

UNIVERSITY OF WISCONSIN EXTENSION

PURCHASING CARD  
POLICY & PROCEDURE MANUAL



October 2009

**UNIVERSITY OF WISCONSIN EXTENSION**  
**Purchasing Card Policy and Procedure Manual**

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**WEB SITES**

**GENERAL**

UW Extension Allocation website: <https://www.uwex.edu/gea/bussvcs/pcard/login.cfm>

UW Extension Purchasing Card Manual website: <http://www.uwex.edu/business-services/policy/doc/Policy16a.pdf>

Billing Cycle Calendar: <http://www.uwex.edu/business-services/>

U.S. States' Sales & Use Tax Exemptions:  
<http://www.uwsa.edu/fadmin/fppp/fppp36i.htm>

Account Codes: <http://www.uwsa.edu/fadmin/sfs/acctlist07.htm>  
To search for topic or code number, use Ctrl F.

Headquarters City and UW-Sponsored Events Policy:  
<http://www.uwsa.edu/fadmin/meetguid/appa.htm>

**TRAVEL**

UW System travel information website: <http://www.uwsa.edu/fadmin/travel.htm>

Travel approved requests for

Out-of-state: <http://www.uwex.edu/business-services/forms/travel/Out-of-StateTravelApprovalRequest.pdf>

Out-of-country: <http://www.uwex.edu/business-services/forms/travel/Out-of-CountryTravelApprovalRequest.doc>

UW System Travel Regulations web site:

- Airfare: <http://www.uwsa.edu/fadmin/fppp/fppp363.htm>
- Foreign Travel: <http://www.uwsa.edu/fadmin/fppp/fppp3618.htm>

**PROCUREMENT**

Corporate Express (state contract for supplies and toner)  
You have two options on how you use Corporate Express.

- Option One is to order your supplies/toner directly from Corporate Express.  
([www.cexp.com/state/wi/](http://www.cexp.com/state/wi/))
- Option Two is to order your supplies/toner through Materials Distribution

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Services (MDS).

To get an active MDS account, please go to

<http://www.bussvc.wisc.edu/mds/MDCustForm.doc> and complete and fax form to MDS. Their fax number is 608-497-4424

General Procurement Information website:

<http://vendornet.state.wi.us/vendornet/asp/gvi.asp>

State of Wisconsin Procurement Contracts website:

<http://vendornet.state.wi.us/vendornet/procman/prob2b.asp>

List of statewide contracts that allow purchasing card use:

<http://vendornet.state.wi.us/vendornet/purchcrd/conlist.asp>

Minority Vendor Information: <http://www.uwex.edu/business-services/purchasing>

Minority Business Enterprise Program website:

[http://www.doa.state.wi.us/pagesubtext\\_detail.asp?linksubcatid=36](http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=36)

Another useful search tool is a list of Minority Vendors, within Wisconsin, by county:

[http://www.doa.state.wi.us/deo/mbe/choose\\_county.asp](http://www.doa.state.wi.us/deo/mbe/choose_county.asp)

### INELIGIBLE VENDOR LISTS

There are two ineligible vendor lists – Department of Administration (DOA) and Department of Revenue (DOR)

DOA ineligible vendors: <http://vendornet.state.wi.us/vendornet/asp/login.asp>

User ID: caps

Password: badger

Under View Only Information, select Wisconsin Office of Contracts Compliance Vendor Directory.

DOR ineligible vendors: <http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf>

### PURCHASING CARD DOCUMENTATION REFERENCE SHEET

#### DOCUMENTATION:

- Is documentation complete?
  - ✓ Packing slips or invoices – if no invoice is provided, give explanation (i.e., lost) and list what was purchased.
  - ✓ Itemized receipt
  - ✓ E-mail from purchasing attached if item was on the restricted item list.
  - ✓ E-Mail or documentation for high risk certificate (if needed)
  - ✓ Documentation that Purchasing has signed contract

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- Sales Tax
  - ✓ Is it over \$5.00 for any single transaction?
  - ✓ Was there an attempt made to recover? (must be documented if over \$5.00)
- Missing documentation.
- Adequate log or cardholder statement – signed and dated from the cardholder
- Explanation if dollar amount on receipt is different from the statement amount or how item will be used if it is an unusual purchase (i.e. squirt gun).
- Check ineligible vendor list (see web site section on page iv of this manual)

### TRAVEL:

- **Travel Appendix A7 is attached. <http://www.uwex.edu/business-services/policy/doc/AppendixA-7.pdf>**
- Airfare:
  - ✓ Federally funded airfare requires use of US flag carrier. See [www.bussvc.wisc.edu/acct/policy/travel/airtrav.html](http://www.bussvc.wisc.edu/acct/policy/travel/airtrav.html)
  - ✓ Purpose of trip (conference brochure, registration, announcement, etc.)
  - ✓ Itinerary with traveler identified.
  - ✓ Supervisor's signature
  - ✓ Travel Approval form included (Appendix 7)
- Lodging:
  - ✓ Original itemized receipt
  - ✓ Name of traveler
  - ✓ Dates of stay
  - ✓ Single room rates & taxes
  - ✓ Conference brochure or business purpose of trip.
  - ✓ Supervisor's signature
  - ✓ Travel Approval form included (Appendix 7)
- Individual meals are not allowed on the purchasing card. Traveler must reimburse the University.
- Incidental charges (i.e., internet, movies, room service) are not allowed. Traveler must reimburse the University.

### CAR RENTALS:

- **Travel Appendix A7 is attached. <http://www.uwex.edu/business-services/policy/doc/AppendixA-7.pdf>**
- Contract vendor – currently National (out-of-state) / Enterprise (in-state)  
Explanation required if not contract vendor
  - Purpose of trip (conference brochure, registration, announcement, etc.)
  - Itinerary with traveler identified.
  - Supervisor's signature
  - Travel Approval form included (Appendix 7)

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**CATERING:**

- Approved Caterer – <http://www.uwex.edu/business-services/policy/doc/policy20.pdf>
- Agenda/conference brochure/meeting notice
- Participants list if not a public presentation or open to the public.
- UW Event/Meeting form (refreshments/meals/reception). **Appendix A8 is attached.** <http://www.uwex.edu/business-services/policy/doc/16-app-8.doc>

**SPONSORED EVENTS:**

- Agenda with times and dates
- Participant list
- Itemized invoice
- Sponsored Events form **Appendix A8.** <http://www.uwex.edu/business-services/policy/doc/16-app-8.doc>

**SUBSCRIPTION, REGISTRATION:**

- Copy of renewal form or registration form should be attached to log.
- Participant name should be included for registration.
- Subscriptions should be mailed to UW-Extension address.

**OTHER:**

- Copying and printing are allowable up to \$49.99
- Parking is only allowed on the purchasing card if it is for overnight parking (i.e., at hotel, airport)
- Serial Purchasing (multiple purchases to same vendor on same day, or consecutive days exceeding \$5,000).
  - ✓ A full explanation as to why the purchase should not be considered serial purchasing must be attached in order for any exceptions to be excused.

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**1. OVERVIEW OF PURCHASING CARD PROGRAM  
1.1. PURPOSE**

The State of Wisconsin, in partnership with US Bank, has entered into a contract to provide a Purchasing Card Program. By implementing this program, the University of Wisconsin System is taking another step to provide campuses more flexibility in making small dollar purchases **up to \$5,000** and to significantly reduce paperwork and processing time. This policy and procedure manual is designed to present the framework for implementing and managing a successful program on the campuses.

The purchasing card is a tool to manage purchasing and accounting resources by concentrating low-dollar purchases in a less paper-intensive process. Use of the purchasing card is campus liability, not personal liability for the cardholder. The cardholder's credit rating will not be affected by use of the purchasing card. However, the cardholder is responsible for maintaining security of the card and for any misuse as outlined below. **All documents related to the purchasing card may be fully disclosed as a public record to the extent provided by the Open Records Law.**

UW-Extension employees are expected to use good judgment regarding the necessity and the appropriateness of all purchases charged to University funds. It is important to be conservative about what constitutes a business-related use. Items that are personal in nature, such as flowers, greeting cards, etc., must not be purchased with University funds. Office decorative items, including pictures can be purchased with University funds only if they are to be used in common areas, i.e. meeting rooms, reception areas, etc.

The purchasing card is:

- Delegated Purchasing Authority granted by the Purchasing Department to individual UW employees.
- Authorized for official business use only.
- Authorized for individual purchases **up to \$5,000.**
- Authorized for use with only certain categories of vendors and commodities.
- Authorized for certain travel costs including registration fees, airline tickets and travel agency service fees, lodging and any applicable taxes, car rental and rental car gas, hotel and airport parking, and other commercial transportation including trains (Amtrak), buses, taxis, and shuttles.

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The purchasing card is **not**:

- **For cardholder personal purchases or identification, under any circumstances.**
- A means to avoid appropriate procurement or payment procedures.
- A card to access cash or credit.
- A right of employment.
- **For reimbursable meal costs. Individual meals are not allowed to be charged on the purchasing card.**
- For inter-agency or intra-agency use (except for retail purchases from campus operations that sell goods to the public and accepts a charge card, i.e. Document Sales, campus bookstores, etc.).

### 1.2. BENEFITS

Use of the Purchasing Card will:

- Allow employees to obtain many goods and services much faster and easier
- Reduce the number of purchase orders and requisitions
- Provide cost savings through consolidated payment (biweekly payments to US Bank covering each campus' purchasing card transactions versus individual vendor invoices)

Important benefits for vendors include:

- Receiving payment in three business days
- Elimination of after-sale invoicing and collection activities
- No additional applications or paperwork necessary if they are already VISA vendors

### 1.3 THE CREDIT CARD COMPANY

This program is governed by the terms and conditions of a Master Agreement between the State of Wisconsin and US Bank. In most situations, individual cardholders and departments will deal with the campus Purchasing Card Program Administrator.

## 2. WHERE TO GET HELP

### 2.1. US BANK

#### **US Bank Cardholder Customer Service**

*Available 24 hours a day, including weekends*

Phone: (800) 344-5696

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**If a card becomes lost or stolen, the cardholder must immediately notify US Bank Cardholder Customer Service at (800) 344-5696 and the campus Purchasing Card Program Administrator.** On weekends or after campus business hours, the cardholder is responsible to call the US Bank Cardholder Customer Service. Notify the campus Purchasing Card Program Administrator the next business day to report the lost or stolen card.

