

P-CARD TRAINING

August 2024



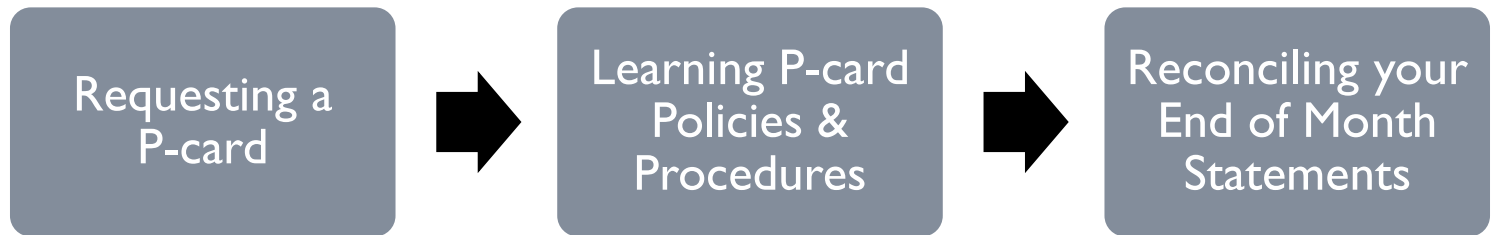
OKLAHOMA CITY

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P-CARD TRAINING OVERVIEW

In this training we will take you through the P-card process from:



The OSU-OKC Purchasing team is always here to help so please do not hesitate to contact us.

- *All links and phone numbers mentioned will be listed at the end of your packet.*

REQUESTING A P-CARD

➤ **Eligible Employees**

- *Oklahoma State University full-time, permanent employees (.75 FTE and above). Department Supervisor must send request to the OSU-OKC Director of Purchasing for approval.*
- *Student Organizations, only the Advisor is eligible. The Advisor must send request to the OSU-OKC Director of Purchasing for approval.*
- ***All Credit Limits, Controls and Group Assignments** will be set by the Purchasing Director.*

REQUESTING A P-CARD

- **Upon Approval** you will receive an email from the P-card Specialist titled “OSU-OKC Pcard Application packet” that will include:
 - Pcard Application, Conflict of Interest, and Employee Agreement.
 - The names of your Approving manager & Accountant.
 - Department fund number.
 - Pcard training link and instructions.
- Purchasing will then submit those documents to Stillwater for processing.
 - The card will arrive by mail to the cardholder. Please notify the Procurement Specialist that you have received the card. She will need the last 4-didgets and expiration date of the card.

P-CARD TRAINING REQUIREMENTS

- **P-card training** - required for all cardholders and any individual who has access to the Works System.
- **Refresher training** - required every two years to retain the p-card.
 - You will get an email from Stillwater when your P-card refresher training is due. Get it done in a timely manner to prevent your card from being suspended or revoked.

ISSUANCE OF P-CARD

- *The Pcard is issued by Oklahoma State University in coordination with Bank of America. The Pcard will include:*
 - *Institution's name*
 - *FEI number*
 - *Cardholder's name & Department*
 - *A unique individual 16-digit account number & expiration.*
- *When the card arrives, you will need to activate it.*
 - *When activating your card, the bank will ask for information such as your verification ID (9 followed by your CWID, numbers only), your University phone #, and/or the university address (900 N Portland Ave, OKC, OK 73107). Phone # to active card: 888-233-8855*

Who can make purchases on a P-card?

- The P-card holder whose **name is embossed** on the card **ONLY**.
 - You may not loan or share your P-card number with anyone including those in your department or division.
 - You are responsible for what is spent on your P-card so keep it in a safe place and if you have questions about a purchase, **PLEASE ASK** the P-card Specialist or someone in the Purchasing Department.

HAVING A P-CARD DOES NOT IMPLY PRIOR APPROVAL

- *Cardholder must follow the procedures the OSU-OKC Purchasing Department and OSU have in place to make purchases.*
 - *All purchases, regardless of dollar amount, should start with a search in [OKCorral](#).*
 - *Review the lists of **prohibited and restricted purchases** to ensure the purchase is **allowable**.*
 - *There is a list of the most asked about items included toward the end of this PPT, call Purchasing if you have questions about these or items not listed.*
 - *Make sure the total amount will not exceed the **single transaction or monthly cycle limits**.*

OKCorral

- Contact tamra.raymond@okstate.edu for instructions on how to use OKCorral.
 - To get a new vendor added to OKCorral fill out the [“New Vendor Form – OKCorral”](#) and email to tamra.raymond@okstate.edu.
 - All purchases, regardless of dollar amount, should start with a search in [OKCorral](#).

