1. **INTRODUCTION**

The Purchasing Card (p-card) is a tool UW Platteville staff and faculty can use to make low-dollar purchases (through $5,000.00) for official campus needs. The p-card delegates authority to purchase low-dollar items directly to you, the designated cardholder, enabling you to purchase supplies faster and more easily. You will no longer have to create a purchase requisition prior to buying qualifying items. Instead, you may purchase these low-dollar items with a VISA card issued in your name.

In brief, a purchasing card is:

- For official state/campus use only
- Authorized for best judgment purchases under $5,000.00
- Authority granted by UW Platteville to individual campus employees
- Authorized for supply purchases

A purchasing card is NOT:

- A means to avoid appropriate procurement or payment procedures
- A card to access cash or credit
- A travel card
- A right of employment
- For personal use
- To be used for OIT related purchase without prior approval of OIT
- To be used for purchases of services without prior approval of the Purchasing Department

Benefits of using a Purchasing Card

- Reduce time needed to purchase and receive supplies
- Reduce the number of Purchase requisitions and purchase orders
- Reduce invoicing problems
- Reduce the number of checks issued

Most commodity purchases are allowable under $5,000. Exceptions are items on state contracts. For items on state contract or items you are unsure of contact the Purchasing Office at 342-1221.

2. **PERSONAL LIABILITY AND YOUR CREDIT RATING**

The use of the Purchasing Card does NOT affect personal liability for the cardholder. Your credit rating will not be affected. However, remember that you sign an agreement prior to receiving the card and as such you are responsible for any misuse of the card as outlined in this manual.
The use of the purchasing card results in campus liability. The US Bank/VISA Purchasing Card Program provides liability protection to the State once notification of any loss, theft or fraudulent use is made. However, the same level of liability protection does not apply to cards that are made available to multiple users. Therefore, each purchasing card must be used only by the person whose name appears on the card.

The program's continued success depends a great deal upon its responsible use. It is imperative that you abide by the guidelines and restrictions in this manual and not risk the program by using the Purchasing Card to circumvent procurement policy or to avoid following normal purchasing procedures.

3. RANDOM AUDITS

The State Bureau of Procurement, State Controller’s Office and agency purchasing and accounting staff conduct random audits of purchasing card use. The primary purpose of these audits is to ensure that the Purchasing Card program procedures are being followed and that:

- Purchase volume appears reasonable
- The card is being used for appropriate transactions
- Documentation is complete

4. GUIDELINES FOR CARD USE

If a transaction value is greater than your card limit, or the vendor does not take credit cards, you should use traditional purchasing procedures and submit a purchase requisition to the Purchasing Office. If the transaction value is less than your card limit then use your best judgment to determine an appropriate vendor for the materials desired. Give the vendor your Purchasing Card number and expiration date or present the card at the point of sale.

You must tell the vendor the transaction is tax-exempt as an agency of the State of Wisconsin. The tax-exempt number is shown on your purchasing card (ES 40706). If you are charged tax in error it is your responsibility to contact the vendor for a credit, or reimburse the amount of the tax to the University. All in-state and many out-of-state vendors honor this exemption. Check the U.S. States’ Sales and Use Tax Exemptions list at: http://systemwide.uwsa.edu/fadmin/fppp/fppp36i.htm for participating states and respective exemption certificates. States not listed on this website either do not impose sales and use taxes OR they do not allow the UW System any tax exemptions.
The following transactions are **not allowed on the purchasing card**.

<table>
<thead>
<tr>
<th>Academic Support Services</th>
<th>Alarms Security Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholic Beverages</td>
<td>Ammunition/Weapons</td>
</tr>
<tr>
<td>Audio Visual Equipment</td>
<td>Legal Services</td>
</tr>
<tr>
<td>Capital Equipment or Component Parts</td>
<td>Motorized Vehicles</td>
</tr>
<tr>
<td>Cash Advances (ATM Machines)</td>
<td>Office Supplies (Purchase through Central Stores)</td>
</tr>
<tr>
<td><em>Computer Hardware or Software (OIT policy)</em></td>
<td>Office Paper (Purchase through Central Stores)</td>
</tr>
<tr>
<td>Consulting Services</td>
<td>Personal items/services</td>
</tr>
<tr>
<td>Drugs or Pharmaceuticals</td>
<td>Printing (Process through Publications Office)</td>
</tr>
<tr>
<td>Meals/Entertainment/Hospitality</td>
<td>Radioactive Materials</td>
</tr>
<tr>
<td>Copy Machines (Purchase and/or maintenance)</td>
<td>Travel (including lodging &amp; meals)</td>
</tr>
<tr>
<td>Flowers, Gifts, or Awards</td>
<td>Rentals/Leases</td>
</tr>
<tr>
<td>Gasoline, Fuel</td>
<td>Insurance</td>
</tr>
</tbody>
</table>

*Hardware and software may be purchased with OIT pre-approval*

This list is not all-inclusive; it is meant only to offer an example of the types of transactions that are not allowed with the P-Card.