**To report suspected fraud, notify US Bank Fraud Department at (800) 523-9078.**

Unlike personal credit cards where cardholders are responsible for paying the first \$50.00 if the card is stolen or misused, **the Purchasing Card program holds the campus responsible for paying all charges resulting from stolen or misused cards until US Bank has been notified.** The US Bank/VISA Purchasing Card Program provides liability protection to the State once notification of any loss, theft, or fraudulent use is made. However, the same level of liability protection does not apply to cards that are made available to multiple users. Therefore, each purchasing card must be used only by the person whose name appears on the card.

**2.2. PURCHASING CARD CONTACTS**

**Purchasing Card Program Administrator/Back-up**

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Please share suggestions for improving the Purchasing Card Program including suggestions for this policy and procedure manual, training, and other policy concerns.

**3. POLICIES AND PROCEDURES**

This section establishes the purchasing card policies and procedures and identifies specific responsibilities of key individuals for implementing and managing a successful program on the campus.

3.1. Definitions

3.2. Campus Responsibilities

3.3. Purchasing Card Administrator Responsibilities

3.4. Cardholder Responsibilities

3.5. Cardholder Liaison Responsibilities

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**3.1 DEFINITIONS**

**MCC** - Merchant category codes assigned by the banking industry (See Appendix D).

**Original Receipts** - Written acknowledgement that goods have been received. All receipts should include the date of purchase, vendor name, items purchased, and prices. Any exceptions must be documented in writing.

Examples of original receipts are as follows:

- ✓ **Purchases in Person** - Must have a signed, detailed receipt, at the time of purchase, clearly identifying each item purchased.
- ✓ **Phone/Fax Orders** - The original invoice or packing slip or shipping confirmation sent with the goods purchased. If the packing slip does not have the itemized detail, write it on by hand.
- ✓ **Internet Orders** - Print a copy of the order or confirmation screen, or invoice sent via email that shows what was purchased and the dollar amount.
- ✓ **Registration Fees** - Attach the registration form and supporting documentation that includes actual dates, location, title of the conference, convention, or seminar, amount of fee, and a breakdown of specific costs (meals, etc.) included in the fee. **Note:** This may require obtaining both a payment receipt and a copy of the applicable page from the brochure, application, or registration form.
- ✓ **Purchasing Card Log Form** - Form used by the cardholder to maintain a record of and includes supporting documentation and approvals. (See Appendix A-4 - Purchasing Card Log Form)
- ✓ **Statement** - Detailed report of charges that is put on the web at the end of each biweekly billing cycle. (See Appendix H – shows the by-weekly cycles)

**3.2 CAMPUS RESPONSIBILITIES**

UW-System Administration obtained approval to participate in the Purchasing Card Program from the State Bureau of Procurement (SBOP) and the State Controller's Office (SCO). This section is an extension of the Cooperative Agreement on Accounting, Auditing and Internal Accounting Control Activities between UW-System Administration and the campuses in which delegation is authorized by section 16.53 *Wis. Stats.* In addition, purchasing delegation is authorized by section 16.71 *Wis. Stats.*

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**3.2.1** The campus is responsible for **establishing proper controls including:**

**Performing periodic audits** of each cardholder's records including the Purchasing Card Record, original receipts, and reconciled billing statements, to ensure compliance with all of the guidelines, policies, and procedures governing this program. These guidelines are derived from the State Procurement Manual, the State Accounting Manual, UW System Policy and Procedure Manual, the campus' Purchasing Card Policy and Procedures Manual, and US Bank requirements.

The purchasing office, accounting office, and/or campus internal auditors will conduct random audits of purchasing cards use to ensure that:

- Policies and procedures are being followed
- Purchase volume appears reasonable
- Transactions are appropriate
- Purchases were not made from ineligible vendors
- Documentation is complete
- Proper internal controls exist with regard to the program

**Misuse of the card**, which may include personal or other unauthorized charges, will result in immediate disciplinary steps, up to and including dismissal of the cardholder. The Purchasing Card Administrator or the cardholder's supervisor will determine if such charges have occurred. If misuse of the card occurs, item(s) must be immediately returned to the vendor for full credit OR the employee must repay the campus amounts including any applicable state, county, or city sales taxes. Even if the vendor does not charge applicable taxes, the campus must collect and remit the taxes to the State of Wisconsin Department of Revenue.

**3.2.2** The campus is responsible for **establishing individual cardholder credit limits**. The program includes the flexibility to personalize individual cardholder authorizations in the areas of credit and single purchase limits.

**3.2.3 Payment Cycle** – Payment is the responsibility of each campus. The Purchasing Card Billing Cycle and Billing Distribution Dates 2008 Calendar (Appendix H) provides the billing cycle end dates based on the calendar year. The link to subsequent calendars may be found at: <http://www.uwsa.edu/fadmin/finmgmt/pcard%20billing%20cycle.htm>

US Bank provides a Statement Billing File (SBF) 2.0 Pro Card file that includes all transactions that were charged by the campus during the biweekly billing cycle. Transactions will be coded to the default accounting code unless reallocated to one or more valid accounting codes prior be posted in WISDM.

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Transactions should be reviewed against statement and any discrepancies resolved with the vendor. If no agreement is reached, file a dispute with US Bank at 1-800-344-5696.

**3.2.4 All purchasing card fraud must be reported to the campus Purchasing Card Program Administrator and Purchasing Director who are responsible for following UW System's Breach of Fiscal Integrity (F16) policy <http://www.uwsa.edu/fadmin/fppp/fppp16.htm>.**

**3.3 CAMPUS PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES**

- Provide training to cardholders and liaisons.

**3.3.1 Other Purchasing Card Program Administrator's Responsibilities:**

- ✓ **Account Maintenance** - Card limits and other information such as name change, address, and phone may be changed using Appendix A-3.

**Note:** Vendors with embedded credit card numbers will have to be notified each time new card numbers or expiration dates are distributed.

- ✓ **Card Usage** - Cards remain the property of US Bank and must be surrendered immediately upon termination of employment, transfer to another department, or upon request for any reason by an authorized person (such as the Purchasing Card Administrator or the cardholder's supervisor).

If the Purchasing Card Administrator or the cardholder's supervisor determines that personal or other unauthorized charges have occurred, see steps outlined in section 3.2.1 – Misuse of the card.

Timely cancellation of the card is an integral part of maintaining the integrity of the program. Whenever possible, complete the application forms to obtain a card for the new employee prior to the current cardholder's departure date.

The cardholder must acknowledge any outstanding orders when returning the purchasing card to their supervisor. The supervisor is responsible for contacting the Purchasing Card Administrator, who will cancel the card. The supervisor should cut the card in pieces and dispose of it. **Surrendered cards are not reissued to other employees for use.**

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**Note:** If there are established accounts with vendors that relate to specific credit cards, these will also need to be canceled and reestablished as a new account with the successor's information.

- ✓ **Record Retention** - Purchasing card records, including supporting documentation, and Dispute Forms are to be retained for seven (7) years, which includes the current year, in the designated central storage area, i.e. Accounts Payable or Purchasing.

**Note:** Record disposition **may not take place** if there is an open records request, or if there is pending litigation or an audit involving the records.

### 3.4 CARDHOLDER RESPONSIBILITIES

**3.4.1** Before a UW employee will be issued a purchasing card, s/he will:

- Complete and sign a Purchasing Card Application and Use Agreement (Appendix A-1) <http://www.uwex.edu/business-services/policy/doc/16-app-1.doc> that includes a statement acknowledging her/his understanding of the restrictions on the use of the card and the possible actions if s/he violates the conditions of statewide and campus policies on use of the purchasing card. Forward the signed Application and Use Agreement form to the appropriate Approving Officials (Departmental Chairperson, Dean/Director, and Administrator) for their review and signatures.
- Complete a Cardholder Account Setup form (Appendix A-2) with appropriate approvals <http://www.uwex.edu/business-services/policy/doc/16-app-2.doc>
- Submit the signed forms to the campus Purchasing Card Administrator. Keep a copy for your records. The Purchasing Card Administrator will order the card from US Bank.
- Receive training as established in campus policies and procedures and documented by the campus Purchasing Card Administrator.
- Each cardholder is required to activate the card by calling US Bank at the 1-800 number printed on the card.

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**3.4.2** Cardholder must understand and comply with the following purchasing card program policies and procedures:

- General procedures including making purchases by telephone, internet, fax, or mail and business-related travel are included in Appendix B – How to Use the Purchasing Card. Appendix B-1 contains a list of Commonly Questioned Items.
- Always keep purchasing cards and account numbers in a secure place. The purchasing card should be treated with the same level of care you use with your personal credit cards. **Each cardholder is directly responsible for the physical security of their card and account information.**
- The cardholder will **maintain a purchasing card log form (Appendix A-4) <http://www.uwex.edu/business-services/policy/doc/16-app-4.doc>, to be checked against the statement online, and forwarded to the liaison with original receipts. The liaison will store these records until requested by UWEX Accounting Services.** The reconciled statement must be reviewed, approved, and countersigned by cardholder's liaison.
- Procedures related to Returned Goods, Vendor Debit Cards/Vendor Rebates, and Disputed Transactions are included in Appendix E.
- Cash Advances (ATM machines) are **strictly prohibited.**
- Purchase of non-business (personal) items or services are **strictly prohibited.**
- Individual reimbursable meal costs are not allowed to be charged on the purchasing card, however, food purchases for group meetings and events are allowed. Documentation must be retained with the purchasing card record for all food purchases that identifies the name and purpose of the function and who attended it, by name or affiliation. Refer to the Headquarters City and UW-Sponsored Events Policy which provides details on all UW sponsored events attended by the general public or by UW employees;  
<http://www.uwsa.edu/fadmin/meetguid/appa.htm>

**3.4.3** Misuse or non-adherence to the purchasing card policies and procedures may result in suspension or revocation of individual cardholder privileges and appropriate disciplinary action.

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**3.5 CARDHOLDER'S LIAISON RESPONSIBILITIES**

**3.5.1** The following items should be performed by the cardholder's liaison:

- Receive training as established in campus policies and procedures and documented by the Purchasing Card Administrator.
- Review and approve purchasing card transactions submitted biweekly by cardholder on a purchasing card record.
- Verify purchases comply with appropriate rules and regulations.
- Verify that the Travel Approval Form (Appendix A-7) <http://www.uwex.edu/business-services/policy/doc/AppendixA-7.pdf> is complete and attached for any travel charges.
- Ensure the signed purchasing card record, with original receipts and other supporting documentation are stored until requested by UWEX Business Services.
- Determine if any personal OR unauthorized charges are occurring on the card (See section 3.2.1 – Misuse of the card).

