

USE OF THE PROCUREMENT CARD

The following are the minimum conditions/instructions/limitations required for all transactions utilizing The University of Mississippi Small Purchase Procurement Card:

1. No procurement card transactions may exceed \$5,000.00.
2. State contract items shall not be purchased using the procurement card unless the contract vendor is being used. A list of mandatory state contracts can be found at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/contracts/>
3. No personal use of the procurement cards will be authorized or allowed. Based on apparel guidelines set forth by the Internal Revenue Service (IRS) clothing items (monogrammed polos, khakis, shoes, etc) are not to be purchased using any university funds, unless:
 - A. The employee must wear the clothes as a condition of employment.
 - B. The clothes are not suitable for everyday wear.
 - C. The University retains the clothing after termination of employment.
4. No ATM cash withdrawals will be allowed on the procurement card.
5. Only in-stock, immediate deliver items may be purchased. NO BACK ORDERS. Verify phone orders are in stock and ready for immediate shipment.
6. Orders must be invoiced ONLY at or after the date of shipment. An example recordkeeping log is provided for your convenience.
7. Procurement card purchases are exempt from Mississippi state and local taxes.
8. All purchases are to be made within the limits set and available budget authority.
9. All equipment purchased must be either shipped or brought, along with the invoice, to Central Receiving so that property barcodes can be placed on the equipment items. Then the barcode number must be written on the VISA document and the purchase must be coded with the correct g/l code when posting the VISA document. Failure to include the barcode number will render your document incomplete and subject to suspension. A list of exception items is provided.

10. The procurement card shall not be used for travel and travel related expenses, but may be used for allowable food purchases if a detailed itemized receipt, list of persons attending, and the purpose of the meal are provided. **Alcoholic beverages are not an allowable expense.** The tip shall not exceed 20% (unless mandated by the restaurant) of the pre-tax amount. The average cost per person should not exceed \$30.00. If the average cost per person exceeds \$30.00, the VISA document must be approved by the Provost or appropriate vice chancellor.
11. No fuel for vehicles.
12. The procurement card shall not be used for the payment of personal/professional services of a consultant/contractor/individual as these must be processed on an electronic Form 13.
13. The cardholder should obtain itemized transaction receipts from the merchant for each use of the card.
14. The cardholder should ensure that the prices paid are fair and reasonable.
15. All items purchased are required to be for bona fide University purposes.
16. The cardholder should ensure that surcharges (processing fees) are not charged in the procurement card. During the 2013 Legislative Session an amendment to MS code 31-7-9 was passed which states that a vendor shall not impose a surcharge on a buyer who uses a state-issued credit card, procurement card, travel card, or fuel card.

What does this mean for the procurement card users? Simply stated it means, that a vendor cannot charge a surcharge when you are making a purchase with the procurement card. You will need to inform the vendor of this new amendment if they impose the surcharge. If a vendor is not willing to comply, please inform them they are breaking Mississippi state law and if they insist on imposing a surcharge, please use another vendor.