

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:	02-0017				
Name of Policy:	Procurement Card (P-card) Policy				
Date of Last Revision:	October 2024	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Financial Services				
Policy/Chapter Sections	General Cardholder Responsibilities Approver/Supervisor Responsibilities Procurement Card Security Lost or Stolen Card Sales Tax Exemption Merchandise Delivery Information Disputed Transactions Card Renewal				
Date of Next Review:	October 2027				

1.0 PURPOSE

This policy provides a guideline for University Procurement Card (P-Card) usage.

2.0 SCOPE

This policy applies to all University administration, faculty and staff P-Card holders.

3.0 POLICY

General - The intent of the P-Card program is to establish a more efficient and cost-effective method of purchasing materials and supplies from one-time vendors and for approved travel expenses. Every P-Card purchase is a commitment of University funds that impacts department budgets. P-Cards cannot be used to circumvent existing purchasing contracts or for personal expenditures.

- *All P-Card transactions are subject to the University’s Financial Policies as administered by Financial Services including meal per diems and allowable versus non-allowable expenses.*
- *P-Card account holders are required to code transactions weekly and submit receipts for all expenditures. Failure to timely code charges can result in loss of P-Card privileges or card termination.*

Cardholder Responsibilities - Cardholders are responsible for complying with this policy. Transactions are periodically audited to ensure compliance. It is imperative cardholders

understand their responsibilities. Intentional or careless disregard of Financial Policies and procedures can result in card revocation.

On-line approvals:

Accounts are set up with online approval. All transactions require weekly expense coding and receipt upload through the UMB bank website or app.

- Cardholders are required to upload receipts to the UMB bank website. If a receipt is lost or not obtained contact the vendor for a replacement. If unable to obtain one a “Missing Receipt Affidavit” signed by the cardholder and supervisor must be uploaded and included with the transaction.
- No paper statements are required.

Approver/Supervisor Responsibilities - It is the responsibility of the approver/supervisor to review all -Card transactions to confirm: 1) they are valid University expenses; 2) that the receipts are attached and agree with the transaction and 3) the correct Banner index and expense accounts are used. The approver/supervisor is ultimately responsible for ensuring that purchases have been executed in accordance with University guidelines and financial policies.

Procurement Card Security - P-Cards are personally issued. Only the authorized cardholder may use the card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal information. Failure to adequately protect your P-Card information will result in termination of card privileges.

Lost or Stolen Card - If a card is lost or stolen immediately notify UMB Bank 1-888-494-5141 and the Director of Accounting at 1-417-625-9837.

Sales Tax Exemption - Cardholder must inform the vendor that MSSU is a Missouri sales tax-exempt organization when making a purchase. (Tax ID # 12562637.) If a Missouri vendor inadvertently charges sales tax on a purchase, contact the vendor and request the sales tax be credited back to the account. A copy of MSSU’s tax exempt certificate is available upon request.

Merchandise Delivery Information - All orders must include the purchaser’s name and department and be shipped to MSSU central receiving:

Central Receiving
Missouri Southern State University
3950 Newman Rd
Joplin MO 64801-1595

Disputed Transactions - If your account contains a transaction that is not yours or if you are in dispute with a vendor, you must first attempt to resolve the matter directly with the vendor. If you are unable to resolve the dispute in a timely manner, contact the MSSU Director of Accounting. UMB must be notified of any disputed item within 60 days of the last day of the cycle in which the item was purchased. Disputed items can include failure of a vendor to deliver

goods or materials, fraud, altered charges, defective merchandise, incorrect amounts, etc.

Card Renewal - As P-Cards expire a new Procurement Cardholder Agreement must be filled out and submitted to Financial Services along with the expired card before a replacement card can be issued. New cards are automatically mailed to the Director of Accounting and cardholders will be notified when they are available to be picked up.

4.0 HISTORY

*Revised October 2024 – Removed paper statement reporting option.

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS

[MSSU Procurement Cardholder Agreement](#)
[Financial Policies](#)