**FORMS**

The following seven forms are available for campus use; they may be reproduced or modified to meet campus needs:

Purchasing Card Application and Use Agreement.....	A-1
Cardholder Account Setup.....	A-2
Account Maintenance Request.....	A-3
Purchasing Card Log Form.....	A-4
Statement of Disputed Item.....	A-5
Hotel Reservation Credit Card Authorization Fax Sheet....	A-6
Travel Approval Form.....	A-7
Sponsored Events Form.....	A-8

**PURCHASING CARD APPLICATION AND USE AGREEMENT**

**APPENDIX A-1**

**Instructions:** Please complete and submit to the campus Purchasing Card Administrator.

Cardholder 's Name	Business Unit/Fund/Program/Organization/Project
--------------------	---

The Purchasing Card is intended for best judgment purchases (**up to \$5,000**). Purchases made with this card must comply with the Department of Administration and UW System procurement policies and procedures.

The Purchasing Card **MAY NOT** be used to purchase the following:

Alarm / security systems	Gasoline / fuel	Non-business/personal items/services
Alcoholic beverages or drugs	Gift, Prizes, and Awards	Personal services
Ammunition / Weapons	(including gift certificates, phone cards, gas cards)	Professional License
Architectural & Engineering or Design Services	Greeting Cards	Radioactive materials
Capital equipment or component parts	Hospitality/entertainment	Statewide Contracts (except where authorized)
Cash advances (ATM Machines)	Insurance	Tax Reportable Services
Consulting services	Leases/rentals	Temporary help/clerical/labor
Controlled Substances	Legal Services	Travel (except airline tickets, lodging, state contract car rental, and registration fees)
Copy Machines	Memberships	
	Motor Vehicle	

If the card is lost or stolen, the cardholder must **IMMEDIATELY NOTIFY US Bank** Cardholder Customer Service at (800) 344-5696 and the Purchasing Card Administrator. When a cardholder terminates employment or transfers to another department/campus, the sponsor department shall reclaim the Purchasing Card and return it to the Purchasing Card Administrator. Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges and potential discipline, and may result in revocation of all sponsor department and/or campus Purchasing Cards. I understand that this Purchasing Card is issued pursuant to a Master Agreement between the State of Wisconsin and US Bank, and accordingly, a University representative has the authority to access transactions posted to my Purchasing Card and/or obtain support documents directly from a vendor.

As an applicant/cardholder of a University of Wisconsin System Purchasing Card, I understand the responsibility for the protection and proper use of this card as detailed above and in the guidelines outlined in the University of Wisconsin System Purchasing Card Policy and Procedure Manual.

**X** \_\_\_\_\_  
 Cardholders Signature Date Signed

I approve the issuance of a University of Wisconsin Purchasing Card to the above-named employee and acknowledge the overall responsibility for the proper use of the card.

**X** \_\_\_\_\_  
 Department Staff Liaison Signature Date Signed

**X** \_\_\_\_\_  
 Department Head Signature Date Signed

**X** \_\_\_\_\_  
 Dean/Director or Designee Signature Date Signed

**CARDHOLDER ACCOUNT SETUP FORM**

**APPENDIX A-2**

New       Delete       Change (only completed fields will be changed)

Cardholder Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (16 digit #)

**COMPANY INFORMATION**

Company Name: UW -

**CARDHOLDER INFORMATION**

Cardholder Name: First MI Last(24 characters)

Phone Number:

Name Line 2: (Third Embossed Line = 24 characters) (Elan Use: Use Authorized User 1 Field)

Address Line 1: (35 characters)

Address Line 2: (35 characters)

City: (23 characters)

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**REPORTING HIEARCHY INFORMATION**

Company Level 1	Level 2 #	Level 3 #	Level 4 #	Level 5 #	Level 6 #	Level 7 #

For verification, enter the Name of the Unit that this cardholder points to:

Accounting Code (Optional-22 Character Maximum):

**CARDHOLDER LIMITS**

Monthly Credit Limit (\$) : \_\_\_\_\_ Single Purchase Limit (\$) : \_\_\_\_\_

\$ Limit Per Day: \_\_\_\_\_ Transactions Per Cycle (#): \_\_\_\_\_

MCC Group: \_\_\_\_\_  I (Include) or  E (Exclude): Check One

**ACCOUNT ACCESS METHODS**

Should a card be issued?     Yes       No

Should a pin be issued?     Yes       No

Should checks be issued     Yes       No

**CARDHOLDER APPROVALS**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Phone: \_\_\_\_\_

ACCOUNT MAINTENANCE REQUEST

Date of Request: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

TYPE OF REQUEST

Cancel card (Please check reason) **[Liaison/Supervisor should cut the card in pieces and dispose of it.]**

- Employee separated employment
- Employee switched departments
- Employee no longer needs card
- Employee terminated
- Other \_\_\_\_\_

Default Account Change \_\_\_\_\_

Department Change \*

Cardholder Name Change \_\_\_\_\_

Campus Address Change \_\_\_\_\_

Phone Number Change \_\_\_\_\_

\*Will result in cancellation of card. A new cardholder agreement form must be submitted.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Staff Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once completed, send this request to the campus Purchasing Card Administrator**



**STATEMENT OF DISPUTED ITEM**

**APPENDIX A-5**

If you have a transaction appearing on your statement that you are questioning, please complete this form and fax to (and send a copy to the Purchasing Card Administrator):

US Bank Corporate Disputes Fax: 1-701-461-3463 Phone: 1-866-229-9625

Vendor Name: \_\_\_\_\_ Post Date: \_\_\_\_\_

Dispute Amount: \_\_\_\_\_ Transaction Amount: \_\_\_\_\_

I have examined the charges made to my account and I am disputing the following item:

- 1. \_\_\_ The sales receipt amount was increased from \$\_\_\_\_\_ to \$\_\_\_\_\_.
- 2. \_\_\_ Neither did I authorize this charge nor did I participate in the transaction.
- 3. \_\_\_ Although I did participate in a transaction with the vendor, I was billed for \_\_\_ transactions totaling \$\_\_\_\_\_ that I did not engage in, nor was anyone authorized to use my card. My credit card is in my possession. Enclosed is a copy of my authorized sales slip.
- 4. \_\_\_ I did participate in the transaction. However, I paid for the transaction using another form of payment. (Describe form of payment): \_\_\_\_\_. Enclosed is a copy of my form of payment (i.e. canceled check, other credit card statement, cash receipt, etc.).
- 5. \_\_\_ I have not received the merchandise which was to be shipped to me. The expected delivery date was \_\_\_\_\_ (MM/DD/YY). I contacted the vendor on \_\_\_\_\_ (MM/DD/YY) and requested that my account be credited. I spoke with \_\_\_\_\_ (name).
- 6. \_\_\_ Merchandise was shipped to me and arrived damaged/defective (circle one) on \_\_\_\_\_ (MM/DD/YY). I returned it on \_\_\_\_\_ (MM/DD/YY). I contacted the vendor on \_\_\_\_\_ (MM/DD/YY) and requested that my account be credited. I spoke with \_\_\_\_\_ (name). Enclosed is an explanation of how the merchandise was damaged/defective.
- 7. \_\_\_ I notified the vendor on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ am/pm to cancel the pre-authorized order/reservation. Cancellation # \_\_\_\_\_ (required). Reason for cancellation \_\_\_\_\_  
\_\_\_\_\_. Person I spoke to \_\_\_\_\_.
- 8. \_\_\_ I have returned/canceled (circle one) the merchandise on \_\_\_\_\_ (MM/DD/YY) because \_\_\_\_\_.

Enclosed is documentation showing proof of return or cancellation.

- 9. \_\_\_ The attached credit slip was listed as a charge on my statement.
- 10. \_\_\_ I was issued a credit slip for \$\_\_\_\_\_ on \_\_\_\_\_ (MM/DD/YY), which has not been posted to my account. I have enclosed a copy of my credit slip.
- 11. \_\_\_ The charge in question was a single transaction (sale #1), but was billed twice to my statement. I did not authorize the second transaction.  
Sale #1 \$\_\_\_\_\_ Ref. # \_\_\_\_\_  
Sale #2 \$\_\_\_\_\_ Ref. # \_\_\_\_\_
- 12. \_\_\_ I am not disputing this charge, however, I need a copy for my records.
- 13. \_\_\_ Other, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account #: \_\_\_\_\_  
 Cardholder's Name: \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_



**HOTEL RESERVATION CREDIT CARD AUTHORIZATION FAX SHEET**

This letter authorizes \_\_\_\_\_  
located in \_\_\_\_\_  
to charge the University of Wisconsin-Extension Purchasing Card for the following:

- Room, tax, parking, business calls only
- Room, parking and business calls only – Letter for Sales and Use Tax Certificate Of Exempt Status will also be faxed. (<http://www.uwsa.edu/fadmin/fppp/fppp36i.htm>)

The maximum allowable single room rate for this location cannot exceed \$ \_\_\_\_\_  
All additional charges are to be billed to the traveler.

Guest Names(s)	Confirmation	Arrival Date	Departure Date

Conference or Group Affiliation: \_\_\_\_\_

**US Bank VISA Card Information**

Credit Card Number:	3 Digit Security Code:
Cardholder Name:	
Company Name:	
Billing Address:	
Email Address:	
Telephone:	
Fax:	
Cardholder Signature	

Date

Insert copy of front of the signed credit card here.	Insert copy of back of the signed credit card here.
---	--

TRAVEL APPROVAL FORM

Traveler Name \_\_\_\_\_

Is UWEX paying for Non-employee Traveler \_\_\_\_\_

Business Purpose of Trip \_\_\_\_\_

Conference Registration \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Approvals

\_\_\_\_\_ Out-of-state Approval (copy of form attached)

\_\_\_\_\_ Out-of-country Approval (copy of form attached)

Mode of Travel

\_\_\_\_\_ Fleet Car

\_\_\_\_\_ Rental Car (Enterprise in WI/National – other places)

\_\_\_\_\_ Bus/Train/Shuttle

\_\_\_\_\_ Airfare (for 144 funds, use US flag carrier)

Hotel \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

(or attach a completed out-of-state/out-of country form)

**SPONSORED EVENTS FORM**

**APPENDIX A-8**

Meal expenses are payable if the criteria listed below is met (check boxes as applicable). For "Headquarters City" requirements, the questions in boxes 1,2,4,5 must be addressed.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event Location:  On Campus  
 Off Campus

Invoice includes additional costs (meeting room charge, etc) associated with the use of non-UW facilities for meetings primarily for the participation of UW/State employees. **Justification and Controller's approval are attached.**

Additional costs **WERE NOT** incurred.

