



**TENNESSEE
STATE UNIVERSITY**

**PROCUREMENT CARD
PROGRAM**



**POLICY AND PROCEDURES
MANUAL**

*Tennessee State University
Procurement and Business Services
March 2016*

TABLE OF CONTENTS

SECTION I - GENERAL	1
A. PURPOSE.....	1
B. POLICY	1
C. OVERVIEW.....	1
D. PROGRAM BENEFITS.....	2
E. PROGRAM ADMINISTRATOR	2
F. EXCEPTIONS	2
G. PROCUREMENT CARD REJECTION.....	2
H. REQUEST FOR EXCEPTION TO PURCHASE RESTRICTED COMMODITIES	2
SECTION II - HOW IT WORKS	3
A. ORDERING PROCESS	3
B. PROOF PURCHASE DOCUMENTATION	4
C. PURCHASES FROM MINORITY BUSINESSES	4
D. CLOSING OF ACCOUNTS	5
SECTION III - RESOLUTION PROCESS	6
A. GENERAL.....	6
B. ORDER AND RECEIPT OF GOODS.....	6
C. RESOLVING ERRORS	6
D. RESOLVING DISPUTES	6
E. CREDITS AND RETURNS.....	6
F. CARDHOLDER ACCOUNT FORM AND AGREEMENT	6
G. CARD CANCELLATION.....	6
H. LOST OR STOLEN CARD	7
SECTION IV - ACCOUNTING PROCESS	8
A. RECORDKEEPING AND DOCUMENTATION	8
B. RECONCILIATION AND APPROVAL PROCESS	8
SECTION V - RESPONSIBILITIES	9
A. CARDHOLDER RESPONSIBILITIES.....	9
B. VICE PRESIDENTS	9
C. PROGRAM ADMINISTRATOR	10
D. FINANCE AND ACCOUNTING	10
E. CARD PROVIDER	10
F. RECORD RETENTION	10
APPENDIX 1:	RESTRICTED PURCHASES
APPENDIX 2:	PROCUREMENT CARD REJECTION
APPENDIX 3:	REQUEST FOR EXCEPTION TO PURCHASE RESTRICTED COMMODITIES
APPENDIX 4A:	CARDHOLDER AGREEMENT
APPENDIX 4B:	CARDHOLDER AGREEMENT (REVERSE SIDE)
APPENDIX 5:	PROCUREMENT CARD PURCHASE REQUEST
APPENDIX 6:	CARDHOLDER DISPUTE FORM
APPENDIX 7:	LOST/STOLEN CARD NOTIFICATION
APPENDIX 8:	PROCUREMENT CARD PURCHASE LOG
APPENDIX 9:	CODE OF ETHICS
APPENDIX 10:	REQUEST FOR INCREASE PROCUREMENT CARD LIMIT
APPENDIX 11:	KEY CONTACT LIST

Tennessee State University

PROCUREMENT CARD PROGRAM

SECTION I - GENERAL

A. Purpose

The purpose of the University's Procurement Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions, and to establish policies and guidelines related to appropriate use of the Procurement Card. The program is designed to replace the (1) current small dollar program, (2) need for limited blanket purchase orders, and (3) repetitive purchase requisition supplements.

B. Policy

- ◆ All individual cardholders must sign and accept the terms and conditions of the Procurement Card Program.
- ◆ The Procurement Card can only be used for non-restricted (acceptable) commodities.
- ◆ Procurement Card transactions for non-restricted commodities cannot exceed \$1,000.00 per transaction (including all delivery, shipping and/or handling charges), unless approved as an exception.
- ◆ Documentation pertaining to all purchase transactions must be obtained and maintained on file.
- ◆ Purchases for restricted commodities (Appendix 1) and for purchases of \$1,000.00 or more will continue to be processed in accordance with the University's Purchasing Policies and Procedures.
- ◆ Split purchases to bypass the authorized limit or to circumvent Purchasing Policies and Procedures are prohibited.
- ◆ Fraudulent use of the Procurement Card will result in disciplinary action in accordance with the policies of the Department of Human Resources.

C. Overview

The Procurement Card Program streamlines the purchasing process, including the requisitioning, procurement, receiving, and payment processes for low-dollar value purchases from any vendor or supplier that accepts a VISA credit card.

This program enables the cardholder to purchase approved commodities directly from vendors/suppliers. The related charges are debited directly to the University's default company center number designated for each Procurement Card. Payment for all Procurement Card transactions is performed electronically, which eliminates the need to process vendor invoices and to issue checks for payment of each invoice.