SALES TAX

Who/When/Why

➤ Student Organization Cards:

- Will always pay sales tax. They are self funded through fund raising and donations. They do not receive any State funding.

➤ Departmental Cards:

- Will never pay Oklahoma sales tax. We are not necessarily exempt from other states, however always let an out-of-state vendor know we are a tax-exempt institution. Most vendors will not charge us tax.
- Oklahoma sales tax exemption forms can be requested from Purchasing.

SALES TAX

➤ ***If Oklahoma sales tax is charged:***

- *You must have the vendor issue a credit on your P-card or the cardholder must reimburse the University for the unallowable sales tax. If the cardholder is paying, please bring the **exact cash amount** to the Procurement Specialist. A copy of the deposit/receipt will be sent to you, and one will be attached to your statement.*

LOCAL VENDOR TAX EXEMPTION

Hobby Lobby, Wal-Mart, Michaels, etc.

- When visiting some of these places for the first time:
 - When checking out be prepared to have the tax-exempt letter in hand.
 - The OSU-OKC tax-exempt letter can be found on our Purchasing website or from the purchasing department.
 - Each vendor location will be different. Some will send you to customer service and some will require you to fill out their tax-exempt paperwork.
- ***You may not go to or make purchases from Sam's or COSCO.***

A FEE, IS A FEE, IS A FEE!!!

- Does Oklahoma State University Pay CREDIT CARD Fees?

NEVER.

- Whether they are calling it a processing fee, convenience fee or a credit card fee. Doesn't matter, we do not pay these fees.
- If you have a vendor that cannot/will not take off that fee, do not make the purchase. You can purchase from another vendor or check OKCorral to make your purchase. If the vendor is not in OKCorral, fill out [“New Vendor Form – OKCorral”](#) and email it to tamra.raymond@okstate.edu to get them added.
- Fees such as freight, shipping, gas, etc. are okay.

SPLIT PURCHASES: ARE NOT ALLOWED

What is a split purchase? *Dividing or failing to consolidate a known quantity of goods or services for the purpose of evading the \$5000 limit (STL). Like splitting a purchase between two or more transactions, cards, accounts, projects or P-card cycles. If you know in advance that you will need more than \$5000 (STL) for a project, you must go through OKCorral.*

Example: *IT KNOWS that they need to order two computers, and the total cost is \$9000. They don't really need both today, so they order one today for \$4500 and order the second one a week later and pay the balance of \$4500. This IS a split purchase because they KNEW they would need both and the total would be over \$5000.*

Now, *say IT KNOWS they need one computer and orders it for \$4500. Two days later someone calls because their computer died and they now need a new computer, so IT orders another one for \$4500. This is NOT a split purchase because the cardholder didn't KNOW or ANTICIPATE the second order.*

KNOWLEDGE and INTENTION are key.

Campus Vendor Invoice (CVI)

➤ CVI OSU/OKC:

- *Is a system to be used for the purpose of goods or services from Print & Mail Services. I.e., postage, paper, marketing items, and print jobs.*

➤ CVI OSU/Stillwater:

- *Used when making a purchase at the University Bookstore.*
- *Registration for a conference hosted by a department on the Stillwater campus.*

- *See the next page regarding Marketing products & Print jobs.*

Marketing products & Print Jobs

- *All Marketing products and print jobs made for OSU-OKC and its programs must be ordered through or approved by Jay Tracy, Creative Services Manager or Jack Damrill, Associate VP of Marketing & Communication.*
- *This includes anything with or without the OSU-OKC logo being used for OSU-OKC programs and students.*
- *If you have had approval to order items with your Pcard from an outside vendor, include the invoice, a picture of item(s), and the approval with your monthly statement.*

MEMBERSHIPS AND SUBSCRIPTIONS

- *Memberships must be institutional.*
- *Paid only one year at a time.*
- *Do not pay more than 6 weeks before the expiration date.*
- *If the membership association allows only a set number of employees and the names of the employees are listed as members only, you must be able to substitute someone else in their place should they leave OSU-OKC during the membership cycle.*

OFFICE SUPPLIES

➤ **Office Supplies**

- *An established purchasing contract exists with **Staples**.*
- *All office supplies must be purchased from the Staples punch out through the **OKCorral System**.*
- *Regardless of dollar amount, P-cards may not be used at the Staples Store or any other office supplier.*
- *If you buy office supplies that are available at staples but are cheaper at Wal-Mart or Amazon, you will need to provide comparison documentation and attach to your statement.*

