

MSU P-Card Program

PURCHASING CARD HELPFUL HINTS

- The individual whose name is on the card is the only person authorized to make purchases using that card.
- In case of loss, theft or misappropriation of the card account number, immediately contact PNC Bank at 888-762-6011 during normal business hours and 800-685 4039 on evenings and weekends.
- Every ninety days your e-mail password will have to be changed.
- If the cardholder and manager do not approve their transactions at the end of the billing cycle the transactions will still be downloaded into FRS. **However, your credit limit will not be restored until the transactions are reviewed and approved by either the cardholder or manager. Works will now have a feature that identifies who has signed off on a transaction.**
- Make sure you reconcile your account on a regular basis to become aware of fraudulent charges. If you do find fraudulent charges contact PNC at the numbers listed above.
- **Be aware that the Works software assigns to p-card transactions the default account number that you chose when applying for the card. Works can not change account numbers and objects codes automatically. The card holder must change the account number and/or object code for each purchase. If you fail to make the appropriate changes through Works when the transactions are downloaded into FRS your budget will not reflect accurate information.**
- The purchasing card must never be used to purchase items for personal use or for non-University purposes, even if the Cardholder intends to reimburse the University.
- Supply all vendors with the New Jersey Exempt Number 22-75-0055K (printed on the card).
- The billing cycle ends on the **11th** of each month and the charges are exported to FRS by the **16th**.
- The credit card receipt or merchant receipt must clearly itemize the merchandise. The Cardholder needs to retain all receipts and submit them along with the monthly statement to the Department Head. This is where the Telephone Log comes in handy. This is where all telephone orders, internet orders and sales receipts should be listed and attached.
- **Instruct the supplier NOT to send Accounts Payable a separate invoice.** Make sure that the supplier knows to send the sales receipt to the cardholder's department billing address
- Cardholders shall provide the supplier with detailed instructions for delivery. All shipments delivered to Central Receiving must have the individual's name, department and address on the packing list. If you do not do this you will never get your goods.
- It is the cardholder's responsibility to follow up and obtain a credit for any recoverable amounts due to damaged or returned goods.
- You have 30 days after the statement's closing date to dispute charges with PNC Bank. Please fill out the Dispute Form to maintain a record of the dispute.

- **UNDER NO CIRCUMSTANCES SHOULD THERE BE A DIRECT CASH REFUND TO THE CARDHOLDER FROM SUPPLIERS FOR PURCHASING CARD TRANSACTIONS.**
- Your charges will be declined by the bank if you exceed your individual transaction limit and/or your monthly credit limit.
- There will be random audits.
- It is your responsibility to retain all documentation for purchases.
- Purchases not allowed, in addition to those listed in the P-card manual are:

1. Grocery Stores
2. Drug Stores
3. Restaurants
4. Hotels
5. Catering Services
6. Doctors
7. Car/Van rentals
8. Liquor Stores