The Procurement Card can be used for purchases of all non-restricted (acceptable) commodities. All purchases of commodities, where approved "Prime Vendor" contracts are in place, should be made from those contracted vendors/suppliers. Each Procurement Card issued will contain the name of TENNESSEE STATE UNIVERSITY as the corporate buyer of products and services. The sales tax exempt status of the University is embossed on the card. **THE PROCUREMENT CARD IS NOT TO BE USED FOR PERSONAL TRANSACTIONS. IT IS THE RESPONSIBILITY OF THE**

CARDHOLDER TO REVIEW ALL RECEIPTS FOR SALES TAXES AND EITHER CORRECT IT WITH THE VENDOR OR REIMBURSE THE UNIVERSITY.

Each card is assigned credit and transaction limits.

D. Program Benefits

- ◆ Significant decrease of paperwork for requisitioning, purchasing and receiving activities.
- ◆ Significant decrease in the volume of invoices and checks processed by Accounts Payable.
- ◆ Provides for a single electronic bank transaction (payment) which replaces hundreds of invoices.
- ◆ Quicker Deliveries - The order is placed immediately by the departmental employee. The availability of items, process and delivery dates are known when placing the order.

E. Program Administrator

The Director of Procurement Services is the Program Administrator for the Procurement Card program.

F. Exceptions

Any exceptions to the policies and procedures established herein, including subsequent revisions, must be approved by the Vice President of Business and Finance or his/her designee.

Exceptions for purchase of restricted commodities and requests for increases of procurement card limits must be approved by the Vice President of Business and Finance.

G. Procurement Card Rejection

When presenting the Procurement Card to vendors for payment for goods and the card is rejected, the Cardholder must complete and submit a Procurement Card Rejection Form to the Procurement Card Administrator to determine the reason(s) for rejection (Appendix 2). Procurement card rejection is normally due to:

- ◆ Incorrect vendor/supplier MCC
- ◆ An attempt to purchase restricted or unauthorized items
- ◆ An attempt to exceed card dollar limits.

H. Request for Exception to Purchase Restricted Commodities

Cardholders who wish to purchase items that are needed in the course of their work and are listed as restricted or unauthorized must complete and submit a Request for Exception to Purchase Restricted Commodities form to the Procurement Card Administrator (Appendix 3).

SECTION II - HOW IT WORKS

The Procurement Card Program simplifies the purchasing/disbursement process by facilitating point-of-sale procurement. Purchasing responsibility is delegated to each divisional vice president's office enabling an authorized cardholder to place an order directly with a vendor/supplier.

When a purchase authorization is requested by a vendor/supplier at the point-of-sale, the card provider validates the transaction against pre-set limits established by the University in conjunction with department administrators. All transactions are approved or declined instantaneously based on the following Procurement Card authorization criteria:

- ◆ Number of transactions allowed per day.
- ◆ Number of transactions allowed per month.
- ◆ Single purchase limit not to exceed \$1,000.00.
- ◆ Spending limit per month.
- ◆ Approved commodity codes.

The authorization process occurs through an electronic system that supports the Procurement Card Program under the agreement with the card provider.

Note: The Procurement Department is exempt from limits set forth and may purchase items and certain commodities exceeding \$1,000 when deemed necessary and in accordance with University purchasing policies and procedures.

A. Ordering Process

The Procurement Card Program provides another option to existing purchasing procedures regarding transactions for goods and services valued at less than **\$1,000.00** (including all delivery, shipping, etc.). **NO SINGLE PURCHASE IS TO EXCEED \$1,000.00.**

Purchases for restricted commodities and for purchases of more than **\$1,000.00** should continue to be processed in accordance with the established procurement disbursement policies and procedures.

Please be sure to follow these procedures when using the Procurement Card:

1. Identify if the purchase is appropriate for a Procurement Card transaction. Check the list of restricted commodities.
2. If the product or service you are purchasing is available from a current University "PRIME VENDOR", please place your order with the contracted vendor.
3. Determine if your transaction total is **\$1,000.00** or less. If not, the transaction must be processed in accordance with established procurement disbursement policies and procedures.
4. Contact the vendor/supplier and:
 - a. Complete the Procurement Card Purchase Request Form (Appendix 5)
 - b. State that you are an employee of Tennessee State University and you are calling to place a credit card purchase.
 - c. Emphasize to the vendor/supplier that the University is **SALES TAX EXEMPT**.
 - d. If the vendor/supplier requests the University's sales tax exempt number, please provide the number listed on the front of the Procurement Card.