MAKING A PURCHASE: OVER THE COUNTER

➤ **Obtain a receipt**

- *This is an official University Record. A receipt is required for every purchase.*
- *Please put them someplace safe until they can be sent to Purchasing with your monthly statement.*
 - *When you send a loose receipt in with your statement, tape it to a blank piece of paper. Do not place tape over any important writing.*
- *You must include your original register receipt with your monthly statements.*
- *Please be mindful. Register receipts do not hold up well to being stuffed in pockets, purses, glove compartment, etc. We need to be able to read it once it reaches our offices.*

MAKING A PURCHASE: MAIL, PHONE OR FAX

- *Provide card information to the vendor.*
- *Verify no Oklahoma Sales Tax or fees are charged.*
 - *Although we are exempt from Oklahoma State sales tax, we are not necessarily exempt in other states. Always let a vendor know we are a tax-exempt institution. Most vendors will not charge us tax.*
- *Provide shipping instructions to the vendor.*
 - *See PP page 24 for delivery and shipping directions.*
- *Obtain a confirmation number and request a receipt.*
 - *Some vendors will not provide a receipt unless requested.*
- *Retain the receipt, packing list, shipping information, etc.*
 - *All these items must be kept for p-card documentation.*

MAKING A PURCHASE: INTERNET

- *Use a reputable vendor and secure site.*
 - *Complete the order process.*
 - *See PP page 24 for delivery and shipping directions.*
 - *Make sure they are not charging Oklahoma Sales Tax or any other fees.*
 - *Although we are exempt from Oklahoma State sales tax, we are not necessarily exempt in other states. Always let a vendor know we are a tax-exempt institution. Most vendors will not charge us tax.*
 - *Print the screens that show what you ordered, itemized pricing, and the total including shipping and handling. This can serve as the receipt if the vendor does not provide one.*
- **When in doubt, print it out!!!** *There's no such thing as too much documentation.*

MAKING A PURCHASE: AMAZON

- You will need to contact **Kim Freeman** in Purchasing to enroll in Amazon Business Prime to purchase from Amazon.
- **DO NOT** use your OSU/OKC Business account for personal use and **DO NOT** use your personal account for OSU/OKC Business purchases.
 - This is very important. They must be kept separate.
- Always check OKCorral to determine if the item you need can be purchased from one of the OSU's contract vendors. This is always OSU's first preference.
- Print the screens that show what you ordered, itemized pricing, and the total including shipping and handling. Amazon does provide receipts so after you receive the items print your receipt.

DELIVERY/SHIP TO ADDRESS

- Goods/services should always be delivered to a University Address.
- If there is a justifiable business reason for having items shipped to a non-University address, a Request for Exception Form must be completed and approved prior to purchase.
 - This form must be kept with the purchase documentation.

WORKS

- *Works is an internet-based platform supplied by **Bank of America**. P-card transactions feed into Works, which enables users to approve, reconcile and oversee spending. There are **three levels of approving**.*
 - **Cardholder**
 - **Approving Manager**
 - **Accountant**

- **Cardholder:** *You will be given the names of your **Approving manager and Accountant** when you receive your application packet.*

MONTHLY BILLING CYCLE

There are three DEADLINES to remember.

- **Works billing cycle:** *Runs from the 21st to the 20th of the next month. Everything that posts by **midnight of the 20th** will be on the current billing statement. If the 20th falls on a weekend, the billing cycle ends on the previous business day.*
- **Works sign-off:** *The Cardholder, Approving manager and Accountant must all be **signed off by the 25th**. If the 25th falls on a weekend, the cut-off is on the previous business day.*
- **Statements/Documentation:** *Due in Purchasing signed/dated **within 10-days after the 25th** of the month.*

PLANNING A VACATION OR RETIRING/LEAVING OSU-OKC?

What to do in Works.

- **Cardholders**, please do not make purchases 5 business days before your scheduled last day and make sure you have signed-off on everything posted to Works before you go.
- **Managers/Accountants**, ask your Cardholders/Managers to sign-off on posted purchases so that you can sign-off before you go.
- If/When something posts while you are gone, the Purchasing Director will sweep your sign-off.
 - Sweeping a cardholder and/or manager moves transactions to the accountant for review and sign off. After the cycle, the cardholder's credit is held until the cardholder and/or manager that was swept signs off (No changes can be made, they are signing off only). Accountants that are swept are not required to go in after the cycle to sign off.

RETURNING A CARD: PROCEDURE

Departures/Transfers:

- It is your responsibility to notify Purchasing that you are leaving. The P-card specialist will Email you the P-card Deletion Form(s) with instructions about a week before your departure. You are then responsible for bring your **signed/dated Deletion Form(s), P-card(s), and your most recent Works Statements with all supporting invoices and documentation** to the Purchasing office. You should have an exit form from HR to take around to various departments to initial, including Purchasing, so you could take care of this at the same time.
- Remember: Do not make purchases 5 business days before you leave.