Event attended primarily by general public/registration fee Charged

Was the fee collected from participants to cover costs?  Yes  No

If yes:  Brochure/Instructional Approval Form included – must show non-program costs (meals, lodging, breaks, etc.) included in fee.

List of staff and instructors/speakers included

**1. Allowable Expenses:** (Check the box that pertains to the event)

The meeting was held at the headquarters city of the majority of the attendees and business could not be effectively conducted without the inclusion of a meal.

The meal was provided in the headquarters city and a mealtime speaker was scheduled.

Business was conducted during the meal.

Facilities were not available near the meeting location for attendees to eat on their own.

**2. Reasonable Approved Expenses:**

The meal expenses, for State/UW employees, including tax and tip, were within the allowable State maximums and meal expenses for all non-State/UW employees are reasonable and in accordance with the Division's Dean/Director's office policy.

**3. Catering:**

The University has established written policies that must be followed when catering food. The guidelines can be found at: <http://www.uwex.edu/business-services/policy/doc/policy20.pdf>

Contract signed by Purchasing Department before event.

Insurance certificate received by Purchasing Department before event.

**4. Documentation Requirements:**

Business Purpose: \_\_\_\_\_

Event Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Date and time (start and end): \_\_\_\_\_

Meeting agenda, which includes above information attached (Preferred).

**5. Participant Information:**

A list of meeting participants including name and affiliation is attached (Required).

**6. Lodging:**

Supervisor's approval – for lodging within 50 miles of an employees headquarter city.

Occupants are official participants only and do not include long-distance calls, room service, etc.

7.  \_\_\_\_\_ **Dept Chair signature for Headquarter City Employees**

**LIST OF EVENT PARTICIPANTS FORM**

**APPENDIX A-8 (continued)**

Count:	University Employee		Name:	Headquarter city (if UW Employee) Affiliation (if non-UW Employee)
	YES	NO		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
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40				

HOW TO USE THE PURCHASING CARD

A. GENERAL PROCEDURES:

- Follow UW System, campus and departmental internal procedures to obtain authorization to make a purchase.
- Determine whether the purchasing card is the most appropriate tool for the purchase (check to make sure it is not a restricted item and determine whether a State or UW System contract is mandatory). Refer to APPENDIX B-1 for a list of Commonly Questioned Items.
- **Note:** Purchasing Card Exclusions and Restrictions

The Purchasing Card **CANNOT** be used for the following items:

- |                         |   |   |
|-------------------------|---|---|
| *Alarm Security Systems | *Gasoline/Fuel  | *Memberships                            |
| *Alcoholic Beverages    | *Gifts, Prizes and Awards<br>(including gift certificates,<br>phone cards, gas cards) | *Motor Vehicle Purchases                |
| *Ammunition             | *Greeting Cards   | *Personal Items                         |
| *Capitol Equipment      | *Hospitality  | *Personal Services                      |
| *Cash Advance (ATM)     | *Insurance  | *Personal License<br>(i.e. CPA license) |
| *Consult                | *Lease/Rentals  | *Tax Reportable Services                |
| *Controlled Substances  | *Legal Services   |   |
| *Copy Machines          |   |   |
| *Entertainment          |   |   |

Advanced approval from UWEX Purchasing **IS REQUIRED** for the following items:

- |   |                          |   |
|---|--------------------------|---|
| *Air Conditioners, Heating<br>and Ventilation Equipment | *Cylinder Gases          | *Printing Services over \$50              |
| *Animals  | *Drugs/Pharmaceuticals   | *Security Guard Services                  |
| *Catering   | *Electronics             | *Space, Real Estate Leases<br>and Rentals |
| *Cellular Telephone Services                            | *Furniture and Carpeting | *Temporary Help Agency<br>Services        |
| *Computers  | *Haz Mat Removal         |   |
|   | *Motor Vehicle Leases    |   |

- If buying off a state contract (see page 31 of this manual), you do not need to call Purchasing Department in advance, but you need to indicate on Log Form that state was used.
- Look for minority vendors.
- Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed the purchasing card's single purchase limit or any other limits that the campus or department may have set.
- Request any UW System, government, or contract discounts and rates.

- Advise vendor that the UW System is exempt from Wisconsin sales and use taxes. Provide a copy of the Certificate of Exempt Status (Appendix I).
- Obtain a detailed receipt, at the time of purchase, clearly identifying each item purchased.
- Follow internal departmental policy regarding recording and documenting business purpose for purchases. All original receipts must be kept with the Purchasing Card Log Form (Appendix A-4).
- *Shipping Items:* Give the vendor your name, department name, phone number, and complete delivery instructions. The goods must be shipped directly to a campus address by mail or parcel services, i.e. UPS or Federal Express.

## **B. PURCHASES BY TELEPHONE, INTERNET, FAX, OR MAIL:**

In addition to the General Procedures listed in Section A of this Appendix, follow the specific procedures for:

### **TELEPHONE**

- **ONLY** the cardholder is authorized to place a phone order. **When necessary, someone else may pick up the goods (the person picking up the items should only sign shipping or receiving papers, not the credit card slip).**
- When calling, state that you are from a UW System campus making a VISA credit card purchase, give the vendor the purchasing card number and expiration date.
- Request that an itemized receipt and/or packing slip with itemized pricing be sent with the purchase. Retain this receipt/packing slip with the purchasing card record. **Advise the vendor not to send an invoice to Accounts Payable.**

### **INTERNET, FAX, OR MAIL**

- For Internet purchases **use extreme care when sending card numbers over the internet.** Make sure the web site has some type of security alert box OR a secure site statement along the bottom of the order page before submitting the final order.
- Retain a copy of the order and indicate whether mailed or faxed and the fax confirmation (if available) for your records.

## C. SPONSORED EVENTS

- Complete the Appendix A-8 <http://www.uwex.edu/business-services/policy/doc/16-app-8.doc>, Sponsored Events Form and attach a list of participants headquarters city and their affiliation (if non-UW Employee).

## CATERING

- The decision to have food at a UW event, either on or off campus, presents a number of concerns including the safe and proper handling of the food, adequate insurance coverage and business procedures that meet the purchasing and accounting processing requirements. The University has established written policies that must be followed when catering food. The guidelines can be found at the following website address: <http://www.uwex.edu/business-services/policy/section/20>
- If the outlined requirements are met, the catering may be paid with a purchasing card. All of the required documentation, including an insurance certificate and contract must be approved by the Purchasing Department. Cardholder should document verification on purchasing card log that insurance certificate is on file.

## TRANSPORTATION

- Before contracting for group transportation (i.e. Bus) an insurance certificate and contract must be approved by the Purchasing Department. Cardholder should document verification on purchasing card log that insurance certificate is on file.

## D. BUSINESS-RELATED TRAVEL PURCHASES:

- Appendix A-7 <http://www.uwex.edu/business-services/policy/doc/APPENDIX%20A-7.doc> needs to be attached to the Log Form for all travel related expenses.
- Effective October 17, 2005, a state-issued charge card **will** be used for official business-related travel expenses including:
  - ✓ Airline tickets and travel agency service fees
  - ✓ Lodging and any applicable taxes
  - ✓ Rental car costs
- **May** be used for expenses including:
  - ✓ Car rental gas
  - ✓ Hotel and airport parking
  - ✓ Commercial transportation including trains, such as Amtrak, buses, taxis, and shuttles

- **Should** be used for expenses including:
  - ✓ Training and conference registrations
- A regular purchasing card may be used unless the traveler elects to use the corporate (personal liability) travel card as provided under the Master Agreement between the State of Wisconsin and US Bank. To obtain a Travel Card through UWEX go to <http://www.uwex.edu/business-services/travel/> and upload and complete the Travel Card User Application, or contact the Travel Coordinator at 608-262-0180. The corporate travel card is also setup with restricted MCC's as defined by the campuses.
- Campus pre-approval policies and procedures and UW System travel regulations must be adhered to regardless of which charge card is used for business-related travel.
- The UW System travel information page (<http://www.uwsa.edu/fadmin/travel.htm> ) is the most up-to-date and complete resource for current travel policies. For information on the US Bank Travel Card, scroll down the page then click on Introduction/Applications/FAQ.
- In addition to the General Procedures listed in Section A of this Appendix, follow the specific procedures for:

## **LODGING**

- ✓ For lodging maximums, go to the UW System Travel website: <http://www.uwsa.edu/fadmin/travel.htm>.
- ✓ When making reservations, be sure to check the hotel's cancellation policy. **Except in unusual circumstances, which must be justified in writing, an employee will be held personally responsible for additional costs for failure to cancel a guaranteed reservation or comply with posted checkout hours.**
- ✓ Room charges for non-UW System employees may be put on the purchasing card and must be supported by documentation showing business purpose and an original itemized receipt furnished by the hotel/motel. **All other expenses such as meals, portage, telephone calls, room service, laundry, etc., must be paid separately and appropriate reimbursement claimed on a travel expense report (TER).**
- ✓ Receipts which exceed the maximum daily rate allowed must be accompanied by an explanation of the reasonableness of the expense, i.e. conference site.

- ✓ Maintain a Purchasing Card Log Form (Appendix A-4) <http://www.uwex.edu/business-services/policy/doc/16-app-4.doc>. The following information **must** be included:

Date(s) of stay	Name and address of hotel/motel
Business purpose of trip	Number of nights
Single room rate	Total cost of transaction

- ✓ When completing a Travel Expense Report (TER), list room charges in the “DIRECT BILLED EXPENSES” column by putting a “PC” and the dollar amount to indicate that the purchasing card was used to pay for room charges. Itemize all other expenses as appropriate.

## AIR TRAVEL

- ✓ Travelers must use Fox World Travel for **ONLINE** booking of airfare and hotels. See UW Extension web page for information. If you are **not using online booking**, any brick and mortar travel agency may be used.
- ✓ Receipts provided should be the highest form of receipt issued by the airline/travel agency indicating a \$0 balance.
- ✓ Maintain a Purchasing Card Log Form (Appendix A-4). The following information **must** be included: traveler's name, destination, departure/return dates, amount of fare, routing, class of travel, and purpose of trip, **supervisor's signature**.
- ✓ When completing a Travel Expense Report (TER), list airfare in the “DIRECT BILLED EXPENSES” column by putting a “PC” and the dollar amount to indicate that the purchasing card was used to pay for the airfare.

