

## UW – EXTENSION

# PURCHASING CARDHOLDER REFERENCE GUIDE

UW-Extension Purchasing Card Program has been established to provide a more efficient cost-effective method of purchasing and paying for small dollar (best judgment) transactions.

The Program **IS AUTHORIZED TO BE** used for:

- Official state use only
- Purchasing limits are **set at various levels** for cardholders with the highest set at \$5,000 per single transaction (**including** freight/handling services, taxes where applicable)

The Program **IS NOT INTENDED**:

- To avoid or bypass appropriate purchasing or payment procedures.
- To access cash or credit
- For personal use
- For prohibited items listed in next column
- For a right of employment
- To replace UW-Extension, State, or UW System contracts

### CARDHOLDER'S RESPONSIBILITIES

Cardholders are responsible for the security of their Purchasing Card and the transactions made against it. The Card is issued in the cardholder's name and any purchases made with the Card will be his/her responsibility. The cardholders are the **only** people authorized to use their cards.

Cardholders are expected to exercise good judgment and act responsibly when using their Cards.

The card does not affect the cardholder's personal credit rating. Use of the card results in UW-Extension liability, NOT a personal liability for the cardholder.

**Some Restrictions have been built into the program - Payment of services not allowed on purchasing card.** No individual transaction may exceed the single limit set on the purchasing card. Serial purchases are not allowed.

**Items prohibited on purchasing card** These items must be procured through normal purchasing processes.

- Alarm (Security) System
- Alcoholic Beverages

- Capital Equipment
- **Consultants**
- Controlled Substances
- **Copy Machines**
- Entertainment
- **Gasoline/Fuel (except for rental car)**
- **Gifts, Prizes and Awards (including gift certificates, phone cards, and gas cards)**
- **Greeting Cards**
- Insurance
- Lease Rentals
- Legal Services
- **Memberships**
- Motor Vehicle Purchases
- Personal Items
- **Services**

### Items requiring Purchasing Department approval before purchasing

- Air Conditioners
- Animals
- **Catering**
- **Cellular Telephone Service**
- **Computer**
- Cylinder Gases
- Drugs/Pharmaceuticals
- **Electronics (i.e., iPADS, GPS)**
- **Furniture**
- Haz Mat Removal
- Heating and Ventilation Equipment
- Motor Vehicle Leases
- **Printing (over \$49.99)**
- Security Guard Services
- Space, Real Estate Leases
- Temporary Help Agency Services

**ADVERTISING** – Tear Sheet (newspaper/magazine page showing the advertisement) must be attached to the Log Form . When placing an advertisement with Madison Newspapers, notify them that you are part of State Agency #25.

**COMPUTERS** – Before purchase of computer hardware, accessories (printers) which will require installation on a UW-Extension computer, local area network (LAN), contact the appropriate Information Systems staff to determine compatibility and check with UWEX Purchasing Department for mandatory state/university contract vendors.

**NON-CAPITAL EQUIPMENT** – Contact UW Extension Purchasing Department before purchasing any major equipment item ( i.e., iPADS, computers, etc.) to ascertain whether the item should be purchased from a mandatory state/university contract vendor. Equipment needs to be added to department small equipment inventory.

**OFFICE SUPPLIES** – MDS/Staples is the current mandatory state contract vendor for office supplies. UW-Extension employees are required to purchase items from them and only obtain office supplies from another vendor for emergency/unanticipated use (i.e., item needed in one hour). To get an active MDS account, please go to: <http://busssvc.wisc.edu/shopUW/shopUW.html> and complete and fax form to MDS. Their fax number is 608-497-4424

**INELIGIBLE VENDOR LIST** – Check the DOA and DOR ineligible vendor lists at <http://www.uwex.edu/business-services/purchasing/ineligible-vendor-lists.html>

**SALES AND USE TAX** – The UW Extension, as an agency of the State of Wisconsin, is exempt from payment of Wisconsin sales or use tax on its purchases under s.88.(9a)(a) Wis. State and Federal tax imposed under Chapter 32 I.R.C. EXCEPTION: Purchases made out of state for consumption out of state may be taxable. Extension's tax exempt number is ES40706.

**LOST OR STOLEN CARD** – 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 UW-Extension responsible for paying all charges resulting from the stolen, lost, or misused cards until VISA has been notified.

Therefore, the cardholder must immediately notify:

- VISA – 800-344-5696
- Your Department Staff Liaison
- Business Services -608-265-6645 or 608-265-6787 or 608-262-1979
- If stolen, the local Police Department should also be notified

**CANCELLATION, DEACTIVATION, or CHANGING PURCHASING CARD** – see Account Maintenance

Request form at: <http://www.uwex.edu/business-services/purchasing/documents/Account-Maintenance-Request.pdf>

**RECEIPT PROCESS** – Provide the vendor with UW Extension tax exempt number ES40706. Request the vendor provide an itemized receipt.

#### **SPONSORED MEETINGS, CONFERENCES, AND WORKSHOPS**

- Costs associated with sponsored events can be charged against the Purchasing Card
- Controller approval is needed for meeting room charge at non-UW facilities (when majority of participants are UW employees)
- Items needed as backup to Log Form are
  - Completed Group Sponsored Events Form at <http://www.uwex.edu/business-services/purchasing/documents/Sponsored-Events-Form.pdf>
  - Brochure/Agenda
  - Participant List

#### **SUBSCRIPTIONS AND REGISTRATIONS**

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

#### **RECORD KEEPING, STATEMENTS, AND RECONCILIATION**

- Record keeping is essential to ensure the success of the program. The cardholder must maintain a record of all purchases using the Purchasing Card Log Form at <http://www.uwex.edu/business-services/purchasing/documents/Purchasing-Card-Log-Form.pdf>
- Required documentation includes one or more of the following: Itemized credit slips, charge slips, packing slips, cash register receipts, or advertising tear sheets. Within

ten (10) days after receipt of the VISA web statement, the cardholder should reconcile his/her Log Form and receipts, etc. with the statement and have forwarded the materials to the Department Staff Liaison.

**RESOLVING ERRORS, RETURNS, CREDITS, DISPUTES** – Cardholders are responsible for following up with the vendors first on any erroneous charges, disputed items, or returns as soon as possible. Disputed billings can result from failure to receive the goods charged, defective merchandise, incorrect amounts, duplicate charges, credits not processed, as well as fraud and misuse.

**DISPUTED ITEMS** – If the cardholder has a disputed charge, first try to reach a resolution of the problem with the vendor who provided the item/service. In most cases disputes can be resolved directly between the cardholder and the vendor. Call VISA 800-344-5696 (24 hours) to dispute charge. This dispute must be made within 60 days of the VISA web statement date.

Any misuse of the card or failure to comply with policies and procedures may result in cancellation of cards, and appropriate disciplinary action may be invoked.

#### **PURCHASING CARD KEY CONTACTS**

**VISA Customer Service**  
800-344-5696 (24 hours)

**UW Extension**  
Purchasing Card Administrator  
608-265-6645

Business Services -608-265-6787 or 608-262-1979  
Purchasing – 608-262-0164 or 608-262-1796

#### **Web Sites:**

Purchasing Card  
<http://www.uwex.edu/business-services/purchasing/purchasing-card.html>

Purchasing  
<http://www.uwex.edu/business-services/purchasing/>

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