

## Purchasing Card Program Overview

**Great Falls College MSU** is delighted to offer departments a simple program for purchasing goods and services. The Purchasing Card program is a fast, flexible alternative for processing purchases from vendors that accept Visa credit cards. The Purchasing Card program is designed to delegate the authority and capability to purchase items directly to the person to whom it most matters-*YOU*, the cardholder. The Purchasing Card enables you to purchase items directly from vendors without the issuance of a purchase order.

Upon approval from your department head, and with the completion of the Cardholder Application, a purchasing card will be issued in your name by our financial institution, US Bank. You will need to supply a default Banner Index number for your charges. **This card is for University business purposes only and may not be used for any personal transactions.**

Upon signing the cardholder agreement, the cardholder agrees to be responsible for and to be held accountable to the College for all charges made to the credit card. Should the cardholder terminate employment with the College, the department has a specific obligation to reclaim the credit card and return it to the Business Office prior to the employee's termination date.

Remember, as a State institution, certain State and Federal guidelines and laws bind us. To ensure compliance with these requirements, cardholders must follow the guidelines outlined in the Great Falls College MSU Purchasing Guidelines regarding allowable purchases and procurement methods.

Adherence to the guidelines will ensure that you retain the privileges of a cardholder. Failing to adhere to guidelines regarding allowable purchases and procurement methods may result in disciplinary action as outlined in College policy. Questions concerning allowable purchases may be directed to the Business Office.

### GUIDELINES FOR PURCHASING CARD USE

**Misuse of the card is considered a violation that could result in disciplinary action, as outlined in University policy.**

1. Each cardholder is responsible and accountable for his/her own Purchasing Credit Card. Each card is issued with a single purchase limit and per cycle limit. Cardholders needs to be aware of limits when purchasing. The Purchasing Card may **not** be used for the following purchases without prior authorization from the business office:

- Plants and flowers
- Prescription drugs/controlled substances
- Equipment with a trade-in

The Purchasing Card may **not ever** be used for the following purchases:

- Contracted Services; Sub Contractors
- Meals and related expenses while cardholder is in travel status (per diem)
- Alcohol or any substance, material or service which violates policy, law or regulations pertaining to Montana State University
- Personal expenses
- Cash advances or gift cards
- Any purchase that is prohibited by current University purchasing policies and procedures

2. Monthly spending limits are set and approved by your department head, the Business Office, and Montana State University administration.

3. Only the approved **cardholder** may use the Purchasing Card. Use by anyone other than the cardholder is prohibited. The card is NOT transferable between cardholders or departments.
4. Purchasing card transactions must not be split to divide a larger purchase, which is over the cardholder's single purchase limit. Contact the Business Office to increase card limit.
5. The **cardholder shall** retain a copy of **the original** itemized charge slip/receipt or invoice for all goods and services purchased, and any other information related to the purchase. These items need to be submitted with a Purchasing Card Receipt Submission Form to the Business Office within 5 days of the purchase.
6. It is the responsibility of the **cardholder** to attempt to resolve any disputes with a vendor. If resolution is not possible, the cardholder or manager should dispute the item to US Bank, and notify the Business Office.
7. The named cardholder must sign the Purchasing Card immediately upon receipt of the card.
8. The cardholder is responsible for reporting the loss/theft of the card immediately to US Bank and the Business Office.

### **TRAVEL AND TRAVEL ASSISTANCE**

The State of Montana has mandated all airline tickets for its employees be purchased on the Purchasing Card unless it can be documented that another payment method is in the state's best interest. Generally, you must use the Purchasing Card for airline tickets you purchase.

Hotel and Lodging—hotel and lodging can be guaranteed by your US Bank Purchasing Card. When canceling a hotel reservation, please be sure to record the cancellation number to avoid no-show charges being billed to your card.

As a US Bank cardholder, you have full access to the Visa Assistance Center. The Center offers worldwide support and assistance, as well as medical, travel, and emergency referral services to cardholders 100 or more miles away from home. The Center is staffed 24/7 and can be called toll free (800) 847-2911 or by international collect call (410) 581-9994.

### **INSURANCE COVERAGE**

The Travel Accident Insurance applies to the Cardholder, fellow employees and authorized users of the account while traveling worldwide for business purposes, providing the entire travel fare(s) was purchased with the MSU Purchasing VISA card. This includes travel accident insurance and excess lost or damaged luggage.