## FOREIGN EMERGENCY MAJOR MEDICAL EXPENSES

- ✓ The Foreign Emergency Major Medical Expense purchasing card is a separate component of the Master Agreement between the State of Wisconsin and US Bank. Each campus has the option to implement this component. This type of purchasing card is issued to a foreign traveler and is acceptable for only foreign emergency major medical expenses as limited by selected MCCs.
- ✓ *Employees traveling outside the country, on official business, should consult the campus Risk Manager in advance of leaving for specific instructions on what to do in the event of a medical emergency.*

- ✓ Additional information regarding Medix Traveler's Assistance is available on the UW System Travel Information website :  
<http://www.uwsa.edu/fadmin/fppp/fppp3618.htm>

## E. PURCHASES REQUIRING PRIOR APPROVAL

- See Appendix B for items that either **cannot be purchased or can only be purchased with advance approval** of UW-Extension Purchasing Department staff. The purchasing card cardholder must send an e-mail to the Purchasing Director with a copy to the purchasing card administrator requesting approval to use the purchasing card prior to initiating an order for items identified in Appendix B. The purchasing card cannot be used to order these items until approval is obtained from the Purchasing Department. Purchasing will analyze the transaction and assure that the pending purchase complies with existing requirements. Purchasing will promptly reply by e-mail to the cardholder either approving the use of the purchasing card for the transaction or communicating the appropriate method of purchasing the item. If use of the purchase card is approved, a copy of the approval should be attached to the purchasing card log form reporting the transaction. The department staff liaison is responsible for assuring that pre-approval was obtained for the items listed in Appendix B.
- The following are some of the commonly used categories from Appendix B. The procedure outlined in the above paragraph needs to be followed:

**Computers:** Before purchasing computer hardware and related peripheral equipment, ie, printers and/or monitors, contact UW-Extension Purchasing Department to determine if there are preferred vendors or contracts that should be used. **This includes computer equipment from DoIT and MDS.**

If the computer hardware will be installed on a local area network (LAN), contact the appropriate LAN administrator to determine compatibility. For the InfoSYS1 LAN, contact the "Help" line (608-265-3895).

**Equipment:** Before purchasing any major equipment item, ie, copy machines, cellular telephones, furniture, fax machines, etc., contact staff in the UW-Extension Purchasing Department to ascertain whether there is a preferred vendor or contract which should be used.

**Printing:** Contact UW-Extension Purchasing for copying/printing over \$49.99.

## F. OTHER

### ADVERTISING

- When placing an advertisement with Madison Newspapers, notify them that you are part of State Agency #25. They are a contract vendor and discounts apply.
- **Tear sheets** (which include date of ad) are required and must be attached to the Purchasing Card Log Form (Appendix 4). If advertising is procured over the Internet, a printout of the advertisement as shown on the website should be included as documentation.
- Website – Internet ads can act as a tear sheet (effective 2/14/02).

### MAINTENANCE

- Purchasing cards can be used to pay for yearly equipment maintenance agreements on university-owned equipment when the total amount does not exceed \$5,000.00. If a contract is required, the contract should be sent to UW-Extension Purchasing Department for proper signature authority.

### OFFICE SUPPLIES

All office supplies and new toner products must be purchased from the mandatory state contract with Corporate Express. You have two options on how you use Corporate Express.

- Option One is to order your supplies/toner through Materials Distribution Services (MDS).  
To get an active MDS account, please go to <http://www.bussvc.wisc.edu/mds/MDCustForm.doc> and complete and fax form to MDS. Their fax number is 608-497-4424.  
The web site <http://www.bussvc.wisc.edu/howto/purch/mdsHowOrder.html> gives you instructions how to order from MDS after you receive your new MD number.
- Option Two is to order your supplies/toner directly from Corporate Express. ([www.cexp.com/state/wi/](http://www.cexp.com/state/wi/))

The Purchasing Department encourages you to use the MDS option because of the following additional benefits/services that are provided.

- One monthly payment to MDS that is taken care by Accounting for all UW Extension MDS accounts
- MDS does regular price audits against the contract

- Handles customer complaints, issues, etc directly with Corporate Express for you
- the pricing is the exact same when going through Corporate Express and MDS, but with MDS at the end of the fiscal year a 2.5% rebate of total purchases will be returned to UW Extension.

Whichever option you choose the Purchasing Department wants to hear from you with concerns or issues with this contract. Contact Purchasing Department at [Rhonda.loger@uwex.edu](mailto:Rhonda.loger@uwex.edu) or 608-262-0164 and [Dick.Intlekofer@uwex.edu](mailto:Dick.Intlekofer@uwex.edu) or 608-262-1796.

### **STATE/UNIVERSITY-OWNED FLEET VEHICLES' GASOLINE/MAINTENANCE COSTS**

- If a UW-Extension department owns a fleet vehicle, the Voyager card must be used to purchase gasoline and to provide maintenance for the vehicle. The purchasing card should not be used. If the vehicle is a DOA or UW-Madison fleet vehicle, the purchasing card CANNOT be used to purchase gasoline or to provide maintenance for the vehicle. The credit card provided by DOA or UW-Madison with the vehicle must be used.

### **SUBSCRIPTIONS, PUBLICATIONS, AND REGISTRATIONS**

- Annual subscriptions should not be paid twice in one fiscal year. Copy of renewal form should be attached to the purchasing card log form for reviewing purposes.
- Subscriptions must be mailed to a UW-Extension address.
- If subscriptions are purchased from contract/grant funds, the term of the subscription should not significantly exceed the contract/grant ending date. Registration fees must be for events held prior to the contract/grant ending date.

**COMMONLY QUESTIONED ITEMS**

The Purchasing Card is considered to be the “best practice” purchasing method for best judgment purchases (under \$5,000), but cardholder’s usage is limited by the dollar limits established on the individual’s card. *All purchases must comply with purchasing policies and procedures, accounting policies and procedures, and with extramural funding agency restrictions.*

The following is a list of commonly questioned items:

**Cash advances (ATM Machines)** – Strictly Prohibited

**EBay Purchases** – The Purchasing Card may be used to purchase items from an online source such as EBay provided the risk of loss has been minimized to the maximum extent possible and State procurement rules are met. Since there are no refunds when purchasing from E-bay, purchasers should do everything possible to determine the true condition of the item being purchased. When purchasing an operating piece of equipment, it is expected that an independent person or company be used to validate the operating condition. Cardholders are encouraged to contact the Purchasing Agent that handles the particular commodity prior to making an EBay purchase.

**Fines** – Fines, including parking tickets on and off campus, are **not** allowable.

**Flowers/decorative items** – Allowable only when such items are placed in a general reception area frequented by students and or the general public. The purchase of items placed in employee lounges, assigned offices or other work areas are **not** allowable.

**Gasoline/fuel** – Allowable only when used in conjunction with car rental. All other gasoline/fuel, including gasoline/fuel for lawnmowers and other off-road units, must be obtained from a campus fueling station, if available, or purchased using a Voyager fuel card.

**Gratuity** – Gratuity within reason for a Headquarters’ City conference or event is acceptable on the card if the majority of attendees are not UW employees. If the event consists of mainly UW employees, the gratuity must fall within the individual meal limits.

**Greeting Cards** – Greeting cards, of any nature, are **not** allowable.

**High-risk Merchant Category Codes** – Refer to Appendix D Section 115C for the list of merchant category codes which are blocked on the purchasing card and therefore **not** allowable.

**Hospitality/food/entertainment** – Individual meals are strictly prohibited. Hospitality/food/entertainment provided during an event that meets the *Headquarters' City and UW-Sponsored Events* requirements are allowable. Refer to UW Extension Headquarter City and UW-Sponsored Events Policy <http://www.uwex.edu/business-services/policy/doc/policy7b.pdf> for complete guidelines.

**Ineligible Vendors** – The use of an ineligible vendor is **not** allowable. The eligibility to do business with vendors is contingent on them satisfying or not satisfying s.16.765, Wis. Stats., which imposes certain requirements for affirmative action in employment as well as compliance with s.77.66, Wis Stats., tax laws. Prior to completing a purchase, check the current [Affirmative Action Ineligible Vendor List](#), as well as the [Certification for Collection of Sales and Use Tax Ineligible Vendor Directory](#) that lists vendors determined to be ineligible by the Wisconsin Department of Revenue for non-compliance with tax laws.

**Insurance** – **Not** allowable, all insurance must be processed through Risk Management.

**Leases/rentals** – **Not** allowable.

**Memberships** – **Not** allowable, must be processed through Accounts Payable and must include justification how membership benefits UW Extension

**Motor vehicles** – Allowable for car rental in conjunction with business travel. Purchases of motor vehicles are **not** allowable due to the extensive procurement policies and procedures and related approvals and reporting.

**Non-business/personal items/services** – Strictly Prohibited

**Parking** – Allowable only in conjunction with an overnight stay at a hotel or for airport parking.

**Printing** – Allowable for printing up to \$49.99.

**Reoccurring payments** – Reoccurring payments set up on an automatic payment cycle are **not** allowable, however once the invoice has been reviewed and approved, the purchasing card can be used as a mechanism for payment **provided** the transaction is coded or reallocated to appropriate class code to allow for proper reporting.