Off campus for 30+ days

- If you will be off campus for more than 30 days because you are a 9-to-10-month employee or because you are going on family or medical leave:
 - Email the Pcard specialist and let them know your leave and return dates so that we can place a hold on your card.
- *This policy is in place to protect against loss and fraudulent charges that could be made during a time that you will not be checking Works on a regular basis.*

EXPENSE CODES/ACCOUNT CODES

- *Works will default to an Expense/Account code appropriate to the vendor as identified in the Works application. They are not always correct so check them and make changes as needed. If you need to update your account codes list. Here is the website:*

<https://adminfinance.okstate.edu/uac/policies-procedures-forms.html>

- *Mistakes happen, so if an Expense/Account code did not get corrected before sign off then a [P-Card Correction form](#) must be completed and turned into our office. You only have six months from the original date to make the change.*
- Remember: Contact the Purchasing Director if you are making purchases for a special project that requires a different fund number.

WORKS:

CARDHOLDER RESPONSIBILITIES

- *You will get an Email notification when a transaction is ready. Review and sign-off on transactions in a timely manner.*
 - *Verify transactions are legitimate and in compliance with policy and procedures.*
 - *Enter a description and business purpose in the description field.*
 - *Update the transaction/fund codes and expense/account codes if needed. Most of these have a default but always confirm it is correct.*
 - *Update the Tax Status tab to Non-taxable Purchase for Department cards or leave as Sales Tax Included for Student Org or taxable purchases.*
 - *Upload invoices (See PPT p. 31 for instructions.)*
- *At the end of each billing cycle, reconcile receipts and supporting documentation with transactions in Works and forward the statement and supporting materials to the Approving Manager for approval and signature.*

Uploading invoices/receipts to Works

(Required – New policy, no exceptions)

- All cardholders must upload an invoice for each purchase. If you are [pre-paying for an event](#) or [shipping to a non-university address](#), then upload the appropriate form too.
 - Use Firefox or Google Chrome as your browser.
 - Each receipt image must be less than one MB to upload.
 - Allowable File formats: pdf, png, jpg, gif and jpeg.
 - Your individual organization is considered the primary data owner; therefore, you are responsible for maintaining **original** receipts.

Uploading invoices/receipts to Works (Continued)

1. To upload a receipt from your desktop into Works, log in to Works. Click **Expenses>Transactions>Accountholder**.
 2. Under **Transactions - Accountant > Pending Sign Off** tab.
 3. Click the **Document>Transaction (TXN)** field. Choose **Manage Receipts**.
 4. A pop-up box appears. Click **Add>New Receipt**.
 5. A pop-up box appears. **Choose File** will prompt you to provide the location of the receipt on your computer. Add the **Receipt Date** and type a brief **Description (optional)**. Click **OK**.
 6. The receipt has been added. You may add more documents or remove documents. You can upload more than one document so if you are uploading a receipt and a Prepaid Registration Form, you may need to upload them separately (depending on the size).
- For these instructions with walk through screen shots go to the [Works User Guide](#) p. 32-36.

CARDHOLDER RESPONSIBILITIES

STATEMENTS AND SUPPORTING INVOICES/RECEIPTS AND DOCUMENTATION.

- *Cardholders, make copies of your statement and invoices/receipts and keep them at least through to the end of the fiscal year .*
 - *Remember, you as the cardholder are solely responsible for all your receipts and documentation.*
- *When you are sending register receipts, or the Amazon delivery receipts make sure to **tape them to a blank piece of paper.** One receipt per paper and do not place tape over any writing on the receipt.*

CARDHOLDER RESPONSIBILITIES

- *Cardholder is responsible for obtaining receipts, packing slips and other required documentation.*
- **Invoices must include:**
 - *Vendor/Merchant name.*
 - *Ship to address must be an OSU/OKC address.*
 - *Unless a Request for Exception Form has been approved and is attached.*
 - *Invoice number and invoice date.*
 - *Itemized list of purchases and pricing.*
 - *Total-including freight or shipping and handling.*
 - **NO TAX**
 - **Remember:** *If you purchase from the internet, print all screens, especially the one with the vendor's name, address, description of items purchased, and payment confirmation including all charges such as shipping & handling.*

CARDHOLDER RESPONSIBILITIES: LOST RECEIPTS

- *Cardholder must contact merchant to request duplicate receipt.*
- *On-line purchase may be able to obtain a receipt from the merchant's website.*
- *If a merchant cannot provide a duplicate contact the bank's Dispute Department at 800-410-6465 to request a duplicate.*
- *The bank cannot provide receipts under \$25 that did not require a signature.*