Services may be purchased using your P-card with **pre approval** from the Purchasing Department at: purchasing@uwplatt.edu. Services may be 1099 Reportable; any vendor that is not incorporated is subject to the 1099 reporting process for each calendar year. The Purchasing Card should **not** be used for these vendors.

If you are making a purchase for another department, a General Ledger Transfer must be made to change the funding account codes from your account to the purchaser’s department funding code.

Unless the purchasing card was requested to be set up for a specific account code, the p-card was assigned to **Account Code 3100 for purchasing supplies only**.

### 5. PACKAGES THAT WILL BE MAILED

All mail, UPS, FEDEX, and other parcel shipments are centrally received at UW-Platteville at Central Stores. In order to ensure your shipment gets delivered to you after
receipt at Central Stores, there must be a name and/or department and a specific
location in the shipping address.

<table>
<thead>
<tr>
<th>Billing Address</th>
<th>Shipping Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 University Plaza</td>
<td>Central Receiving/Your Department</td>
</tr>
<tr>
<td>Platteville, WI 53818-3099</td>
<td>1680 Greenwood Ave</td>
</tr>
<tr>
<td></td>
<td>Platteville, WI 53818-3099</td>
</tr>
</tbody>
</table>

6. **RECEIPTS - - YOU MUST HAVE A RECEIPT!**

For *every transaction* made with your Purchasing Card you must obtain an *itemized*
receipt or sales slip showing detailed pricing. A cash register receipt with just “General
Merchandise” or other generic description is not an acceptable receipt.

The *merchant* must specifically identify what is purchased and provide itemized pricing.
If a vendor cannot provide such a receipt you may *not* make the purchase with your P-
Card. If a receipt is lost it is the responsibility of the cardholder to obtain a duplicate from
the vendor.

For fax orders you will need to keep a copy of the order form until you receive an
itemized receipt from the vendor. For Internet purchases you must print out the order
form and/or screens that show the vendor name, address, and price information along
with any other screens that support your purchase activity.

7. **STATEMENT VERIFICATION**

A. Biweekly you will receive a statement of your purchasing activity directly from the
credit card company. Check off each transaction on the Purchasing Card Record
as you compare it to the transaction on the statement from U.S. Bank. If there are
inaccuracies and/or erroneous charges, you must resolve them immediately.

   *It is your responsibility as the cardholder to verify the correctness of the*
   *statement against your purchase record and receipts.*

B. As part of the reconciliation process, you must keep all credit card slips, cash
register receipts, packing slips, etc., and record each transaction accurately and
completely on the Purchasing Card Record. You must provide a brief description
of the item(s) purchase as well as the business purpose.

C. After you have reconciled your statement, you must *sign the statement* and send it
to your supervisor who will then send the statement to the Purchasing Card
Coordinator along with the Purchasing Card Record, and all *original* receipts.
You should reconcile your statement as soon as possible after you receive it from
the credit card company. At that time all purchases will be audited for compliance
with State of Wisconsin, UW System, and UW-Platteville policies and procedures.
D. Statements not received in Purchasing by the due date shown on the list of Billing Cycle Dates will be marked as late. Three late statements will be cause to suspend your Purchasing.

8. Access to US Bank website ACCESS

The USBank Access website allows you to view statements, check pending transactions, check credit limits and available credit, among other items. You can also set yourself up to receive email notification of when statements are available.

1) Go to https://access.usbank.com
2) Click Register Online
3) Enter Short Name: stwisc
4) Enter your Account Number and expiration dates
5) User ID’s must be 7 to 12 characters in length and can be alpha or numeric
6) Passwords must be 8 to 20 characters in length with at least one alpha and one numeric character
7) User Verification is used to authenticate your account if you forget your user Id or Password
8) When establishing your profile you must click “Additional Account” to enter more than one card
9) When entering information in self-registration if any of the information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self registration. You will need to contact US Bank Customer Service at 1-877-887-9260 to unlock your account.

For email notifications go to the Access website:

1) Personal information
2) Click “Personal Information”
3) Click “email Notification”
4) Click “Add Cardholder Account”

9. RESOLVING ERRORS AND DISPUTES

Resolving Purchasing Card problems is very similar to the process you would follow with a personal credit card. Disputed billings can result from failure to receive goods charged, fraud or misuse, altered charges, duplicate charges, or unprocessed credits. You should contact the vendor first to resolve any outstanding issues, and this should settle most problems.