**Registrations and subscriptions** – Allowable. Subscription must be sent to a UW Extension address.

**Stamps** – Postage stamps may be purchased with the card.

**Statewide Contracts** – Allowable except when specific contract prohibits the use of the purchasing card.

**Supplies** – Allowable except when specific contract prohibits the use of the purchasing card.

**Travel** – Refer to Appendix B Section D. BUSINESS-RELATED TRAVEL PURCHASES

PROCUREMENT REGULATIONS

- A. State of Wisconsin Bureau of Procurement policies and procedures** – All purchases must be made in accordance with applicable laws and regulations.
- As with current Wisconsin purchasing laws and regulations, **“stringing” or splitting purchases to avoid the single transaction limit is prohibited.**
  - **No vendor contract documents are to be signed by campus department representatives.** Such documents must be reviewed and signed by authorized Procurement officials.
- B. Statewide Contracts - The purchasing card may be used on statewide contracts when the contract or subsequent amendment indicates that card use is allowed. Transactions may not exceed the card transaction limit.**
- A list of statewide contracts that allow purchasing card use may be found at: <http://vendornet.state.wi.us/vendornet/purchcrd/conlist.asp>. Contact the contract administrator if a contract vendor accepts purchasing cards and the contract documentation indicates purchasing card use is disallowed.
  - If in a particular circumstance, the department deems it necessary to purchase from a vendor outside the State of Wisconsin mandatory contracts, contact your campus Procurement Office for approval.
  - The procedures for use on contracts are subject to change at any time. Periodically check the State of Wisconsin Procurement Contracts (in alpha order by commodity or contractual service) at: <http://vendornet.state.wi.us/vendornet/procman/prob2b.asp>
- C. Minority Vendors** – The State of Wisconsin’s goal is to spend 5% annually with minority vendors. These vendors provide general procurement of goods and services, non-road construction, and professional services such as IT consultancy.
- A general overview of the Minority Business Enterprise Program (MBE) may be found at: <http://www.doa.state.wi.us/category.asp?linkcatid=677&linkid=113&locid=0> Clicking on Report – Certified Vendors will provide a current list of all certified vendors; this will generate a separate report that may be printed or saved to your local hard drive.
  - Another useful search tool is a list of Minority Vendors, within Wisconsin, by county. The URL is: [http://www.doa.state.wi.us/mbe/choose\\_county.asp?locid=0](http://www.doa.state.wi.us/mbe/choose_county.asp?locid=0) choose the county from the drop down menu and then click the Submit button. The vendor list will appear on the screen.

**D. Ineligible Vendors** – Vendors doing business with state agencies are declared ineligible if they do not comply with the Wisconsin sales and use tax OR if they do not submit acceptable affirmative action information. **According to Wisconsin law, state agencies, the University of Wisconsin, and their employees are prohibited from making purchases from these vendors.**

- Vendors and their affiliates who are not properly registered and remitting **Wisconsin sales or use tax** will be declared ineligible under s. 16.75(10m) and 77.66, Wis. Stats. These vendors are listed at: <http://vendornet.state.wi.us/vendornet/wocc/certlist.pdf>
- Vendors who fail to submit acceptable **affirmative action information** are also ineligible. A vendor remains ineligible until s. 16.765, Wis. Stat. and ADM 50, Wisconsin Administrative Code information is submitted. These vendors are listed at: <http://vendornet.state.wi.us/vendornet/asp/login.asp>. User name is Caps with password as badger.

**MERCHANT CATEGORY CODE (MCC)**

The State Bureau of Procurement (SBOP) and the State Controller’s Office (SCO) have established MCC standards for purchasing cards. These restrictions will be automatically invoked during the purchase authorization process based on the category codes below. Each campus can further define MCC limitations (inclusion or exclusion) on purchasing cards, as well as corporate cards. An inclusion limitation accepts only transactions from a vendor within a MCC *include* setting, whereas an exclusion limitation rejects transactions from a vendor within a MCC *exclude* setting.

When the campus completes the cardholder account setup form section dealing with cardholder limits the following established MCC standards can be used:

- **115C** – An exclusion standard with the setting of *115C – exclude* that contains the following MCCs:

CASH	4829	Money Orders, Wires
	6010	Manual Cash Disbursements
	6011	Automatic Cash
	6051	Travelers Checks
	6760	Savings Bonds
OTHER SERVICES	7273	Dating and Escort Service
	7295	Babysitting Services
	7297	Massage Parlors
	8351	Child Care Services
RECREATION	7012	Timeshares
BUSINESS SUPPLY/SERVICES	7276	Tax Preparation Services
FINANCIAL SERVICES SERVICES	6012	Financial Institutes-Merchant
	6211	Security Brokers/Dealers
	6300	Insurance Sales and Underwriting
	6381	Insurance Premiums
	6399	Insurance Carriers (not classified elsewhere)
MEMBERSHIPS	8651	Political Organizations
	8661	Religious Organizations
MISCELLANEOUS	9211	Court Costs: Alimony/Child Support
	9222	Fines
	9223	Bail and Bond Payments
	9311	Tax Payments

**MERCHANT CATEGORY CODE (MCC) (continued)**

- **STTRAVEL** – An inclusion standard with the setting of *STTRAVEL* – *include* that contains the following MCCs:

HOTELS/MOTELS	3501-3816; 7011	Hotels and Lodging
AIRLINES	3000-3299	Airlines
CAR RENTAL (current state contract)	3405	Enterprise Rent-a-Car
	3393	National Car Rental
OTHER TRAVEL	4011	Railroads
	4111	Commuter Transport/Ferry
	4112	Passenger Railways
	4121	Taxicabs/Limousines
	4131	Bus lines, Charters, Tour
	4511	Other Airlines
	4582	Airports/Terminals/Fields
	4722	Travel Agencies
	5541	Service Stations, Gas
	5542	Auto Gasoline Dispenser
	5499	Food/Convenience Stores

**Note:** Occasionally a bank may have wrongly assigned a vendor’s MCC. If a situation arises where a transaction is rejected for an appropriate purchase, have the campus ask the vendor to check with their bank and request, if appropriate, a MCC change.

## RETURNED GOODS, VENDOR DEBIT CARDS/VENDOR REBATES, AND DISPUTED TRANSACTIONS

### A. RETURNED GOODS:

- If goods purchased with the purchasing card need to be returned, the cardholder should work directly with the vendor. Avoid vendors that do not give credits on credit card purchases. Returns should be full credit with a separate charge for restocking fees; do not net.
  
- Here are some tips:
  - ✓ Always retain boxes, containers, special packaging, etc. until you are certain the goods will be kept. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
  - ✓ Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
  - ✓ Many vendors require a “Return Authorization Number” before returns will be accepted. Make sure to get this number, when it is required, so that the package will be accepted and credit issued to your account.
  - ✓ In some cases there may be a restocking fee (usually a percentage of the purchase price). If the vendor is completely responsible for the error or problem, the cardholder should not have to pay this, or any other fee. However, if the vendor is not fully responsible, the cardholder may have to pay the fee. The purchasing card may be used to pay this fee as long as it does not exceed any of the card limits.
  - ✓ When reviewing the statement, make sure a credit was issued for the returned item. Any item(s) purchased with the purchasing card must be returned for credit. **Do not accept a refund in cash or check format.** Make sure to keep documentation of credits, returns, and exchanges with the purchasing card record.

### B. VENDOR DEBIT CARDS/VENDOR REBATES

**Vendor Debit Cards** – Some vendors issue refunds on a debit card instead of a credit to the cardholder’s purchasing card. The vendor debit card must be noted on the purchasing card record and must be forwarded to the cardholder’s supervisor. This card should be used for purchases within the department.

**Vendor Rebates** – If a transaction includes a rebate, it should be noted on the purchasing card record. The check **must** be deposited to the original funding string and SFS account code where the purchase was charged to. All rebate checks must be forwarded to the accounting office for deposit.

**C. DISPUTED TRANSACTIONS** – fall into two broad categories:

- **Dispute with Vendor** – i.e. Vendor's refusal to take back a defective or miss-shipped item.

If there is a problem involving a dispute with a vendor (such as defective items or you are claiming that an item was not ordered and the vendor claiming that it was), every effort should be made to resolve the problem directly with the vendor.

- **Disputed Charge** – i.e. Discrepancies between the cardholder's records and the statement.

If you are unable to resolve the dispute, call US Bank at (800) 344-5696 and explain the problem. Another option is to complete the dispute form (Appendix A-5 at <http://www.uwex.edu/business-services/policy/doc/policy16a.pdf>) and fax the complete form to US Bank. Describe the problem and efforts you have made in attempting to resolve the dispute.

US Bank's must receive an oral/written dispute notice within **60** days of the date on the statement that contains the disputed transaction. It is recommended that such items be reported immediately upon receipt of the statement in question. During US Bank's investigation, they will issue a credit to the purchasing card account in question for the disputed amount. When the investigation is complete you will be notified of the resolution. If you are not satisfied with this resolution, contact the Purchasing Card Administrator immediately.

## PURCHASING CARD REPORTING US Bank AccessOnline Instructions

US Bank AccessOnline is an exclusive web-based electronic program management tool that provides department heads and liaisons a view of purchasing card account statements online.

Instructions how to run a Transaction Detail Report:

1. Open web browser to: <https://access.usbank.com>  
 To log in: Organization short name: STWISC  
           Type in your User ID: (assigned by purchasing card administrator)  
           Type in your Password: (assigned by purchasing card administrator)  
           Click Logon button  
 Tip: You will be prompted to change your password immediately, and every 60 days
2. On the Left Navigation Bar, click Reporting, then Financial Management, then Transaction Detail link (on lower right in body of page)
3. Select Reporting Parameters (\* = required field) (will list information from last three billing cycles).
  - A) Date Range (check enable cycle date for specific dates, click out of box to set)
    - Cycle date is based on cycle end date (see Appendix H for billing cycle dates)
    - Calendar Month Range will include transactions with a specific month that you choose
    - Posting date Range is the date the transaction posted in U.S. Bank's payment processing system
    - Transaction Date Range is the date on which the transaction occurred.
  - B) Transactions Included
  - C) Merchant Name (could sort by merchant code i.e., hotel)
  - D) Accounting Code (blocked out)
  - E) Sort Report by – sort fields for data you wish to include or exclude
  - F) Report Output – select Browser, PDF, or Excel (PDF is the cleanest)
  - G) Group Report By (the hierarchy you are able to view will be listed)
4. Click on the Run Report button at the bottom of the page  
 Report Output can be in Browser, Excel, PDF. If you need to see the detail, you must run the summary report in either the browser or PDF mode. This is because these options allow drill-downs whereas Excel does not.

Error/Informational Messages after clicking the Run Report button

A) An error message will appear in RED under heading Financial Management, Transaction Detail. You will need to make a correction and run the report again.

B) An information message will appear in BLUE under heading Financial Management, Transaction Detail. This is just information that you may want to change a parameter.

**DO NOT USE THE BACK BUTTON ON THE TOOL BAR IN THE REPORTING FUNCTION**

5. You can click the X (upper right) to return to the parameter screen.
6. You can change your parameters or click the Reset button at the bottom of the page. The Reset button will clear your most recent settings.
7. Press the Log Out button (upper right side of parameter screen).