WORKS:

APPROVING MANAGER RESPONSIBILITIES

- *You will get an Email notification when the cardholder has signed off. Review and sign-off on transactions in a timely manner.*
 - *Review and verify that all transactions are appropriate and for legitimate University purposes.*
 - *Approving Manager is responsible for identifying and discussing any violations with the Cardholder. Discussions/Solutions should be documented and attached to the purchase documentation.*
 - *Review the description and business purpose, the transaction/fund code, and expense/account codes and make changes if needed.*



WORKS:

APPROVING MANAGER RESPONSIBILITIES

- *At the end of each billing cycle, the Cardholder will reconcile receipts and supporting documentation with transactions in Works and forward the statement and supporting materials to you, the Approving Manager.*

APPROVING MANAGER RESPONSIBILITIES

Review the statement and documentation that you receive from the Cardholder.

➤ **Invoices must include:**

- *Vendor/Merchant name.*
- *Ship to address must be an OSU/OKC address.*
 - *Unless a Request for Exception Form has been approved and is attached.*
- *Invoice number and invoice date.*
- *Itemized list of purchases and pricing.*
- *Total-including freight or shipping and handling.*
- **NO TAX**
- **Remember:** *If you purchase from the internet, print all screens, especially the one with the vendor's name, address, description of items purchased, and payment confirmation including all charges such as shipping & handling.*

APPROVING MANAGER RESPONSIBILITIES

- *After you have completed your review and have signed and dated the statement forward everything to the Accountant for the final review and signature.*



WORKS:

ACCOUNTANT RESPONSIBILITIES

- *You will get an Email notification when the cardholder has signed off. Review and sign-off on transactions in a timely manner.*
- *Review transactions for compliance and completeness.*
- *Examine the documentation for any violations resolved by the Approving Manager and notify the Cardholder, Approving Manager and Purchasing Department of any violations that you see. Document violation/solution and put with the purchase invoice.*

ACCOUNTANT RESPONSIBILITIES

- *The Accountant is responsible for obtaining all required signatures (Cardholder, Approving Manager, and Accountant) on the bank statement and forward along with all documentation to the Purchasing Department within ten days after the P-card billing cycle ends on the 20th of each month.*

PREPAID REGISTRATION: IN PERSON/ZOOM

Conferences, meetings, seminars, training events, entry fees, booth rentals, and similar events.

- **For OSU/OKC to pay registration in advance**, the State of Oklahoma requires one of the options below be met. Form must be completed and signed by an event official before prepayment is made and event begins.

Option 1: (Used for in-person events)

1. *A discount for early registration must be received, and*
2. *If the registered participant cannot attend, someone else may attend in their place, and*
3. *If event is canceled by sponsor, OSU will receive a 100% refund.*
4. *Purchase orders are not accepted.*

Option 2: (Used for on-line/Zoom events)

1. *Prepayment is required in order to attend the conference and*
2. *A purchase order is not accepted.*

Once you have the approved form in-hand, you may prepay. One form may be used for multiple individuals attending the same event during the same time-period. A new form is required for each new event date.

REGISTRATION

- *If the criteria for prepayment cannot be met, you have two choices:*
 - *Pay on the first day of the event when you check in or after the event is over.*
 - *Get a Purchase Order from the Purchasing Department.*
 - *Make sure the vendor will accept a PO: If so, request an invoice to submit to Purchasing.*
 - *A vendor must be in OKCorral to issue a Purchase Orders so check with Purchasing to see if the vendor is in OKCorral.*
 - *If they are in OKCorral, submit the vendor invoice for a PO.*
 - *If they are NOT in OKCorral, get a W-9 from the vendor and include the event contact person's name, phone number and email address.*
 - *In addition to the paperwork Purchasing will need supporting paperwork that includes the event name, date, location and agenda.*

OUT-OF-STATE TRAVEL: DIRECT PURCHASE WITH P-CARD

- Complete an [Out-of-State Travel Request](#) and obtain a T-number (Travel number) from Tamra Raymond in Purchasing (ext. 348) before making any travel arrangements.

AIRFARE:

- Anthony Travel is the travel vendor for OSU.
 - Go to <https://airs.okstate.edu> and log in with your OKState credentials. Click Travel-Anthony (Booking) and it will log you into your profile to book airfare.
- Baggage fees may be charged at the same time of the airfare purchase or at the airport.
 - One bag each way, no overweight, extra baggage, etc. is permissible.
- **Required Documentation:**
 - Approved Out-of-State Travel Request.
 - Conference Information and Schedule. Including the [“Conf Early Bird Form”](#) if Prepaid Registration is required.
 - Anthony Travel documentation showing pricing and flight information.
 - Receipt for Baggage fees.
 - Receipt for transfers to and from the Airport.