If you suspect fraud contact U.S. Bank direct at the phone number shown on the front of this manual and the back of your card. Notify the Purchasing Card Coordinator (608-342-1221) as soon as possible. As a cardholder you are responsible for following up with the
vendor or Card Member Customer Service, as soon as possible, on any erroneous charges, disputed items, or returns. If the problem is non-receipt of an order and the vendor claims to have shipped it, contact Central Receiving (342-1144) to see if the order has arrived. If it arrived without an adequate delivery address, Central Receiving may be holding it pending identification or it may have been returned to the vendor.

**Disputed Items:**

If you have a disputed charge and cannot reach resolution with the supplier, complete the U.S. BANK Visa Purchasing Card billing inquiry Form and send it to U.S. BANK Financial Services with a copy to your Campus Purchasing Card Coordinator.

This written notice of dispute must be received by U.S. BANK within **sixty (60) days** of the date that U.S. Bank sent the first statement or transaction file. If notification is not made within this period, the transaction is considered valid. If initial contacts with the vendor and Card Member Customer Service do not settle the dispute, contact the Purchasing Card Coordinator.

**Credits/Returns:**

Referring to your receipt, request from the merchant that a credit be placed on your card account. If the item was shipped, refer to the shipping form you kept with your purchase record. Documentation should be kept for credits received and for returns or exchanges.

A credit should be issued for any item that the supplier has approved for return. The credit will appear on a subsequent statement. Any item purchased with the VISA Purchasing Card that is returned must be returned a credit to your Purchasing Card. Do not accept a refund in cash, check, or store-credit format. Make sure you keep documentation of credits, returns and exchanges. **If the vendor keeps the original charge slip, you must ask them for a copy, or you should make a copy before returning to the vendor.**

**Credit Limit:**

If the need arises to increase the card limit for a single purchase or permanently raise the limits, have your supervisor email the Purchasing Department to request new limits.

10. **CREDIT CARD SECURITY**

As a cardholder you are responsible for the security of your Purchasing Card and the transactions made against it. The card is issued in your name and you will be held accountable for any purchases made with the card. Although the card is issued in your name, it is the property of the State of Wisconsin and is only to be used for official state purchases as defined in this document. Upon receipt of a Purchasing Card, cardholders are to sign the back of the card immediately and **always keep it in a secure place!** Your Purchasing Card should be treated with the same level of care you use with your personal credit cards. Guard your Purchasing Card account number carefully. Do not
post it or write it in any location that is accessible to others. Do not lend, assign, or in any way share your credit card number with anyone.

Should it become apparent that someone else has used your P-Card with your permission it will be cancelled, and you will not be issued another card. If someone uses the card without your permission that is considered fraud and the matter will be further investigated. The only person authorized to use the Purchasing Card is the person whose name is on the front of the card. Canceled, revoked, and expired cards shall be cut in half and returned to the Purchasing Office.

Lost or Stolen Cards

You should report a lost or stolen card, or other emergency situation, by calling U.S. Bank at 800-344-5696. At the first available opportunity, report the same information to your Campus Purchasing Card Coordinator at 342-1221.

Unlike personal credit cards where cardholders are responsible for paying the first $50.00 if the card is stolen or misused, the Purchasing Card program holds the campus responsible for paying all charges resulting from stolen or misused cards until U.S. Bank has been notified. Such charges will be passed on to the cardholder’s department.

11. INTERNET:

1. Use of the Internet is at the discretion of the cardholder. If use of an internet site results in fraudulent charges that are unable to be removed through established error and dispute procedures, the charges will be the responsibility of the department. Take all precautions and check site security for handling credit card processing. If there is evidence of mishandling of an Internet transaction and the card appears compromised, stop using the card and request immediate cancellation.

2. Look at the top of your browser where the website URL is displayed. If you see https:// at the beginning of the URL, the site is secure. If you see only http:// then the site is not secure. Keep in mind, however, that you will often not see the “s” until you move into the online checkout process.

3. The closed padlock is another indicator. If you see a closed padlock displayed at the bottom of your screen, the site is secure. If it is open, assume that it is not a secure site

13. CHANGE IN EMPLOYMENT

If you leave your position at UW-Platteville, or transfer to another department within the university, you must return your Purchasing Card to the Purchasing Card Coordinator. Returned P-Cards will not be re-issued to other employees for use. Before returning a canceled Purchasing Card, cut the card in half.
14. **University of Wisconsin Platteville**

Any use of the University of Wisconsin Platteville logo requires approval from the printing department please contact Diana Blindert at 342-1197 for pre purchase approval.