If you have questions, please call purchasing card administrator at 608/265-6645

PURCHASING CARD STATEMENT/DISTRIBUTION FORM EXAMPLES

The following is an example of how the US Bank VISA statement will appear on the website:

The screenshot shows a web browser window titled "Purchase Card Allocations - Microsoft Internet Explorer". The page has a navigation bar with buttons for "Allocations", "Print", "History", and "Main Menu". Below this is a section titled "CHARGES/CREDITS LIST" which contains two tables. The first table is a summary for "KRISTIN DOHM" showing an end date of 10-Sep-2004, a deadline of 24-Sep-2004, total purchases of \$11,975.91, and total allocated of \$11,975.91. The second table is a detailed list of 110 transactions, each with a purchase ID, merchant name, city/phone, transaction date, posting date, and amount. Below the detailed list is another navigation bar with "Allocations", "Print", "History", and "Main Menu" buttons, and an "Exit" button. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:42 AM.


Card Owner	End Date	Deadline	Total Purchases	Total Allocated
KRISTIN DOHM	10-Sep-2004	24-Sep-2004	\$ 11,975.91	\$ 11,975.91

Purch ID	Merchant	City/Phone	Transaction Date	Posting Date	Amount
88	TWIX*AOL SERVICE 0804	800-827-6364	27-Aug-2004	30-Aug-2004	4.95
89	PBS*INVOICE	703-739-5188	27-Aug-2004	30-Aug-2004	600.00
90	CREATIVE BUSINESS INTERIO	414-546-8500	28-Aug-2004	30-Aug-2004	652.50
91	USCELL DCO2	8889449400	30-Aug-2004	01-Sep-2004	7.69
92	USCELL DCO2	8889449400	30-Aug-2004	01-Sep-2004	50.56
93	USCELL DCO2	8889449400	30-Aug-2004	01-Sep-2004	68.62
94	USCELL DCO2	8889449400	30-Aug-2004	01-Sep-2004	175.63
95	CHARHOUSE LEARNING CORP	952-990-1800	01-Sep-2004	02-Sep-2004	- 8.17
96	UW*UNION CONFERENCE SE	MADISON	31-Aug-2004	02-Sep-2004	60.00
97	COMPUTERGEEEKS COM	780-726-7700	31-Aug-2004	02-Sep-2004	62.50
98	USPS 5654840252	MADISON	02-Sep-2004	03-Sep-2004	37.00
99	B & H PHOTO-VIDEO-MD/TO	800-9479950	01-Sep-2004	03-Sep-2004	3435.00
100	AMERICAN TV AND APPL	MADISON	02-Sep-2004	06-Sep-2004	162.14
101	USCELL DCO2	8889449400	05-Sep-2004	07-Sep-2004	5.53
102	REGONLINE	720-214-9800	07-Sep-2004	08-Sep-2004	180.00
103	PLIMUS.COM ONLINE STORE	858-350-9793	07-Sep-2004	09-Sep-2004	44.95
104	AMERICAN MARKETING ASSOC	800-252-1150	07-Sep-2004	09-Sep-2004	630.00
105	VANGUARD COMPUTERS INC	262-317-1900	07-Sep-2004	09-Sep-2004	2176.00
106	UW*DO IT CUSTOMER CTR	MADISON	08-Sep-2004	09-Sep-2004	2528.42
107	AMZ*SUPERSTORE	AMAZON.COM	09-Sep-2004	10-Sep-2004	36.99
108	NEWEGG COMPUTERS	800-390-1119	08-Sep-2004	10-Sep-2004	225.50
109	RN *REAL.COM ONLINE	206-674-2650	09-Sep-2004	10-Sep-2004	286.38
110	AQUA UPSCALE LOUNGE & RES	MILWAUKEE	08-Sep-2004	10-Sep-2004	553.72

On the next page is an example of how the allocations list will appear on the website after the charges have been allocated.

History List - Microsoft Internet Explorer



**ALLOCATIONS LIST**

Card Owner										
KRISTIN DOHM										
End Date	Trans Date	Merchant	Account	Fund	Prog	Orig	Project	Class	Amount	
10-Sep-2004	27-Aug-2004	TWX*AOL SERVICE 0804	3720	133	5	464630	133F204			4.95
10-Sep-2004	27-Aug-2004	PBS*INVOICE	2130	133	5	464640	133G099			600.00
10-Sep-2004	28-Aug-2004	CREATIVE BUSINESS INTERIO	3195	133	5	464600	133F204			652.50
10-Sep-2004	30-Aug-2004	USCELL DCO2	2201	133	5	464610	133F204			7.69
10-Sep-2004	30-Aug-2004	USCELL DCO2	2201	133	5	464640	133G090			8.86
10-Sep-2004	30-Aug-2004	USCELL DCO2	2201	133	5	464600	133F204			35.00
10-Sep-2004	30-Aug-2004	USCELL DCO2	2201	133	5	464610	133G090			6.70
10-Sep-2004	30-Aug-2004	USCELL DCO2	2201	133	5	464640	133G088			94.31
10-Sep-2004	30-Aug-2004	USCELL DCO2	2201	133	5	464640	133G089			34.31
10-Sep-2004	30-Aug-2004	USCELL DCO2	2201	133	5	464610	133FY83			175.63
10-Sep-2004	31-Aug-2004	UW UNION CONFERENCE SE	2360	133	5	464630	133F204			60.00
10-Sep-2004	31-Aug-2004	COMPUTERGEEKS COM	3100	133	5	464610	133G090			62.50
10-Sep-2004	01-Sep-2004	CHARHOUSE LEARNING CORP	3100	133	5	464635	133G090			8.17
10-Sep-2004	01-Sep-2004	B & H PHOTO-VIDEO-MO/TO	3195	133	5	464610	133F204			3435.00
10-Sep-2004	02-Sep-2004	USPS 5654840252	3700	161	5	464640	1611716			37.00
10-Sep-2004	02-Sep-2004	AMERICAN TV AND APPL	3195	133	5	464620	133G090			162.14
10-Sep-2004	05-Sep-2004	USCELL DCO2	2201	133	5	464635	133FU27			5.53
10-Sep-2004	07-Sep-2004	REGONLINE	2115	133	5	464635	133FU27			180.00
10-Sep-2004	07-Sep-2004	PLIMUS.COM ONLINE STORE	3150	133	5	464640	133G090			44.95
10-Sep-2004	07-Sep-2004	AMERICAN MARKETING ASSOC	2130	133	5	464635	133FU27			630.00
10-Sep-2004	07-Sep-2004	VANGUARD COMPUTERS INC	3195	133	5	464600	133F204			2176.00
10-Sep-2004	08-Sep-2004	UW DO IT CUSTOMER CTR	3195	133	5	464610	133G090			2528.42
10-Sep-2004	08-Sep-2004	NEWEGG COMPUTERS	3195	133	5	464610	133F204			225.50
10-Sep-2004	08-Sep-2004	AQUA UPSCALE LOUNGE & RES	3780	133	5	464635	133FU27			553.72
10-Sep-2004	09-Sep-2004	AMZ'S SUPERSTORE	3100	133	5	464610	133G090			36.99
10-Sep-2004	09-Sep-2004	RN *REAL.COM ONLINE	3150	133	5	464610	133F204			286.38
									<b>Total</b>	<b>\$ 11,975.91</b>

Print

New Search    Main Menu

Start | G:\BPS\BUSVCS... | 8-EXBIDI.DOC - ... | Purchase Card S... | History List - ... | 9:45 AM

The above page is also part of the backup documentation for the purchasing card log form.

**PURCHASING CARD BILLING CYCLE AND BILLING DISTRIBUTION DATES  
2010 CALENDAR**

BILLING CYCLE	BILLING DISTRIB. DEADLINES*
12/26 - 01/08	01/22
01/09 - 01/22	02/05
01/23 - 02/05	02/19
02/06 - 02/19	03/05
02/20 - 03/05	03/19
03/06 - 03/19	04/02
03/20 - 04/02	04/16
04/03 - 04/16	04/30
04/17 - 04/16	05/14
05/01 - 05/14	05/28
05/15 - 05/28	06/11
05/29 - 06/11	06/25
06/02 - 06/25	07/09 - FY10
06/26 - 07/09	07/23 - FY11
07/10 - 07/23	08/06
07/24 - 08/06	08/20
08/07 - 08/20	09/03
08/21 - 09/03	09/17
09/04 - 09/17	10/01
09/18 - 10/01	10/15
10/02 - 10/15	10/29
10/16 - 10/29	11/12
10/30 - 11/12	11/26
11/13 - 11/26	12/10
11/27 - 12/10	12/23 early deadline
12/11 - 12/24	01/07
12/25 - 01/07	01/21

\* The Billing Allocations must be completed on the website by 4:30 pm on this date.

**PURCHASING CARD BILLING CYCLE AND BILLING DISTRIBUTION DATES  
2011 CALENDAR**

BILLING CYCLE
01/08 - 01/21
01/22 - 02/04
02/05 - 02/18
02/19 - 03/04
03/05 - 03/18
03/19 - 04/01
04/02 - 04/15
04/16 - 04/29
04/30 - 05/13
05/14 - 05/27
05/28 - 06/10
06/11 - 06/24
06/25 - 07/08
07/09 - 07/22
07/23 - 08/05
08/06 - 08/19
08/20 - 09/02
09/03 - 09/16
09/17 - 09/30
10/01 - 10/14
10/15 - 10/28
10/29 - 11/11
11/12 - 11/25
11/26 - 12/09
12/10 - 12/23
12/24 - 01/06/12

BILLING DISTRIB. DEADLINES*
02/04
02/18
03/04
03/18
04/01
04/15
04/29
05/13
05/27
06/10
06/24
07/08
07/22
08/05
08/19
09/02
09/16
09/30
10/14
10/28
11/11
11/25
12/09
12/23
01/06/12
01/20/12

\* The Billing Allocations must be completed on the website by 4:30 pm on this date.

**SALES & USE TAX EXEMPTION AND 1099 REPORTING**

**A. SALES & USE TAX EXEMPTION**

The UW System is exempt from Wisconsin Sales and Use Taxes. The tax exempt number (ES-40706) should appear on the purchasing cards, either as the third line of the embossing (preferred) OR in the printed logo. If required by the vendor, a copy of the following Wisconsin Sales and Use Tax Certificate of Exempt Status may be provided. The links to the Tax Exempt Number and to the Tax Exempt Certificate may be found at:

<http://www.uwsa.edu/fadmin/fppp/wis.htm>

i.

All in-state and many out-of-state vendors honor this exemption. Some states provide an exemption certificate specific to the individual state. A complete list of states and exemption certificates may be found at:

<http://www.uwsa.edu/fadmin/fppp/fppp36i.htm> States not listed on this web site either do not impose sales and use taxes OR they do not allow the UW System any tax exemptions.