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- e. If the vendor/supplier requests a University sales tax exemption certificate, advise the vendor/supplier they can request a tax exemption certificate directly from the Office of Procurement and Business Services.
 - f. Order item(s).
 - g. Make sure the vendor/supplier knows that **BACKORDERS ARE NOT ACCEPTABLE**.
 - h. Provide the vendor/supplier with the Procurement Card number and expiration date.
 - i. Provide the vendor/supplier with your name, the department name, and complete delivery address. Please provide complete shipping address, to include building name, room number, and street address to ensure proper delivery.
5. When receiving a shipment, it is the responsibility of the cardholder to properly inspect the shipment in accordance with the University's Purchasing Policies and Procedures on receipt and inspection of purchased goods. The receiving report section of the Procurement Card Purchase Request Form should also be completed. In case of returns, the cardholder is responsible for coordinating the return directly with the vendor/supplier and for contacting the Procurement Card Program Administrator in the Procurement and Business Services with any unresolved issues. (Appendix 6)
 6. All packing slips must be retained as part of the purchase transaction documentation.

B. Proof Purchase Documentation

1. The Procurement Card program facilitates point-of-sale purchases, giving authorized cardholders the ability to purchase specific goods and services directly from a vendor/supplier. The Procurement Card will eliminate the time and effort expended on processing requisitions and other internal forms, and distributing, filing and reconciling invoices.
2. With this authority comes the responsibility for maintaining adequate documentation at the source of the transaction. It is the responsibility of each divisional vice president to assign responsibility for record retention in accordance with the University's Records Retention Policy.
3. Documentation, including the monthly Procurement Card transaction statement, **MUST** be maintained at the source.
4. Documentation **MUST** support an authorized (acceptable) business purpose for all transactions made with the Procurement Card. Documentation must be maintained by cardholder for seven (7) years. For purchases charged to a grant, documentation must be maintained in the department that administers the grant for five (5) years after the grant's conclusion.

C. Purchases from Minority Businesses

1. It is University policy to encourage use of small, minority, women-owned and disabled veteran suppliers.
2. When at all possible, the cardholder will patronize small, minority, women-owned business and disabled veteran enterprises to assist the University in obtaining its participation goals for minority businesses. Departments are encouraged to consult with Procurement to identify small, minority, women-owned and disabled veteran suppliers to meet departmental needs.
3. If a vendor is a small business, record the small business/ethnic code in the area provided on the monthly Procurement Card Purchase Log. (M-Minority, W-Women and DV-Disabled Veteran)

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4. If this information is not available from the merchants, the cardholder should record "unknown" on the monthly Procurement Card Purchase Log.

D. Closing of Accounts

1. In addition to periodic audits, accounts will be audited by the divisional vice president as a part of the closeout procedures for employees leaving Tennessee State University, if applicable. Procurement Cards are to be turned-in to the Procurement Card Program Administrator by employees upon exiting the University for any reason, including retirement.
2. The Procurement Card Program Administrator will close accounts at the request of the President or vice presidents.
3. Accounts may be closed without prior notification if funds are not available in the Cardholder's account or cancelled at any time for reasons considered not in the best interest of the University.

SECTION III - RESOLUTION PROCESS

A. General

The cardholder is responsible for taking appropriate and timely action by initiating the proper document and notifying the proper official whenever a discrepancy is noted on the monthly billing statement.

B. Order and Receipt of Goods

The cardholder is responsible for ensuring receipt of materials and will follow-up with the vendor to resolve any delivery problems, discrepancies or damages to goods. (Appendix 6)

For telephone or catalog orders, make sure complete shipping address and instructions are given along with your name (i.e., name, department name, the complete street address, room number, city, state and zip code). Be sure to ask for shipping charges and record them on your summary transaction sheet. If materials are ordered by phone, ask the vendor to include a sales receipt in the package and explain that we are a tax exempt organization. File credit card receipts and shipping documentations with the Procurement Card Purchase Request Form for future audit and management review.

C. Resolving Errors

The cardholder is responsible for following up with the vendor or bank on any erroneous charges, disputed items, or returns as soon as detected. Disputed billing can result from failure to receive goods/services, fraud, misuse, altered charges, defective merchandise, incorrect amounts, duplicated charges, unprocessed credits, etc. The cardholder will first contact the vendor to resolve all outstanding issues as most problems can be resolved with the vendor.

D. Resolving Disputes

If the cardholder is unable to reach agreement with the vendor, contact the card provider's customer service department at the number listed on the back of the card.