15. **MINORITY VENDORS**

The State of WI has a goal of spending 5%, each fiscal year, with minority vendors. The Purchasing web-site for minority businesses is:

http://www.doa.state.wi.us/mbi/report2.asp?locid=0

16. **INELIGIBLE VENDORS**

Vendors doing business with state agencies are declared ineligible if they do not comply with the Wisconsin sales and use tax OR if they do not submit acceptable affirmative action information.

The ineligibility vendor list may be viewed at:

http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf

17. **FOOD**

Individual meals are strictly prohibited. However, food purchases for group meetings and events are allowed. Supplemental documentation must be retained with the purchasing card record for all food purchases that identifies the name and purpose of the function, agenda and who attended it, by name or affiliation. Refer to the UW System Travel Regulation – Appendix A - Headquarters City and UW-Sponsored Events Policy which provides details on all UW sponsored events attended by the general public or by UW employees.

18. **CONSEQUENCES FOR FAILURE TO COMPLY WITH THESE POLICIES**

Failure to comply with policies outlined in this document may result in one of three actions:

- Immediate cancellation of the card
- Reimbursement to UW Platteville for improper or illegal purchases
- Personnel action under UW Platteville, UW System or State of Wisconsin policies, procedures and laws

Three strikes and you’re out: Three separate instances of misuse will result in temporary or permanent termination from the p-card program.
19. **SUPERVISOR RESPONSIBILITIES**

- Collect and review your department’s Cardholder’s statements, receipts and record/log
- Checking for accuracy, reasonableness, appropriateness and compliance with purchasing laws
- Sign statement and send to the Purchasing Department, within 30 days of p–card statement date
- Assist Purchasing Department with obtaining late Cardholder statements.
- When an employee resigns, collect the card and destroy
- Notify the Purchasing Department of any change to a Cardholder’s employment status

20. **Key Contacts**

- Lew Bettinger or Diane Audetat 342-1221 (during normal business hours)
  - For questions about policies and procedures
  - To replace damaged cards
  - To report lost or stolen cards
  - For assistance with suppliers
  - If you do not receive your bi weekly statement

- US Bank Cardholder Customer Service 800-344-5696
  (Have your account number ready)
  - To report lost or stolen cards on weekends or after normal business hours
  - For questions about your statement
FREQUENTLY ASKED QUESTIONS

1. Since the P-card is tied to one department number, can you have multiple cards and have one card for TSI?

   Yes – you can have multiple cards for one person each with a unique 6 digit department number.

   There is also an option to re-allocate the charges from one account to another via contacting Purchasing if it is prior to bi-weekly statement cut-off or utilizing the general ledger transfer request form. Submit the general ledger transfer request along with your p-card statement and purchasing will facilitate that transfer.

2. Is there a form for getting a p-card?

   Yes. It can be found at:  
   http://www.uwplatt.edu/business/purchasing/forms/purchasing_card_form.pdf

3. If your p-card limit is $2,000 but you need to purchase something for $3,000, what do you do?

   Your supervisor and manager of the department can email purchasing to have the limit raised.

4. For p-cards and the changing of new department accounts, is a new p-card needed since it is embossed with the old number?

   No, the number has been changed in the setup. If a new one is desired, you can contact purchasing to have a new card issued.

5. Are all p-card limits set at $5,000?

   No, the limits vary based on the p-card application and how much the supervisor has authorized for an individual.

6. Can you get one p-card for department and for faculty to use?

   No, the p-card is for one individual to use. It is not to be given to another individual. You can have individuals ask you to order items and you can purchase them with your p-card.
7. One of the purchasing card concerns is about budget management if everyone has one. What is recommended?

The p-card is a post audit where it is after the purchase sign-off. A department could have an internal policy that prior to usage, an approval (formal or informal) is needed before the individual can purchase the item.

8. Do p-cards show up on a personal credit report?

No, they have no personal liability. The p-card is paid by the University. The corporate travel card would.

9. Can you take a guest out to eat using the p-card?

No. Personal meals are not allowed. The US Bank Corporate Travel Card would not be allowed either if the meeting was in Platteville because you must be in travel status to use the Travel Card.

10. Can you hold a social gathering of a department and use a p-card?

If the event is purely social in nature, then none of the costs would be allowable from state funds. Use the meal and events form to see what documentation is needed for a business meeting. This form can be found under Purchasing at http://www.uwplatt.edu/business/forms.html

11. What is a travel card? What is the difference between the travel card and p-card?

The p-card is a purchasing card that the University pays the bill for. The travel card is a personal liability card in which the individual pays off the balance of the card.

