

## Visa 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 & Supply for approval. Cardholders are not authorized to signatories for the University.
- Telecommunications equipment (antenna, satellite installations, 2-way radios) require approval from OIT/NTS.
- Purchase of hazardous materials must be approved by Environmental Safety
- Modifications to building structure must be approved by Facilities Management
- Purchase of furniture or printed forms (must be purchased from campus or MCE, or must be documented on Potential Business for MCE form)

### 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.

### 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 or 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 Account Maintenance Request Form – Appendix G)**

- 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?*

If the cardholder leaves the department, cut the card in no less than four pieces, and surrender the card to the reviewer. The reviewer is responsible for sending the 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

Voice Mail	(301) 405-5834
FAX	(301) 314-1352
Email	<a href="mailto:pcard@umd.edu">pcard@umd.edu</a>