

<b>MISSOURI SOUTHERN STATE UNIVERSITY POLICY</b>					
Policy #:	02-0017				
Name of Policy:	Procurement Card (P-card) Policy				
Date of Last Revision:	July 2023	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:	July 2026				

**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, and all such parties are expected to abide by the procedural guidelines outlined herein.

**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.

There are two methods of submitting expense charge details: Online approvals and paper statements. All transactions, regardless of submission method require weekly expense coding online through the UMB bank website or app.

On-line approvals:

- 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.

Paper statements:

- All transaction receipts must be retained and submitted with monthly statements. 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 included with the statement.
- Statements are due to Financial Services within two weeks of the statement cycle end date.
- Statements must be signed by the cardholder and cardholder’s supervisor. Coding is not required on the paper statement as this is done through the UMB site.

**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 agree with the transaction and 3) that 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 1-800-494-5141 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**

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](#)  
[MSSU Financial Policy](#)