The bank will ask the cardholder to complete a dispute form and fax or mail the completed form to the bank (Appendix 7). Please note on the form the reference number given to you by the customer service representative. A copy of the dispute form should be sent to Procurement and Business Services. The bank must be notified of any disputed item within sixty (60) days of the cycle in which the item was purchased. Cycles close on the 25th day of each month.

If the cardholder is still unable to reach an acceptable solution, contact Procurement Services at 963-5181.

E. Credits and Returns

Each credit received for return or exchange should be documented. To obtain a copy of a charge or credit slip, call the card provider's customer service department at the number listed on the back of the card. There is a nominal charge for each copy, which will be billed to your procurement card.

F. Cardholder Account Form and Agreement

Procurement cards are requested from the bank by the Procurement Card Program Administrator and will be revoked for misuse or non-compliance of procedures.

G. Card Cancellation

To cancel a Procurement Card, immediately call or notify in writing the Procurement Card Program Administrator. The administrator will notify the bank and deactivate the card. The card should be cut in half and immediately forwarded to the Procurement Card Program Administrator.

H. Lost or Stolen Card

If your Procurement Card is lost or stolen, **IMMEDIATELY NOTIFY THE CARD PROVIDER AT THE NUMBER LISTED ON THE BACK OF THE CARD AND THE TENNESSEE STATE UNIVERSITY'S PROCUREMENT CARD PROGRAM ADMINISTRATOR IN THE PROCUREMENT AND BUSINESS SERVICES DEPARTMENT AT (615) 963-5181.** (Appendix 7).

SECTION IV - ACCOUNTING PROCESS

A. Recordkeeping and Documentation

To facilitate reconciliation, substantiation, and allocation of charges, the cardholder is required to provide detailed information about his/her credit card purchases. The original transaction documentation (credit card slip, packing slip, etc.) will generally provide such important information as when the transaction occurred, the vendor name, address, the purchase amount, and the purchaser identification. Additionally, the cardholder must provide a description of the item purchased. The Procurement Card Request Form procedures must be followed.

B. Reconciliation and Approval Process

Departments receive a statement of charges for each card. Department record keepers must reconcile the transaction detail provided by the purchaser with the statement and file the documentation.

SECTION V - RESPONSIBILITIES

A. Cardholder Responsibilities

The first step in ensuring compliance is to read the policy and procedures for using the Procurement Card and comply with reporting and purchase limitations. The Policy and Procedures Manual places adequate controls into effect, and if followed should provide significant benefits to both user and the University. The following is list of the cardholder's specific responsibilities:

1. Ensure that the Procurement Card is used in accordance with the University's Procurement Card Program Policies and Procedures and that all purchases of commodities are in compliance with the University's Purchasing Policies and Procedures.
2. Purchase only items that are needed in the performance of official duties and for use and benefit of the University.
3. Order goods and services only as needed.
4. Secure the card and all transactions made against the card.
5. Make purchases within authorized limits.
6. Determine the need, appropriateness and proper use of the Procurement Card.
7. Provide the vendor with all pertinent information when placing an order. If placing an order by telephone, the cardholder **must** instruct the vendor to ship goods directly to the cardholder's department. **DO NOT HAVE THE ORDER SENT TO CENTRAL RECEIVING.**
8. Maintain the documentation for all transactions on the appropriate forms and in accordance with the University's record retention policy.
9. Report loss of card **IMMEDIATELY** to: (1) Card Provider and (2) the Procurement Card Program Administrator (Assistant Vice President for Procurement and Business Services). Complete and submit the Lost/Stolen Card Notification form (Appendix 7).
10. Ensure the proper use of the University's sales tax exempt number.
11. Resolve disputes (errors, credits and returns, overcharges, unauthorized charges, re-stocking charges, etc.) and, if needed, complete and submit the Cardholder Dispute Form (Appendix 6).
12. Record purchases, maintain the Procurement Card Purchase Log, signs and reconcile with the monthly summary billing statement for accuracy of charges (Appendix 8).
13. Obtain the total cost of the order from the vendor/supplier (including estimated shipping cost, etc.) before the order is placed.
14. Ensure that **NO SPLIT PURCHASES** are made.
15. Accept **NO BACKORDERS.**
16. Adhere to the Code of Ethics in Procurement (Appendix 9).

Use of the Procurement Card that is NOT in accordance with the guidelines established for this Program may result in: (1) loss of card privileges, (2) personal liability, (3) suspension, (4) written reprimand, or (5) termination, in the case of fraudulent use.