#### **Auto Rental Insurance**

The College has a direct bill account set up with Enterprise. There is no additional insurance coverage necessary and the card should not be used for payment if traveling in-state. The card may be used for out-of-state travel.

#### **Secondary Baggage Insurance**

MSU Cardholders are eligible for up to a total of \$1,250 of secondary baggage coverage *when the common*

*carrier ticket is purchased with the MSU Purchasing card.* The individual receives reimbursement for the cost of the replacement of luggage and its contents up to the lesser of (a) the amount paid to the traveler by the common carrier, or (b) \$1,250 provided the luggage was checked with the common carrier and lost due to the theft or misdirection by the carrier. Reimbursement is made only if the common carrier makes a monetary reimbursement, not for other consideration, such as travel coupons.

### **RECEIPT OF MATERIALS AND SERVICES**

It is the Cardholders responsibility for ensuring receipt of materials and services and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods. If you order materials by phone, ask the vendor to include a sales receipt/invoice in the package. You will need this for your documentation. If you order materials online, you will need to print the online invoice before you leave that web site.

You are responsible for coordinating returns directly with the vendor, and securing the appropriate credit. Retain copies of all the return documentation in case a question arises later.

### **DISPUTING A TRANSACTION**

You may dispute any charge to your card. If there is a charge that is not recognized, or it appears to be incorrect, it is your responsibility to first contact the vendor and attempt to resolve the dispute. If an agreement cannot be reached, you should contact US Bank at their toll-free customer service center number. Nearly all exceptions can be managed using the following steps:

- **Credits**  
The supplier or merchant should issue a credit for any item they have agreed to accept for return. This credit will appear on a subsequent statement.
- **Disputed Items**  
If you have a dispute and cannot reach resolution with the merchant, you can ask the Business Office for help; or call US Bank at 1-800-344-5696. US Bank will now intercede with the merchant or supplier on your behalf. You will need receipts as proof of return for any item you return. This will be a receipt from the shipping company like UPS, or Fed EX, etc. Or if returned to a store, you will need that receipt. Please remember that US Bank is your partner in this venture, and is willing to assist in any dispute resolution

### **REPORTING A LOST OR STOLEN PURCHASING CARD**

Notify US Bank immediately if your purchasing card is lost or stolen by calling 1-800-344-5696. When your telephone call is received, US Bank will immediately suspend your purchasing card and issue a new card. The new card will be sent to the Business Office, usually within 5-7 days.

***Note: It is imperative that you contact US Bank immediately for suspension of your card; you may be responsible for all charges made on the card until it has been canceled at US Bank.***

### **CARD TERMINATION**

When a cardholder terminates employment with the College, the department has the specific obligation to reclaim the purchasing card and return it to the Business Office **prior** to the employee termination.

The card may be terminated for failure to provide receipts within 5 days of purchase.

# Montana State University

## Cardholder Agreement

The MSU purchasing card is essentially a standard credit card in which the *credit liability rests with the university* instead of the *individual cardholder*. The credit card empowers the cardholder to purchase goods, services and/or travel on behalf of the University.

I agree to the following regarding my use of the MSU Purchasing Card.

I understand that by signing this agreement it is my responsibility to adhere to policies and procedures made by Montana State University and Great Falls College MSU. Including, but not limited to the following:

1. I understand by using the MSU Purchasing Card and making financial commitments on behalf of the College, I will strive to obtain the best value for the College.
2. I **will submit** a detailed **original receipt** to the Business Office **immediately** after a purchase, ensuring receipt of purchased goods.
3. I understand that under no circumstances will I use the MSU Purchasing Card for personal purchases, either for myself or for others.
4. I understand that should I willfully or negligently violate the terms of this Agreement and use the MSU Purchasing Card for personal use or gain that I will reimburse the College for all incurred charges and any fees related to the collection of those charges. **Under no circumstances are reimbursements to be made to US Bank.**
5. In reading this agreement, I understand the procedures covered in the Agreement and agree to abide by them. I understand that my failure to adhere to these procedures constitutes misuse of company property and may result in cancellation of the MSU Purchasing Card and/or possible criminal charges.
6. I have been given a copy of the Purchasing Card Program Overview and I understand the basic requirements for using the MSU Purchasing Card system.

I acknowledge receipt of the MSU Purchasing Card.

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MSU Purchasing Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Cardholder Signature                      Date

\_\_\_\_\_  
Cardholder Employee ID Number (GID)

\_\_\_\_\_  
Department