

## UW-Extension Purchasing Cards (Visa Cards) for WNEP Nutrition Educators

The use of purchasing cards by WNEP Educators is intended to facilitate purchasing demonstration supplies necessary for day-to-day educational program needs. The card is not to be used for the purchase of other items and equipment, nutritional education curricula or teaching materials, or office supplies. Items other than demonstration supplies should be purchased by the WNEP Coordinator.

***These guidelines are specific to Nutrition Educators, but do not supersede the UW-Extension Purchasing Card Manual. Refer to the manual for general policy and procedures.***

UW-Extension purchasing cards do not affect the cardholder's personal credit rating.

Local WNEP Coordinators are allowed to add additional restrictions on the use of Visa cards by Educators within their county/project.

WNEP Educator purchasing cards **MAY BE** used for:

- Official state use only
- Individual purchases **up to \$100**; Maximum of **\$500 per month**
- On-site (in store) purchases **only**; purchases by mail, phone or internet are **NOT** allowed
- Purchase of demonstration supplies necessary for day-to-day program needs

WNEP Educator purchasing cards **MAY NOT** be used for:

- Obtaining cash from ATM machines
- Personal use
- Individual travel or entertainment expenses (even during work time)

### **Cardholder Responsibilities:**

A cardholder is responsible for the security of his or her purchasing card and the transaction made against it. The card is issued in the cardholder's name and any purchases made with the card will be his/her responsibility. **Misuse of the purchasing card may result in cancellation of the card and future purchasing card privileges.**

The named cardholder is the only person authorized to use a particular card. Designated Users are **not allowed** on WNEP Educators' purchasing cards.

Cardholders are expected to use good judgment and act responsibly when using their cards. Cardholders are responsible for maintaining accurate logs of what was purchased, obtaining itemized source documents for each purchase, completing billing distribution forms and submitting all documents to their Coordinator in a timely manner. Cardholders must make sure the Coordinator reviews and signs the purchasing card packet before forwarding it to Madison.

### **Sales Tax:**

UW-Extension, as an agency of the State of Wisconsin, is exempt from payment of Wisconsin sales or use taxes on in-state purchases. Cardholders should not pay sales tax on purchases made in Wisconsin. Use the tax-exempt number printed on your card to exempt purchases from sales tax at the time of purchase.

### **Lost or Stolen Cards:**

Notify immediately:

- Business Services (608) 265-6645 or (608) 262-1979 (Business Services will call VISA for you)
- Your WNEP Coordinator
- Visa (800) 393-3526 (if weekend or other time when Business Services is not available)
- Your WNEP purchasing card liaison – Wade Jensen, Mike Gill, or Lisa Perkins
- Stolen cards should be reported to your local Police Department