OUT-OF-STATE TRAVEL: DIRECT PURCHASE WITH P-CARD

Lodging:

- **Room Rate:** *Must be a conference site hotel. If you do not stay at a conference site hotel, you will need to stay within the GSA Rate. (Taxes are allowed out-of-state only)*

www.gsa.gov

- **Deposits/Prepayment:** *May be paid on the first night only, provided the lodging is refundable upon cancelation.*
- **Required Documentation:**
 - *Out-of-State Travel Request.*
 - *Itemized hotel receipt.*
 - *When a deposit is paid, documentation of cancelation policy. The cardholder is responsible for all fees if they do not follow the hotels cancellation policy unless justifiable cause is documented and approved by the Department/Division Head.*
- *Any charges in Works that are on the travel request must include the Travel Number in the description.*

IN-STATE TRAVEL: DIRECT PURCHASE WITH P-CARD

Lodging: *(Only allowed if more than 60 miles from OSU-OKC)*

- **Room Rate:** *Must be a conference site hotel. If you do not stay at a conference site hotel, you will need to stay within the GSA Rate.*

www.gsa.gov

- *No taxes should be paid on in-state lodging. Includes, but not limited to sales tax, hotel occupancy tax, entertainment tax, city tax, etc.*
- *Tribal tax/tribal fee and Tourism Improvement Fees (TID fees) are allowed.*
- **Deposits/Prepayment:** *May be paid on the first night only, provided the lodging is refundable upon cancelation.*
 - *The cardholder is responsible for all fees if they do not follow the hotels cancellation policy unless justifiable cause is documented and approved by the Department/Division Head.*
- **Required Documentation:**
 - *Out-of-State Travel Request.*
 - *Itemized hotel receipt.*
 - *When a deposit is paid, documentation of cancelation policy.*

GROUND TRANSPORTATION

➤ Car Rental

- *Not allowed for in-state travel.*
- *Deposits and prepayments are not allowed on the Pcard.*
- *Not allowed on the Pcard if the trip includes both business and personal travel.*
- *Justification for the car rental is required for every purchase.*
- *Gas for car rental is allowed on the P-card.*

➤ Car Rental Documentation

- *Out-of-State Travel Request*
- *Car rental receipt*
- *Written justification for the car rental.*
- *Note or comment stating how many miles were for business travel and how many were personal.*

GROUND TRANSPORTATION

- **Ground Transportation: (Taxi, shuttle, Uber, etc.)**
 - *Not allowed for in-state travel.*
 - *If any part of the use will be personal, it must not be paid with Pcard.*
 - **Tips:** *Must not be greater than 20%.*

- **Ground Transportation: (Personal or School Vehicle)**
 - *Gas cannot be purchased with a P-card.*
 - *Gas for personal vehicle will be reimbursed though the travel reimbursement per the current mileage rate per mile.*
 - *Gas for school vehicles must use University gas card provided.*

- *Any charges in Works that are on the travel request must include the Travel Number in the description.*

PROHIBITED & RESTRICTED GOODS & SERVICES: Department P-cards

- *Alcohol*
- *Awards (Employee Service and/or Incentive Awards)*
- *Back Orders (Charges may only be posted for items received.)*
- *Cash, Cash advances, ATMs*
- *Chair Massages*
- *Conflict of Interest Transactions (Purchasing from a company owned by a University employee)*
- *Convenience Fees (aka Credit Card Fee, Processing fee, Up-Charges, etc.)*
- *Decorations for Offices and/or Classrooms*
- *Deposits or Prepayments*
- *Donations / Sponsorships*
- *Door prizes*

PROHIBITED & RESTRICTED GOODS & SERVICES: Department P-cards

- *Gasoline*
- *Gifts, Gift Cards, Gift Certificates*
- *Honorariums*
- *Insurance*
- *IT equipment, E.g., Computers, monitors, etc. (Must email Tom Hickey to make IT purchases for your department. If Tom approves you to purchase on your Pcard then put that email documentation with your monthly statement.)*
- *iTunes cards.*
- *Late Fees*
- *Medicine of Any Kind (Call security to restock first aid kits.)*
- *Memberships (Personal/Individual)*
- *Monthly payments that total more than \$5,000 within the fiscal year, Regular. (These need to go through OKCorral.)*
- *Moving Expenses*

PROHIBITED & RESTRICTED GOODS & SERVICES:

