

Purchasing Card Quick Reference

Restrictions at Point of Sale

(These transactions will be automatically declined)

- Purchases exceeding the \$2,500 or \$5,000 single purchase limit
- Cash advances
- Restrictions by merchant category
 - Travel
 - Restaurants, liquor stores
 - Entertainment, recreational services
 - Personal services such as photographic studios, funeral services.

Purchases Requiring Additional Approval

- Licenses, contracts, and agreements must be sent to Procurement and Strategic Sourcing for approval. Cardholders are not authorized as signatories for the University.
- Telecommunications equipment (antenna, satellite installations, 2-way radios) require approval from the Div IT/NTS.
- Purchase of hazardous materials must be approved by Environmental Safety
- Modifications to building structure must be approved by Facilities Management
- Purchase of furniture (must be purchased from MCE, or must be documented on with a waiver form from MCE)

State and University Restrictions

(These transactions will not be automatically rejected, but are not allowed and will be monitored for compliance through the review policy)

- Personal purchases
- Gifts, contributions, and donations (such as alcohol and flowers)
- Entertainment (costs of social activities and related incidental costs such as meals, beverages, lodging, transportation, and gratuities)
- Guns and ammunition
- Stringing purchases to avoid the \$2,500 or \$5,000 per transaction limit
- Services provided by an unincorporated vendor
- Although the State has removed food as a restricted purchase, these purchases must follow the University food policy and be well documented with the name and purpose of the function and who attended it, by name or affiliation. Costs for alcoholic beverages are not to be included under any circumstance.
- Gift cards or any form of cash equivalent

Placing Orders/Documenting Purchase

- Indicate this is a UM purchase
- Give tax exempt number - MD 30002563 - DC 97411-001
- Record name of person taking the order
- Give complete shipping information

- Complete the authorization form (if required by department) and transaction log (on paper or online) for each purchase including enough detail to answer an auditor's questions, and keep all receipts and related paperwork together

Reconcile Monthly Visa Statement

- Compare Visa statement to transaction log and resolve any discrepancies
- Keep all receipts and related paperwork (Visa statement, signed transaction log) together
- Forward entire package to reviewer within 3 days

Changes to Cardholder Information (use the Account Maintenance Form)

- Cardholder name or address change, notify Program Administrator of change in writing
- Credit or transaction limit changes, have Department Head notify Program Administrator in writing

Leaving the Department?

- Complete an Account Maintenance form requesting the card be cancelled.
- Cut the card in no less than four pieces, and surrender the card to the reviewer.
- The reviewer is responsible for sending the completed form and cut up card to the Program Administrator at which time the account will be canceled.

Who is Responsible for What?

- Cardholder is responsible for charges on the card and completing the description of purchase
- Reviewer is responsible for ensuring that receipts for all transactions are filed, the Visa statements have been reconciled, all transactions have been accurately recorded, and are allowable, appropriate and authorized charges, and for completing the electronic review
- Updater is responsible for assuring charges are posted to correct account
- Remember, a reviewer cannot review his/her own card activity

Questions?

Contact the Delegated Procurement Team

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