

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.
- The purchasing card must never be used to buy items for personal use or for non-University purposes, even if the cardholder intends to reimburse the University.
- Purchases not allowed are listed in the P-Card Manual which is posted to the Procurement Services Website under the section “Procurement Card.” A list of blocked categories is also in the P-Card Manual.
- Assigned to each card is a single purchase transaction limit. This single purchase transaction limit is the maximum dollar amount allowable per purchase. Splitting a purchase into multiple transactions to avoid this per transaction limit, is against policy
- In case of loss, theft or misappropriation of the card account number, immediately contact Bank Of America at 888-449-2273 any time or day of the week. Also contact the University P-Card Administrator at either 973-655-4402 or 973-655-7468.
- Make sure you review your account on a regular basis to become aware of fraudulent charges. If you do find fraudulent charges, contact Bank Of America at the above number. A dispute form for each charge must be completed and faxed to Procurement Services P-Card Administrator at (973)-655-5468 so it can be reviewed, signed and forwarded to the bank for dispute resolution.
- Charges will be declined by the bank if a cardholder exceeds the individual transaction limit and/or monthly credit limit for his/her card.
- TheWorks program may periodically require cardholders to change their passwords.
- The card billing cycle ends on the **11th of each month** and charges are downloaded into FRS on the **16th of the month** (or on the next business day if the 16th falls on a Saturday or Sunday).
- The card credit limit is restored at midnight on the next business day after the 11th of the month. If the 11th falls on a Saturday or Sunday, the credit is restored twenty four hours after the first business day of the beginning of the week.
- If the cardholder and/or manager do not review their transactions before the end of the billing cycle, the transactions will still be downloaded into FRS. **However, the card credit limit will not be restored until the transactions are reviewed and approved by both the cardholder and manager. Bank of America will decline all further charges until the transactions are cleared off the cardholder’s account.**
- **Be aware that the Bank of America’s Works program assigns to each transaction an FRS default account number chosen from your MSU P-card application. The Works program cannot change account numbers and object codes for the cardholder. The cardholder must manually change the account number and/or object code for each transaction. If the cardholder fails to make the appropriate changes before the transactions are downloaded into FRS, your budget will not be correctly charged. Once a transaction has been downloaded, no further account changes can be made by the cardholder. The Accounting Office will have to correct the transaction through the use of an of internal accounting journal voucher.**

- **The cardholder and manager are responsible for insuring there are sufficient FRS budget funds to cover their transactions. The Accounting Office will download all transactions into FRS regardless of availability of funds.**

Purchasing Card Helpful Hints (continued)

- Cardholder has sixty (60) days after the statement closing date to file a dispute with the bank on questionable or fraudulent transactions. Cardholders are strongly encouraged to review transactions as soon as they are posted to their Works account.
- It is the cardholder's responsibility to follow up with the vendor to obtain any credits for returned or damaged items.
- **Under no circumstances should there be a direct cash refund to the cardholder from a supplier for a purchasing card transaction.**
- Cardholder must provide the supplier with detailed instructions for delivery. All shipments delivered to the University's Central Receiving Department must have the cardholder's name, department name and University address on the shipping label and packing slip. Incomplete shipping information may result in a delivery delay or return of the package to the vendor.
- To avoid being charged tax, provide all vendors with the State of New Jersey Tax Exempt Number (22-75-0050K) printed on the face of the card. If a vendor requires a hard paper copy of the Tax Exempt Certificate, a copy of the Certificate is posted to the Procurement Services website under the section "Forms."
- The credit card receipt must clearly itemize the merchandise. The cardholder must retain all receipts for managerial review and/or audit by the University Controllers office. To keep track of telephone and internet orders, a telephone order log is helpful.
- **Instruct the supplier NOT to send Accounts Payable a separate invoice.** Make certain the supplier sends the sales receipt to the cardholder's department billing address.
- There will be monthly random audits conducted by the Controller's Office.