

GEORGIA STATE UNIVERSITY PURCHASE CARD PROGRAM

KEY POINTS REGARDING CARD USAGE

The following are key points in usage of the GSU Purchase Card. The tips are not all inclusive and it is required that you read the entire Purchase Card Manual located at www.gsu.edu/purchasing

- Under no circumstances are items of a personal nature to be purchased using the P'card. Only items required for official GSU business are appropriate (keeping in mind the list of restrictions provided to you).
- No travel or entertainment (T&E) expenditures are allowed. For example, no airline, hotel, auto rental, gasoline charges etc. are permitted. However, you may charge conference/meeting registrations on the card if the cost is less than \$5,000 and within the limits established on your card.
- **NO SINGLE ITEM OF FURNITURE OR EQUIPMENT COSTING \$3,000 OR MORE SHOULD BE PURCHASED USING THE CARD, AS THESE ARE ITEMS THAT MUST BE ASSIGNED A DECAL NUMBER IN ORDER TO BE CAPTURED AS AN ASSET FOR THE UNIVERSITY.** An item between \$3,000 and \$4,999 is considered a small value asset and the card cannot capture this information for the University's Asset Management Module.
- You may experience a rejection on your card for items that are permissible to purchase. Each vendor has a merchant category code or MCC assigned to him, depending on the commodity or services provided. In most cases, the rejection is because the merchant has registered under an unacceptable category. If this is an acceptable purchase, the charge can be "forced" through. The Purchase Card Administrator can contact the bank and ask for a one-time override. The administrator will need the name of the vendor, the item being purchased, and the dollar amount of the transaction. A note will be made on your account at the bank that this charge is coming back through and is acceptable. Once a charge has declined, it cannot be approved electronically. The cardholder will be given a toll free number to give to his merchant. The merchant is then required to call Bank of America's 1-800 number to receive verbal authorization. Should this be a repetitive type purchase, the cardholder will need to submit a Special Approval Request Form which is then submitted to State Purchasing for approval so that future purchases will not decline.
- Purchases not allowed: Sightseeing, field trips, banquets, cash advances, professional services (consultant, attorney, engineer, temporary employment agency), personal use

items (flowers, coffee pot, coffee supplies, or coffee services), and items that are to be inventoried.

- Splitting your order to remain within your spending limit is prohibited. The card will not automatically prevent you from splitting a transaction; it is the cardholder's responsibility to make sure this does not happen.
- Violations: Cardholders are allowed no more than one violation before having their PCard privileges revoked (see Purchasing's website at www.gsu.edu/purchasing for details regarding what is meant by violations). A second willful violation will result in the cancellation of the card.
- It is key that the cardholder maintain the activity log as discussed in the Purchase Card manual. The activity log must be reconciled to the monthly statement within (30) business days of receipt of the monthly statement and approved (signed off) by the cardholder's supervisor or designee. The activity logs and associated receipts must be submitted to the GSU Purchasing Department on a quarterly basis. The schedule for sending this information to Purchasing is shown in the chart below:

Quarter Ending	Due In Purchasing No Later Than
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

- If the activity logs and supporting documents are not submitted to the Purchasing Department on time, you will receive an email notifying you that your account has been temporarily suspended. It can only be reactivated after the documents are submitted and accompanied by written approval from your College Administrative Officer. If there is still no response received, your account will be permanently closed within 30 days from the date of the email notification.
- If a card is lost, stolen or misplaced, it must be reported to the Purchase Card Administrator and/or the bank as soon as possible. If contacting the bank first, remember to also contact the Purchase Card Administrator to ensure that the records at Georgia State match those at the bank.
- *If your card is used so infrequently that it has no activity for a period of one year, the account will be closed.*
- Monthly billing cycle closes on the 27th of each month. This means that **the P'Card month runs from the 28th through the 27th.** The first day of a new month is on the 28th.

- If you do not receive your monthly statement from the bank, you can run a report in the Works application, the bank's software, to get a listing of your transactions. For assistance, contact the Purchasing Department at 3-3150
- Changes in the monthly spending limits must be approved by the individual that originally approved the card application.
- Disputes must be processed timely. You have sixty days from the posting date of charge to file a dispute. The dispute form is provided as the last page of the Purchase Card Manual.
- The Purchase Card Administrators for the university are Tiffany Smith and Christopher Hawkins, however, the following individual may be contacted regarding P'card matters:
 - Debbie Housworth

You may reach either of the above by calling 3-3150. The Purchasing Dept. is located in the One Park Place Building, Suite 901.
- Address for mailing monthly statement versus Delivery Address - The record for mailing of monthly statements is your departmental P.O. Box number, Atlanta, GA with a zipcode of 30302-xxxx. If items are to be delivered, use your University building location and address. Normally you are not asked the address where monthly statements are mailed. However, if you are, you should inform the merchant that these addresses are not the same.
- The default telephone number on all accounts is 404.413.3161.
- Purchase Card transactions are entered in the Spectrum system under account code 714990.
- All purchase card activity is subject to audit by GSU Purchasing, University's Internal Auditing and Advisory Services, Board of Regents Auditors, State of Georgia Auditors or other authorized designees.