B. Vice Presidents

Vice Presidents or his/her appointed designee are responsible for:

1. Reviewing all charges.
2. Ensuring all purchases are appropriate.
3. Ensuring no prohibited items have been purchased.
4. Ensuring no sales taxes are charged.
5. Ensuring all proper documentation is including in the Procurement Card Purchase Log.
6. Ensuring cardholders do not purchase commodities that must have been competitively bid in accordance with University Purchasing Policies and Procedures.
7. Ensuring that **NO SPLIT PURCHASES** are made.
8. Maintaining the Procurement Card Purchase Log.

C. Program Administrator

The Program Administrator is responsible for:

1. Administering the Procurement Card Program.
2. Processing approved requests for Procurement Cards.
3. Conducting Pre-Card Issue Training Sessions.
4. Providing assistance to cardholders.
5. Providing information to appropriate University officials.
6. Following up with Card Provider when necessary.

D. Accounting

Accounting is responsible for:

1. Reviewing, reconciling and paying monthly billing statement upon receipt from Card Provider.
2. Following up with Card Provider on matters of payment and support.

E. Card Provider

Card Provider is responsible for:

1. Paying suppliers/vendors.
2. Monitoring and controlling credit verification.
3. Providing monthly statements and analyses to the Program Administrator.
4. Providing duplicate copies of sales drafts of disputed charges when requested.

F. Record Retention

All sales tickets, receipts, letters, memos, forms or any related document associated with purchases made with the Procurement Card will be retained on file for seven (7) years from the date of the transaction. For purchases charged to a grant, documentation must be maintained in the department that administers the grant for five (5) years after the grant's conclusion.

Procurement Card Program

RESTRICTED PURCHASES

The Procurement Card **CANNOT** be used for the following transactions:

- ◆ Alcoholic beverages, drugs, or pharmaceutical products.
- ◆ Flowers, holiday decorations, or personal items (such as Kleenex tissue, greeting cards, plastic and paper wares, invitations, coffee pots, paper towels, pictures, radios, heaters, refrigerators, microwave ovens, art objects, etc.).
- ◆ Food or beverage items of any kind.
- ◆ Items which would be given away for promotional purposes.
- ◆ Dues, memberships, subscriptions, magazines, trade journals, personal organizers or leather portfolios.
- ◆ Payments for hotel/motel rooms, conference lodging deposits, airline, rail or bus tickets, entertainment, parking fees, vehicle rentals, taxi expenses or travel meals.
- ◆ Payments to individuals, employees, or students for any reason.
- ◆ Honorarium or professional and consulting services payments.
- ◆ Student aid payments.
- ◆ Expenses for faculty and staff recruiting, advertising, or entertainment of prospective employees.
- ◆ Moving expenses.
- ◆ Gifts, donations, or contributions to individuals or organizations.
- ◆ Payments to other University departments.
- ◆ Refunds of revenue.
- ◆ Firearms or ammunition.
- ◆ Purchase of or removal of hazardous or radioactive materials.
- ◆ Lab animals.
- ◆ Health and beauty aids.
- ◆ Split purchases (multiple purchases to cover same transaction).
- ◆ Tuition payments.
- ◆ Cash advances.
- ◆ Professional and consulting services.
- ◆ **Construction and renovation items.
- ◆ Personal items (name plates, desk or office plates, vases, planters, ornamental plants, etc.).
- ◆ Clothing (T-shirts, sweatshirts, hats, coats, blazers).
- ◆ **Vehicle repairs, excluding parts and supplies.
- ◆ Athletic items, i.e., warm-ups, shoes, jerseys, socks, etc.
- ◆ TVs, VCRs, digital cameras, camcorders, and DVD and CD players/recorders, etc.
- ◆ Computers, printers, modems, scanners
- ◆ **Carpet, paint, wallpaper and window blinds.
- ◆ All emergency preventive maintenance and repairs.
- ◆ Printing and duplicating services.
- ◆ **Air conditioning units and fans.
- ◆ Household items, i.e., paper towels, coffee pots, paper cups, plates, plastic wear, etc.
- ◆ **All preventive maintenance and repairs.

**The items listed above may be purchased by the Procurement Office through the use of the procurement card when deemed necessary and in accordance with University purchasing policies and procedures.*

*** Applicable only to the Facilities Management Department.*

Tennessee State University

PROCUREMENT CARD REJECTION

Instructions: This form must be completed and the original returned to Procurement for processing and follow up when purchases are rejected when using the Procurement Card. All spaces must be completed by Cardholder. Indicate the full name of the salesperson or contact and be specific regarding the item(s) attempted to purchase. Please print or type.