12. Can you take a search and screen committee out for a meal and use the p-card?

No, meals are not allowed on the P-card. The US Bank Travel card could not be used either because you must be in travel status to use the Travel card.

13. What is the purpose of the purchasing card?
To improve the purchasing process by streamlining small dollar purchases and increasing efficiency in order to get the best value for the University. The largest benefit is to the cardholder in time savings and flexibility.

14. Are vendors aware of the purchasing card program?

Yes, you should not experience any significant difficulties since many of the vendors already accept credit cards.

15. Can someone other than the cardholder make purchases on the purchasing card?

No. The UW purchasing cards are individually held, centrally billed. Use of the purchasing card is prohibited by anyone other than the cardholder. Remember, the cardholder is responsible for the charges on his/her card.

16. What are the cardholder’s responsibilities?

The cardholder is responsible for
- Making only authorized purchases
- Obtaining a detailed receipt for each purchase
- Completing the purchasing card record with a brief description justifying the purchase
- Reconciling the statement
- Resolving any discrepancies
- Ensuring credits are received
- Documenting purchases that require supplemental information, as required
- Signing the purchasing card record
- Passing the paperwork to the supervisor/site manager for review and approval

Note: Reallocation of charges may be the responsibility of the cardholder but this decision is made at the department level.

17. What reviews/controls are in place to protect the University from fraudulent charges?

Cardholders sign a cardholder agreement, approved by the department, and attend a comprehensive training session prior to receiving a purchasing card. Transactions are posted in Access Online for review by the cardholder and supervisor/site manager. The cardholder is assigned a supervisor/site manager who is responsible for ensuring charges are authorized and policy and procedures are followed - the review process is critical in the prevention of fraud. The Dean/Director’s Office, Purchasing Card Program Administrator (PCPA), and the Campus Internal Auditors have access to Access Online and do transaction/processing reviews.
18. Are there restrictions associated with the purchasing card?

Yes. These restrictions are detailed in the UW System Policy and Procedure Manual and highlighted during the purchasing card training session. Restrictions are categorized as 1) restricted at point of sale and 2) restricted at other than point of sale.

1. Point of Sale Restrictions – transaction will not go through (decline):

- Exceeds single purchase limit
- Exceeds monthly credit limit
- Cash advances (ATM machines)
- Some personal services
- Items listed in Appendix D, section 115C

2. Other than at Point of Sale – a transaction may go through but violates law, policy, or procedures and should, therefore, not be made:

- Personal purchases
- Cash Equivalents – Gift Cards, Gift Certificates, etc.
- Alcohol
- Gifts of sentiment (i.e., flowers for Professional Administrative Assistant’s Day – formerly Secretary’s Day, retirements, birthdays)
- Meals, porterage, telephone calls, room service, laundry, etc. in conjunction with Hotel/Motel charges for lodging. (These charges are part of “travel” required to be submitted on a Travel Expense Report (TER) for appropriate reimbursement.)
- Purchases to unincorporated businesses – specific to services only
- Purchases delivered to non-campus addresses
- Modifications to building structure (mechanical, electrical or life safety systems). Contact Facilities Management for clarification.
- Purchases that involve signing of an agreement, license, or contract (send the document to the appropriate campus department for approval)
- Stringing of purchases to avoid the single purchase limit

19. Can personal purchases be made with the card?

No. Personal purchases cannot be made with this card. Keep your personal credit card purchases and the purchasing card purchases completely separate.

20. What do I do if I accidentally make a personal charge on my card?

Notify your supervisor/site manager of the mistake immediately. Attempt to have the charge reversed (credited) to the UW purchasing card account. If the vendor will not cooperate, write a check made payable to the University of Wisconsin Platteville, include sales taxes, submit it to your Business Manager/Site Manager for deposit. Attach a copy of the check and deposit form to your purchasing card record. Indicate that you will not make such a mistake in the future.
21. What should I do if I am unable to obtain a receipt?

Document the purchase and the circumstances that prevented obtaining a receipt. Maintain this documentation with the purchasing card record.

22. Will I receive a statement?

Yes. You will not receive a statement if you do not have transactions during the biweekly cycle.

23. How do we prevent charges that are not allowed by a particular grant or agency?

It is the cardholder’s responsibility to ensure that regulations and guidelines are followed. Questions concerning the types of expenses allowed on sponsored accounts should be directed to the principal investigator, grant administrator, or the grant accountant.

24. Will my personal credit history be reviewed if I apply for a purchasing card?

No, your personal credit will not be reviewed nor will it be affected.