Department cards

- *Oklahoma Sales Tax.*
- *Personal Purchases: Refrigerators, microwaves, coffee pots, tissues, paper plates, plastic utensils, command strips to hang personal items, etc.*
- *Postage*
- *Professional / Personal Services*
- *Rebates, Rewards, Cash Back, Gifts with Purchase (These are the property of OSU and cannot be used for non-business purposes.)*
- *Salary / Wages and/or Benefits*
- *Speaker fees*
- *Split Purchases- Split purchasing is a serious violation of both OSU Policies & Procedures and State statutes.*
- *Student Organizations, Purchases for*
- *Trade-in's.*
- *Travel Expenses other than Airfare, Baggage Fees, and Lodging.*
- *University Departments or Auxiliaries (on Stillwater's campus)*
- *Weapons and/or Ammunition*

NO CONTRACTS CAN BE SIGNED BY A DEPARTMENT

- **All Purchases must Serve a Business Purpose.**

PROHIBITED PURCHASES:

Restricted to certain funds or required forms

- *Food - Only grants (ledger 5) if deemed in the grant or ledger 3 and Foundation accounts under certain conditions, see Food and Refreshments in this PP.*
- *Airfare, Baggage Fees, and Lodging - Only if approved.*
- *Items Purchased for Resale - Only for clubs.*
- *iPad and Data Plan – If employee is already compensated.*
- *Equipment / Fixed Assets - If high profile must be inventoried.*
- *Conference Registration - See slide in this PP.*
- *Items for Export*
- *Student Organization Expenses*
- *Door prizes*

FOOD AND REFRESHMENTS

Food may only be purchased under the following conditions:

- 1. For a designated food service or sales area for resale (e.g., University Dining Services, Ranchers Club).*
 - 2. Included in a Ledger 5 grant or contract budget and approved by the sponsoring agency.*
 - 3. Necessary for instructional or research purposes (e.g., in a classroom or lab). You must provide the course name and number.*
 - 4. When participants pay a fee for the food/meal (e.g., for a conference). You must attach event materials such as a brochure or advertisement.*
 - 5. Compliant with the Office of Management and Enterprise Service's Policy on the Payment for the Purchase of Refreshments, with specific conditions: See next page*
- Food purchases not in compliance with these food guidelines must have a letter of approval from the Vice President or Dean before making the purchase. A delegate must not sign the letter, and it must be attached to the corresponding receipt. For all food purchases, provide written justification that aligns with these policies and be prepared to explain the purchase to auditors or reviewers.*

FOOD AND REFRESHMENTS

(Continued)

A. Light refreshments (e.g., doughnuts, cookies, coffee) are allowed if all the following conditions are met and documented:

- o Approved by the director or department head.*
- o Purchase is limited to light refreshments.*
- o The event includes non-employees.*
- o Food serves an official university purpose.*
- o The event is nonrecurring or infrequent.*

B. Meals are allowed if all the following conditions are met and documented:

- o Approved by the director or department head.*
- o The event lasts five hours or longer, making it impractical to adjourn for lunch.*
- o The food serves an official university business purpose (e.g., non-routine meetings).*
- o The event includes employees from other buildings or campuses or non-OSU personnel.*
- o The event is nonrecurring or infrequent.*
- o Food purchases not in compliance with these food guidelines must have a letter of approval from the Vice President or Dean before making the purchase. A delegate must not sign the letter, and it must be attached to the corresponding receipt. For all food purchases, provide written justification that aligns with these policies and be prepared to explain the purchase to auditors or reviewers.*

CLOTHING/UNIFORMS, MARKETING ITEMS, DECORATIONS-EVENT OR DECORATIONS-OFFICE

➤ ALLOWED:

- *Marketing items: If your strategic plan states MARKETING as one of your goals and is for recruitment of students. You must go through the Communications/Marketing Department.*
- *T-shirts for volunteers: If it is an advertised public event and any employees working are volunteers and are not paid for the event. (A copy of the flyer must be included.)*
- *Decorations-Public Event: Auxiliary funds only. (A copy of the flyer must be included.)*

➤ NOT ALLOWED:

- *Employee uniform shirts*
- *Decorations-Office: This includes but are not limited to; frames, clocks, heaters/fans, cards, birthday gifts, and posters.*

PURCHASE GUIDELINES: STUDENT ORGANIZATIONS

- **Tax** – Student Organizations should always pay tax.
- **Credit Card fees** (Processing, convenience, etc.) – Although not prohibited, student organization cardholders should always plan ahead to avoid added fees.
- **Food/Decorations** – Allowed but should be approved.
- **Gift Cards** – Allowed but should be approved. There is a \$250 limit per total cards purchased and a single card limit of \$25 per gift card. The amount of each gift card along with the name of the receiver must be included with the P-card statement documentation.
- **Gifts** – Allowed but should be approved.
- **Memberships** – Allowed but should be approved. For Amazon Prime memberships you will need to contact Kim Freeman in Purchasing to enroll in Amazon Business Prime.

