit or the cardholder attempts to use the card for an unauthorized purchase category (e.g. City Liquidators, jewelry, antiques, and purchase trends).

• What does cardholder do if the card is lost, compromised, or stolen?

Report a lost, compromised or stolen card immediately to US Bank Corporate Card Services at (800) 344-5696, Purchasing at x2265 and the Department Administrator.

• Can cardholder split charges in order to stay within the $5,000.00 per-item limit?

Cardholder should never split charges in order to avoid exceeding the transaction limits because of the capitalization policy adopted by the University. Disregard of this policy will result in Purchasing Card privileges being revoked.

• Who should cardholder contact with questions concerning object codes?

Contact Purchasing at x2265 about object codes or other questions regarding the use of the card.

(Continued on next page)
• What should cardholder do about a missing receipt?

1. Cardholder must **obtain a receipt from the vendor.**
   - **Hotel/Motel/Bed & Breakfast:** detail folio is required.
   - **Grants:** items charged to a grant must have a receipt to fulfill grant requirements.

2. Excessive instances of lost or missing sales receipts may result in Purchasing Card privileges being revoked. If unable to secure a receipt copy:
   - **Receipts $50.00 or less:** cardholder must complete and sign the Missing Receipt Form (attachment PC-2). Forward to the Department Administrator for their approval and signature. Attach the form to the monthly statement.
   - **Receipts more than $50.00:** cardholder must complete and fax the US Bank Dispute Form (attachment PC-4), checking #13: *I am not disputing this charge, however, I need a copy for my records.* Complete a description of the charge in #14 (e.g. lunch at Pizza Schmizizza with seminar speaker Jane Doe). Attach a copy of the Dispute Form to the monthly statement prior to submission to Purchasing.
   - **All other missing receipts:** contact Purchasing at x2265 for instructions.

• How is program compliance verified?

Purchasing will conduct a monthly post-transaction audit review. Additionally, departments should have their own procedures to monitor compliance. Misuse or abuse of the Purchasing Card procedures will result in the loss of the card privileges.

• What if cardholder doesn’t comply with the established timelines?

If your reconciled card statement is not returned by the date required, the card charges will be charged to a department default account. Repeated late reconciled statement submissions will result in the cancellation of card privileges.

• What if cardholder doesn’t receive the monthly card statement from US Bank?

Call Purchasing at x2265 and request a copy of the statement.
US Bank Corporate Card
Cardholder Participation Agreement Form

Cardholder ____________________________

Department ___________________________ Extension __________

Department Administrator ____________________________

I hereby acknowledge receipt of the Purchasing Card User Manual and agree to comply with the Purchasing Card Program policies and procedures.

I further agree to only use the card for authorized University travel and purchases and will not use the card for personal purchases nor loan the card to other persons. I understand the following items may NOT be purchased with the credit card.

- Air conditioners/heaters (unless approved by Facilities)
- Audio/visual equipment, telecommunications, computer hardware/software and related peripheral equipment without including one of the following statements:
  - "I have received authorization from UIS staff for this purchase" (forwarding "permission to purchase" emails from UIS is no longer required)
  - "This purchase does not require UIS authorization per the current UIS purchasing policies" (see the Technology Purchasing: Pre-Purchase UIS Consultation article in KnowledgeBase on the UIS University webpage to determine which purchases require approval)
- Cash advances
- Contracts for:
  - maintenance
  - public works or trades (including carpet installation, building alteration or renovation, etc.)
  - real property purchases, leases or long term rentals
- Firearms or weapons
- Furniture (unless approved by Purchasing)
- Gasoline for personal vehicles (card may be used for gasoline for rental vehicles, small engines [e.g. lawn mowers] and propane grills)
- Gift cards exceeding $50.00
- Illegal drugs, narcotics or controlled substances
- Insurance
- Items for personal use
- Items that will attach to University buildings (e.g. window treatments, signs and bulletin boards)
- Sierra Springs beverages
  - water
  - coffee/tea
- Single items equal to or greater than $5,000.00
  - Splitting purchases to circumvent the per-item transaction limit is prohibited
- Temporary employment agencies
- Websites (e.g. E-Bay, Craig’s List)
As holder of this credit card, I agree to accept the responsibility for the protection and proper use of the card as stated in the Cardholder Responsibilities section of the Purchasing Card Manual. If the card is lost, compromised or stolen I will report such occurrence to US Bank, my Department Administrator and Purchasing. Upon receipt of the monthly bank statement I will verify the accuracy of the charges and forward the statement along with supporting itemized receipts to my Department Administrator. If there is a disputed charge on the statement, I understand it is my obligation to contact US Bank for resolution.

I further understand that my card privileges may be revoked for improper use of the card or non-adherence to the Purchasing Card policies and procedures. Should I terminate employment with the University, or transfer to a department where a card is not required, I will return the card to Purchasing.

If the reconciled card statement is not returned to Purchasing by the 1st working day of the month, the card balance will be charged to department default account:

____-_______-__________-7547.

I understand that the reconciled card statement must still be returned to Purchasing within 2 weeks of return to campus.

Signature ___________________________ Date ________
Cardholder

Signature ___________________________ Date ________
Department Administrator

Rev 08/15 PC-1
US Bank Corporate Card
Missing Receipt Form
Valid only for Visa Card

I, ________________________, have either not received or misplaced
a US Bank Corporate Card receipt totaling $ ____________.

This expense was on behalf of Pacific University.