Department: Cardholder: Tel.: Date:

Table with 3 columns: VENDOR, ITEM(S) ATTEMPTED TO PURCHASE, AMOUNT. Rows include Name, Address, City/State/Zip, Contact, Telephone.

Date Attempted to Make Purchase: Person Making Purchase:

Cardholder: Yes No Vendor/Supplier Accepts VISA Card: Yes No

Comments: (Indicate "NONE" if no comments.)

PURCHASING USE ONLY Reason for Card Rejection Cardholder Assigned Standard Merchant Code Group

Comments: (Purchasing Only)

Tennessee State University

PROCUREMENT CARD PROGRAM

REQUEST FOR EXCEPTION TO PURCHASE RESTRICTED COMMODITIES

Department: Telephone:

Cardholder: Account No.:

Commodities wished to be purchased:

Frequency of Need: Daily Occasionally Often

Has an attempt been made to purchase commodity using Procurement Card? Yes No

If yes, indicate vendor: Name: Address: Tel: Contact:

Can commodity be purchased from another vendor(s)? Yes No

If yes, list at least two other qualified vendors:

Reason(s) for Exception:

Requested By: Signature Title Date

Recommend Approval: Dean/Director/Dept. Head Vice President

FOR USE BY APPROVING OFFICIAL

Exception(s): Approved Not Approved

FOR PURCHASING USE ONLY ADD DELETE Merchant Category Code: Card No.

Approved By: Date:

Tennessee State University

Procurement Card Program Cardholder Agreement

Tennessee State University is pleased to present you with a Procurement Card. It represents the University's confidence in you as a responsible employee of the University, entrusted to procure, safeguard and protect university assets.

I, _____, hereby acknowledge receipt of Tennessee State University Procurement Card # _____.

As a cardholder, I agree to comply with the terms and conditions of this Agreement and the stated provisions of the Procurement Card Program Policy and Procedures Manual provided to me. I understand that the University is liable to Regions Bank for all charges made by me.

As the holder of this Procurement Card, I agree to accept responsibility for the protection and proper use of this card as outlined in this Agreement and Policy and Procedures Manual. I understand that the University **WILL** audit the use of this Procurement Card. I understand that I **CANNOT** use the Procurement Card for the purchase of restricted commodities listed on the back of this Agreement. I also understand that where University-approved vendor contracts are in place, commodities **MUST** be purchased from those contracted vendors/suppliers. **I further agree that I will maintain a daily record of purchases to determine accountability of funds in my operating account/budget to cover such purchase(s).**

I further understand that improper or fraudulent use of this Procurement Card may result in corrective action in accordance with the policies of the University. Should I fail to use this Procurement Card properly, I authorize the University to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the University to collect any amounts owed by me even if I am no longer employed by the University. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal and collection fees incurred by the University in such proceedings.

I understand that the University may terminate my rights to use the Procurement Card at any time for any reason. I agree to return the card to the University immediately upon request or upon termination of employment.

CARDHOLDER:

Signature: _____

Date: _____

Print Name: _____

Employee ID#: _____

Department: _____

Phone No.: _____

Account Number: _____

(See Reverse)

Procurement Card Program Cardholder Agreement

Policy:

1. All cardholders must sign and accept the terms and conditions of the Tennessee State University "Procurement Card Program Cardholder Agreement".
2. All purchase transactions processed against the Procurement Card must be made by the individual to whom the card is issued.
3. The Procurement Card CANNOT be used for the following transactions:
 - ◆ Alcoholic beverages, drugs, or pharmaceutical products.
 - ◆ Flowers, holiday decorations, or personal items (such as Kleenex tissue, greeting cards, plastic and paper wares, invitations, coffee pots, paper towels, pictures, radios, heaters, refrigerators, microwave ovens, art objects, etc.).
 - ◆ Food or beverage items of any kind.
 - ◆ Items which would be given away for promotional purposes.
 - ◆ Dues, memberships, subscriptions, magazines, trade journals, personal organizers or leather portfolios.
 - ◆ Payments for hotel/motel rooms, conference lodging deposits, airline, rail or bus tickets, entertainment, parking fees, vehicle rentals, taxi expenses or travel meals.
 - ◆ Payments to individuals, employees, or students for any reason.
 - ◆ Honorarium or professional and consulting services payments.
 - ◆ Student aid payments.
 - ◆ Expenses for faculty and staff recruiting, advertising, or entertainment of prospective employees.
 - ◆ Moving expenses.
 - ◆ Gifts, donations, or contributions to individuals or organizations.
 - ◆ Payments to other University departments.
 - ◆ Refunds of revenue.
 - ◆ Firearms or ammunition.
 - ◆ Purchase of or removal of hazardous or radioactive materials.
 - ◆ Lab animals.
 - ◆ Health and beauty aids.
 - ◆ Split purchases (multiple purchases to cover same transaction).
 - ◆ Tuition payments.
 - ◆ Cash advances.
 - ◆ Professional and consulting services.
 - ◆ **Construction and renovation items.
 - ◆ Personal items (name plates, desk or office plates, vases, planters, ornamental plants, etc.).
 - ◆ Clothing (T-shirts, sweatshirts, hats, coats, blazers).
 - ◆ **Vehicle repairs, excluding parts and supplies.
 - ◆ Athletic items, i.e., warm-ups, shoes, jerseys, socks, etc.
 - ◆ TVs, VCRs, digital cameras, camcorders, and DVD and CD players/recorders, etc.
 - ◆ Computers, printers, modems, scanners
 - ◆ **Carpet, paint, wallpaper and window blinds.
 - ◆ All emergency preventive maintenance and repairs.
 - ◆ Printing and duplicating services.
 - ◆ **Air conditioning units and fans.
 - ◆ Household items, i.e., paper towels, coffee pots, paper cups, plates, plastic wear, etc.
 - ◆ **All preventive maintenance and repairs.

****The items listed above may be purchased by the Procurement Office through the use of the procurement card when deemed necessary and in accordance with University purchasing policies and procedures.***

**** *Applicable only to the Department of Facilities Management.***

TENNESSEE STATE UNIVERSITY

Procurement Card Purchase Request

Division _____
Card # _____
FOAP _____

Source: _____
Contact: _____
Phone/Fax: _____

Ship To: TENNESSEE STATE UNIVERSITY
Building: _____ Room #: _____
3500 John A. Merritt Blvd.
Nashville, TN 37209-1561
Contact: Purchaser and Phone/Fax Listed Below

TO BE CHARGED TO:
Department Name:
Fund: 110001 Org: xxxxx Account 74590

Table with 5 columns: Quantity, Unit, Description, Unit Cost, Total. Rows contain dashes for values.

Total \$ -

Card to be checked out? Yes No

I understand that I am responsible for reading and complying with University purchasing policies and procedures related to this procurement card. If the card is to be checked out, I understand that I must return it within 24 hours, with all documentation, including an itemized receipt. I also understand that I am responsible for notifying the vendor that the transaction is tax exempt. While the card is signed out to me, I am responsible for its security, and I am responsible for reimbursing the university for any sales taxes paid, and for any unauthorized or unallowable transactions made with the card.

Print Name: _____
Purchaser Telephone Fax
Signature: _____ Date
Approved: _____ Date
Vice President (or Designee) Date

RECEIVING REPORT: I certify that I have received the items listed on the attached receipt. If sales taxes were paid in error, I have attached a University receipt.

Purchaser Date

If the items (quantities, descriptions or costs) on the attached receipt differ from the the information provided above, the Vice President (or designee) must also sign/approve below.

Vice President (or Designee) Date: _____ Amount: _____

DISTRIBUTION: (1) ORIGINAL to Accounting and (2) COPY to file

CARDHOLDER DISPUTE FORM

(Please type or print in black ink)

Transaction Date	Reference No.	Merchant Name	Amount	Statement Date

Please read carefully each of the following situations and check the ONE most appropriate to your particular dispute. If you have any questions, please contact NationsBank at 1-800-538-8788.

I. CARDHOLDER DISPUTE

I did participate in the above transaction; however, I dispute the entire charge, or a portion, in the amount of \$_____. I am disputing this charge because _____.

After I contacted the merchant, the following was/was not resolved: _____

II. UNAUTHORIZED MAIL OR PHONE ORDER

Neither I, nor any other authorized user on this account, have authorized this charge to my account. I have not ordered merchandise by phone, or mail, or received any goods or services.

III. IMPRINTING OF MULTIPLE SLIPS

The transaction listed above represents multiple billings to my account. I authorized only one charge from this merchant for this amount. I am still in possession of my card.

IV. MERCHANDISE NOT RECEIVED

My account has been charged for the above-listed transaction, but I have not received this merchandise. I have contacted the merchant.