PURCHASE GUIDELINES: STUDENT ORGANIZATIONS

- *Student Travel – Allowed but should be approved.*
- *Supplies – Allowed but should be approved.*
- *University Department or University Business – Prohibited on P-card. The Campus Vendor Invoice (CVI) system is to be used. Includes the Student Union, University Dining, Ranchers Club, University Mailing, etc.*
- *Personal Expenses – Prohibited.*
- *Alcohol and Tobacco – Prohibited.*
- *Weapons and/or Ammunition – Prohibited.*

REBATES, REWARDS, CASH BACK, GIFTS WITH PURCHASES

- *At times, University purchases may result in cash or non-cash incentives. The incentives from University purchases are the property of the University and may not be used personally. Examples of such incentives include, but are not limited to, rebates, gift cards, two-for-one purchases, coupons, spend rewards, and expendable or non-expendable supplies. Any monetary, cash or non-cash incentive, or other type of reward received as a result of an OSU purchase becomes the property of the University and should be used for a University purpose. If the incentive received does not serve a University purpose, the department should not take advantage of the incentive.*

COMPROMISED CARDS

Cardholder must protect the security of the P-card and card number.

- *If your card is lost/stolen or compromised:*
 - *Contact the bank immediately.*
 - **Fraud:** *Call the Bank of America at 1-855-521-1795 or 1-866-500-8262*
 - **Lost or Stolen Card (24/7):** *U.S. 888-449-2273*
 - *Call Purchasing at ext. 299 immediately.*
 - *We will need to know when you report a problem or if the bank contacts you with a problem/concern.*
 - *When you receive your new card call ext. 299 with the last four-digits and expiration of your new card.*

CARD DENIED?

➤ ***If your credit card is denied:***

- *Go to the Works system.*
- *Click the Home Tab.*
- *Under Accounts Dashboard, click the last 4 digits of your credit card number.*
- *Click on View Auth Log.*
- *If the reason for decline is not showing, there will be a code number. Call Bank of America give them the code and ask the reason the card was declined.*

RECORD RETENTION

- *Original records are maintained in the OSU-OKC Purchasing Department*
- *Records must be available for review by OSU Fiscal and Administrative Compliance.*
- *Original records kept for 7 years.*
- *No original records may be destroyed until approval is granted by the University Archivist or Record Retention Officer.*
- *Cardholders: Keep copies of the current and prior months statement and invoices.*

P-CARD VIOLATIONS

- *Misuses of the p-card in any manner by a cardholder may result in revocation of the privilege to use the p-card, disciplinary action, termination of employment, and/or the pursuit of any legal action available to the University.*

DISCIPLINARY ACTION

- *The p-card may be placed in suspense as a result of violation of P-card Guidelines or department policy.*
- *Suspending the P-card may be done by the P-card staff or at the department's request.*
- *Credit limits may be reinstated when any requirements for reinstatement have been met.*

RETURNING A CARD

- *P-cards are property of OSU.*
- *Card must be returned upon termination, transfer, retirement, etc.*
- *Must be returned when requested by cardholder's supervisor, departmental administration, P-card Administrator, or Fiscal and Administrative Compliance.*
- *When cancelled, the department must reclaim and destroy the card and process a Deletion Form for P-card or Works User Access.*

LINKS

- *Purchasing/Accounts Payable Home Page*
 - <https://osuokc.edu/purchasing>
- *Online P-card Training*
 - <http://hr.okstate.edu/purchasing-card-training-pcard>
- *Works*
 - <http://payment2.works.com/works>
- *Works Training Videos*
 - <http://purchasing.okstate.edu/works-training-videos>
- *Global Card Access*
 - <https://spacardportal.works.com/gar/login>
- *Anthony Travel*
 - <https://airs.okstate.edu>

IMPORTANT PHONE NUMBERS

➤ **For Bank of America and Works**

- **PIN Assistance:** Call the Bank of America at 1-888-589-3473 **Option 4**
- **Password Reset:** Call the Bank of America at 1-888-589-3473 **Option 4**
- **Fraud:** Call the Bank of America at 1-855-521-1795 or 1-866-500-8262
- **Lost or Stolen Card (24/7):** U.S. 888-449-2273 / Outside of U.S., call collect at 602-379-8753
- **Verification ID:** 9 followed by your CWID (numbers only – change the A to a 9)
- **Card activation:** 888-233-8855