This form is submitted in lieu of the original receipt.

Reference # ______________ Date: ______________

Supplier: ______________ Amount: ______________

Items Purchased: ______________________________________________________

______________________________________________________________

I certify that the amounts shown above were expended for Pacific University business
purposes. Two signatures are required to validate this form.

Cardholder Signature Date

Department Administrator/Chairman Date
# US Bank Corporate Card
## Reconciliation Form

**Cardholder:**

**Department:**

**Month:**

<table>
<thead>
<tr>
<th>GL Summary #</th>
<th>Vendor</th>
<th>Approved Amt</th>
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**Disputed Items**

<table>
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<th>Vendor</th>
<th>Disputed Amt</th>
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</tbody>
</table>

**Approved Total** $0.00

**Disputed Total** $0.00

**Statement Total** $0.00

**Approved for Payment** $0.00

**Authorized Signature**

**Date**

Please be sure itemized receipts are attached in statement line item order

Rev 08/15
Dispute Form

Merchant Name: 
Dispute Amount: 
Post Date: 
Transaction Amount: 

I have examined the charges made to my account and I am disputing the above item for one of the following reasons:

1. _____ The sales receipt amount was increased from $________ to $________.
2. _____ I did not authorize nor did I participate in the transaction.
3. _____ Although I did participate in a transaction with the merchant, I was billed for transactions totaling $________ that I did not engage in, nor did anyone authorized to use my card. I do have my credit card in my possession. Enclosed is a copy of my authorized sales slip.
4. _____ I did participate in the transaction. However, I paid for the transaction using another form of payment. (Describe form of payment: Enclosed is a copy of my form of payment (i.e. canceled check, other credit card statement, cash receipt, etc.)
5. _____ I did not receive $________ from an ATM located at ___________________________________________________________.
6. _____ I have not received the merchandise which was to have been shipped to me. The expected delivery date was __________ (MM/DD/YY). I contacted the merchant (_________________________) (MM/DD/YY) and requested that my account be credited. I spoke with _______________________________ (name).
7. _____ Merchandise was shipped to me which arrived damaged and/or defective (circle one) on __________ (MM/DD/YY). I returned it to __________________________ (MM/DD/YY). I contacted the merchant on __________ (MM/DD/YY) and requested that my account be credited. I spoke with _______________________________ (name). Enclosed is an explanation of how the merchandise was damaged or defective.
8. _____ I notified the merchant on __________ (MM/DD/YY) at ______ am/pm to cancel the pre-authorized order/reservation. Cancellation #________________________________ (required).

   Reason for cancellation: ____________________________________________________________.

   Person I spoke to: ________________________________________________________________.
9. _____ I have returned/canceled (circle one) the merchandise on __________ (MM/DD/YY) because _____________________________________________________________.

   Enclosed is documentation showing proof of return or cancellation.
10. _____ The attached credit slip was listed as a charge on my statement.
11. _____ I was issued a credit slip for $________ on __________ (MM/DD/YY), which has not been posted to my account.
12. _____ The charge in question was a single transaction (sale #1), but was billed twice to my statement. I did not authorize the second transaction.

   Sale #1 $__________ Ref. #__________
   Sale #2 $__________ Ref. #__________
13. _____ I am not disputing this charge, however, I need a copy for my records.
14. _____ Other, please explain: ____________________________________________________________

Visa Card #: __________________________
Cardholder Name: __________________________
Cardholder’s Signature: __________________________
Date signed: __________________________ Daytime Phone/Fax #: __________________________
Gift Card
Acknowledgement Form
For gift cards/gifts exceeding $50.00

Name: ____________________________
First          Middle          Last

Address: ____________________________________________________________

Phone: ____________________________ ID # ____________________________
(Pacific faculty/staff/student)

Name of gift card: ___________________________________________________
(i.e. Barnes & Noble, Amazon, Fred Meyer, etc.)

Value of gift card: _________________________________________________

Reason for gift card: _______________________________________________
(i.e. survey participation, “thank you” with details [e.g. speaker], etc.)

Pacific University employee: Award/prize will be reported to Payroll (depending on the value of the award/prize, it may be taxable). If no payments are pending AND the value exceeds $599.99, recipient will receive a 1099 Form at the end of the calendar year.

Non-employee: Award/prize will not be reported on a 1099 unless the value exceeds $599.99*. However, this payment may be taxable. Please consult your tax advisor.
*W9 Form required for Award/Prize with value of $600.00 and above.

Signature: ____________________________ Date: ____________________

Rev 08/15  PC-5
Award/Prize Form
For gift cards/gifts exceeding $50.00

Name: 
First       Middle       Last

Address: 

Phone: ____________________  ID # ____________________
(Pacific faculty/staff/student)

Description of award/prize: 
(i.e. cash, Starbucks gift card, iPod Touch, etc.)

Value of award/prize: ____________________

Reason for award/prize: ____________________
(i.e. survey participation, Family Weekend casino night, Pacific talent show, etc.)

Pacific University employee: Award/prize will be reported to Payroll (depending on the value of the award/prize, it may be taxable). If no payments are pending AND the value exceeds $599.99, recipient will receive a 1099 Form at the end of the calendar year.

Non-employee: Award/prize will not be reported on a 1099 unless the value exceeds $599.99*. However, this payment may be taxable. Please consult your tax advisor.
*W9 Form required for Award/Prize with value of $600.00 and above.

Signature: ____________________  Date: ______________

Rev 08/15