My account has been charged for the above-listed transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise still be sent.

V. MERCHANDISE RETURNED

My account has been charged for the above-listed transaction, but the merchandise has since been returned. Enclosed is a copy of my postal insurance receipt.

VI. CREDIT NOT RECEIVED

I have received a credit voucher for the above-listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. The date on the voucher is between 30 and 90 days old. (Please provide a copy of this voucher with this correspondence.)

VII. ALTERATION OF AMOUNT

The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount I signed for. (Please include your voucher with this correspondence.)

VIII. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE

I do not recognize this charge. Please supply a copy of the sales draft for my review.

Signature: _____

Cardholder

Date: _____

Tennessee State University

LOST/STOLEN CARD NOTIFICATION

Card was: [] LOST
[] STOLEN
[] OTHER (Describe) _____

Cardholder Name: _____
Account Number: _____
Date Bank Notified: _____

Approved by: _____ Date: _____
Cardholder Name

Print Authorized Signer's Name: _____

COMPLETE AND RETURN IMMEDIATELY UPON COMPLETION OF LOST/STOLEN CARD TO:

Regions Bank
P.O. Box 92079
Long Beach, CA 90809-2079
Fax: 901/257-6114

To report a lost/stolen card, call: 888/934-1087. This toll-free number is available 24 hours a day, 7 days a week.

Send a copy to: TSU Program Administrator
Procurement Services Department
Campus Box 9633
Main Campus
Fax: 615/963-5192

Tennessee State University

CODE OF ETHICS IN PROCUREMENT**1. Statement of Policy**

Employees must discharge their duties and responsibilities fairly and impartially. They also should maintain a standard of conduct that will inspire public confidence in the integrity of the University.

2. General Standards of Ethical Conduct

- a. Any attempt to realize personal gain through public employment, inconsistent with the responsible discharge of that public employment, is a breach of public trust.
- b. Employees shall base all purchases on the principle of competitive bidding consistent with policies of the University.
- c. Employees shall grant all competitive bidders equal consideration, regard each transaction on its own merits, and foster and promote fair, ethical and legal trade practices.
- d. Employees shall avoid misrepresentation and sharp practices, and demand honesty in sales representations whether offered through the medium of a verbal or written statement, an advertisement, or a sample of a product.
- e. Employees shall be receptive to competent counsel from colleagues, and be willing to submit any major controversy through the appropriate appeals processes.
- f. Employees shall accord prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
- g. Employees shall not use without consent the original designs developed by a vendor for competitive purposes.

REQUEST FOR INCREASE PROCUREMENT CARD LIMIT

Cardholder Name: _____

Division: _____ Telephone: _____

Type Acct: **Restricted** **Unrestricted** **Foundation** **Other**

Acct No.

Cardholder Name Chargeable Account

<u>Request Increase:</u>	<u>Current Limit</u>	<u>Requested New Limit</u>
<input type="checkbox"/> Spending Limit per 30-day Cycle	\$_____	\$_____
<input type="checkbox"/> Single Purchase Limit	\$_____	\$_____
<input type="checkbox"/> Annual/Procurement Card Limit	\$_____	\$_____

Reason for Request:

I have reviewed this application as to appropriateness and requirements of need, and therefore recommend approval.

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____ Director / Department Head	_____ Date	_____ Dean	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____ Vice President	_____ Date	_____ Budget Director / Grants	_____ Date

----- **FOR USE BY APPROVING OFFICIAL** -----

APPROVED NOT APPROVED

Amount Approved \$ _____

Approved By: _____ Date: _____
Vice President for Business and Finance

Tennessee State University

KEY CONTACT LIST

Tennessee State University Contacts:

Procurement Card Administrator:

Joel L. Sims, Jr. (615) 963-5146
Director of Procurement Services

Sharon Bunch (615) 963-5184
Procurement Card Coordinator

Fax No.: (615) 963-5192

Accounting and Payroll:

Cynthia Stewart, (615) 963-7606
*Associate Vice President for
Accounting and Payroll*

Fax No.: (615) 963-7609

Regions Bank Contacts:

Account Questions Customer Service (888) 934-1087

Errors/Disputes/
Returns/Credits Customer Service (888) 934-1087

Charge/Credit Slip
Copies Customer Service (888) 934-1087

Lost/Stolen Card Reporting

Regions Bank Customer Service (888) 934-1087
Fax No.: (205) 560-7668

TSU Procurement Department (615) 963-5181
Fax No.: (615) 963-5192