**WISCONSIN SALES AND USE TAX  
CERTIFICATE OF EXEMPT STATUS (CES)  
(Governmental, Religious, Charitable, Scientific or Educational Organization)**

Wisconsin Department of Revenue  
PO Box 8902  
Madison WI 53708-8902  
PHONE (608) 266-2776  
TDD (608) 267-1049

Sales to the below named organization are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

STATE OF WISCONSIN UW SYSTEM

101 E WILSON ST  
MADISON WI 53702

CES NUMBER	040706
DATE ISSUED	4/9/1997

**IMPORTANT:**

Sales to your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at our above number, FAX (608) 267-1030, E-mail sales10@dor.state.wi.us, or at our Web site [www.dor.state.wi.us](http://www.dor.state.wi.us)

S-204(R.8-99)

### FREQUENTLY ASKED QUESTIONS (FAQs)

The following is a list of questions and corresponding answers that may help to further explain the purchasing card program. Additional information will be posted on the UW System Administration web page as it becomes available. If you have any questions, please feel free to contact the UW System Purchasing Card Administrator listed in Section 2.2.

**Q: What is the purpose of the purchasing card?**

A: To improve the purchasing process by streamlining small dollar purchases and increasing efficiency in order to get the best value for the University. The largest benefit is to the cardholder in time savings and flexibility.

**Q: Are vendors aware of the purchasing card program?**

A: Yes, you should not experience any significant difficulties since many of the vendors already accept credit cards.

**Q: What should I do if one of my vendors does not accept VISA?**

A: Have the vendor contact the campus purchasing department.

**Q: Can someone other than the cardholder make purchases on the purchasing card?**

A: No. The UW purchasing cards are individually held, centrally billed. Use of the purchasing card is prohibited by anyone other than the cardholder. Remember, the cardholder is responsible for the charges on his/her card.

**Q: At the department level, who is involved in the purchasing card process?**

A: There are several roles at the department level. The department head approves cardholder agreements associated with the purchasing card. The cardholder is responsible for making purchases and completing required documentation. The liaison is responsible for reviewing the appropriateness of the charges and ensuring proper documentation is received from the cardholder. The liaison is responsible for ensuring the charges are posted to the correct account.

**Q: What are the cardholder's responsibilities?**

A: The cardholder is responsible for

- ✓ Making only authorized purchases
- ✓ Obtaining a detailed receipt for each purchase
- ✓ Completing the purchasing card log form with a brief description justifying the purchase
- ✓ Reconciling the statement
- ✓ Resolving any discrepancies
- ✓ Ensuring credits are received
- ✓ Documenting food purchases as required by Appendix A-8, Sponsored Events Form
- ✓ Signing the purchasing card record
- ✓ Passing the paperwork to liaison for approval

**Note:** Reallocation of charges may be the responsibility of the cardholder but this decision is made at the department level.

**Q: What reviews/controls are in place to protect the University from fraudulent charges?**

A: Cardholders sign a cardholder agreement, approved by the department head, and attend a comprehensive training session prior to receiving a purchasing card. The cardholder is assigned a Liaison who is responsible for ensuring charges are authorized and policy and procedures are followed - the review process is critical in the prevention of fraud. The Purchasing Card Program Administrator and the Controller's Office have access to Access Online.

**Q: Are there restrictions associated with the purchasing card?**

A: Yes. These restrictions are detailed in the UW System Policy and Procedure Manual and highlighted during the purchasing card training session. Restrictions are categorized as 1) restricted at point of sale and 2) restricted at other than point of sale.

**1. Point of Sale Restrictions – transaction will not go through (decline):**

- ✓ Exceeds single purchase limit
- ✓ Exceeds monthly credit limit
- ✓ Cash advances (ATM machines)
- ✓ Some personal services (public speaker)

**2. Other than at Point of Sale – transaction may go through but violates law, policy or procedures and should, therefore, not be made:**

- ✓ Personal purchases
- ✓ Alcohol
- ✓ Gifts of sentiment (i.e. flowers for Professional Administrative Assistant's Day – formerly Secretary's Day, retirements, birthdays)
- ✓ Meals, portorage, telephone calls, room service, laundry, etc. in conjunction with Hotel/Motel charges for lodging. (These charges are part of "travel" required to be submitted on a Travel Expense Report (TER) for appropriate reimbursement.)
- ✓ Purchases delivered to non-campus addresses
- ✓ Modifications to building structure (mechanical, electrical or life safety systems). Contact Facilities Management for clarification.
- ✓ Purchases that involve signing of an agreement, license, or contract (send the document to the UWEX Purchasing Department for review)
- ✓ Stringing of purchases to avoid the single purchase limit

**Q: Can the purchasing card be used for travel?**

A: Yes. The purchasing card can be used for travel related expenses including registration fees, airline tickets and travel agency service fees, lodging and any applicable taxes, car rental and rental car gas, hotel and airport parking, and other commercial transportation including trains (Amtrak), buses, taxis, and shuttles. See Appendix A-7.

**Q: Can I put hotel/motel charges on my purchasing card?**

A: Only to pay for lodging and any applicable taxes, and hotel/motel parking fees. Meals, portorage, telephone calls, room service, laundry, etc. are not allowed on the purchasing card. Contact the Travel Coordinator at (608) 262-0180 about paying for these miscellaneous lodging costs with the Corporate Travel Card.

**Q: Can personal purchases be made with the card?**

A: **No. Personal purchases cannot be made with this card.** Keep your personal credit card purchases and the purchasing card purchases completely separate.

**Q: What do I do if I accidentally make a personal charge on my card?**

A: Notify your Liaison of the mistake immediately. Attempt to have the charge reversed (credited) to the UW purchasing card account. If the vendor will not cooperate, write a check made payable to the University of Wisconsin, include sales taxes, submit it to your Business Manager for deposit. Attach a copy of the check and deposit form to your purchasing card record. Indicate that you will not make such a mistake in the future. The website for Refund of Disbursement is: <http://www.uwex.edu/business-services/forms/cashier/refund.doc>.

**Q: What do I do if I accidentally make a restricted charge on my card?**

A: Contact the Purchasing Card Administrator for advice as this is decided on a case-by-case basis.

**Q: Can I view my transactions prior to receiving the statement?**

A: Yes. Call the Purchasing Card Administrator for more information at (608)262-6645.

**Q: Who pays the statement and how will it be paid?**

A: Each Campus is responsible for paying their statements. US Bank sends a SBF 2.0 file that contains all of the transactions related to all statements within the biweekly cycle. The Controller's Office will load this file into the accounting system biweekly.

**Q: How are the purchasing card transactions posted to the proper campus accounts?**

A: After the allocations are approved, the transactions are uploaded to WISDM.

**Q: What should I do if I am unable to obtain a receipt?**

A: Document the purchase and the circumstances that prevented obtaining a receipt. Maintain this documentation with the purchasing card log form.

**Q: Will I receive a statement?**

A: Yes. The statement you will receive will be web based.

**Q: Will I receive a statement if I don't have transactions during a billing period?**

A: No. You will only receive a statement for the billing periods in which you make purchases. Put a note in the file that no transactions posted during the biweekly cycle so your records are complete.

**Q: How do we prevent charges that are not allowed by a particular grant or agency?**

A: It is the cardholder's responsibility to ensure that regulations and guidelines are followed. Questions concerning the types of expenses allowed on sponsored accounts should be directed to the principal investigator, grant administrator, or the grant accountant.

**Q: Will my personal credit history be reviewed if I apply for a purchasing card?**

A: No, your personal credit will not be reviewed nor will it be affected.

**Q: What happens if I leave the University?**

A: Near your last day of work, cut up your card and forward it along with Appendix A-3 to the Purchasing Card Administrator.

**Q: What do I do if I change departments?**

A: You still need to cancel your card (see answer to the question above). You will need to complete a new Purchasing Card Application and Use Agreement (Appendix A-1) and obtain approval from the department head of your new employ to obtain a purchasing card within the new department.

**Q: What is the maximum limit I can charge to the purchasing card?**

A: The limit is \$5,000 per transaction.

**Q: Can I use the purchasing card to make Internet purchases?**

A: Yes, but make sure you are in a secured site. One indication that a site is secured is that an "s" appears after http in the vendor's URL (i.e. <https://www.>), another is that a "lock" symbol appears in the bottom left hand corner of the website. Most secured sites place an announcement on their site.

**Q: Who do I contact if I am having problems allocating charges?**

A: Call the Purchasing Card Administrator at (608) 265-6645.

**Q: How will I know when posting to WISDM will occur?**

A: Generally you can expect posting to occur about two weeks after the end date.

**Q: What happens when my card expires?**

A: Cards are active for three-years from the date of creation. Each card has an expiration date identified by month and year (03/11 for March of 2011) printed on the card. The card expires at the end of the month. Two weeks prior to the expiration date, US Bank will issue a new card and send it directly to the cardholder. The cardholder is not required to do anything to generate the new card; it is an automatic process.

**Q: What should I do if my card is declined at point of sale?**

A: You have a couple options. You may contact the bank's customer service department at 1-800-344-5696, press the star (\*) key once to bypass the recorded message, give the customer service representative your account number, the name of the vendor, and the amount of the transaction that was declined. The representative

will be able to tell you why the charge was not accepted. You may also request assistance from the Purchasing Card Administrator at (608) 265-6645.

**Q: Under what circumstances might my card be declined?**

A: Your card may be declined because:

- You may have exceeded your single purchase or monthly credit limit
- The vendor you are using is restricted from use by its \*Merchant Category Code (MCC), you may ask the Purchasing Card Administrator for assistance.
- The bank has a security concern due to a use pattern (i.e. You have not used the card in a long time). A “fraud alert” may be placed on your card and cannot be removed until the bank is satisfied that you are the cardholder and that all transactions are authorized.

\*When vendors apply to accept VISA, they are given a MCC that identifies their type of business. The Merchant Category Codes are grouped by vendor, indicating their type of business or the commodity they sell (i.e. gas stations would fall under one group, restaurants another).

**Q: What do I do if I do not recognize a charge made on my card?**

A: You may contact the bank’s customer service department at 1-800-344-5696 to get more information about the vendor who charged your account. Often the bank will have a phone number for the vendor that does not appear in your statement. If you still do not recognize the charge contact the Purchasing Card Administrator for assistance.

**Q: What do I do if my purchasing card is lost or stolen?**

A: Contact US Bank at 1-800-344-5696 and the Purchasing Card Administrator immediately to report the card as lost or stolen.