Standard Operating Procedure

SOP Title: PROCUREMENT CARD (P-Card)
Division/Dept. BUSINESS OFFICE
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Purpose and Scope: State the intent, objectives and extent of coverage of the SOP.
The Procurement Card (P-Card) SOP will provide the reader the appropriate steps to managing their Procurement Card (P-Card).

List titles and departments responsible for specific aspects of the SOP.

1. A completed Procurement Card (P-Card) application form is required for each Cardholder. No employee shall be able to apply for a P-Card until supervisor approval is obtained. The address used on the Cardholder application for the Employee shall be Northland Community and Technical College, 1101 Hwy One East, Thief River Falls, MN 56701.

2. All cardholders shall sign and accept the terms and conditions of Northland Community and Technical College Procurement Card (P-Card) Agreement each year.

3. The Cardholder is responsible for signing the card when it is received, the security of the card and all card transactions. All financial transactions on the card shall be considered to have been made by the Cardholder.

4. Reminder: The SPECIAL EXPENSE form must be completed prior to making a FOOD purchase.

5. The Cardholder must request a copy of the vendor’s sales receipt or cash register slip if over the counter, or a packing list on shipped orders as well as the credit card slip. The Cardholder’s procurement card number and name must be given for all orders processed and specific delivery instructions must be provided to the vendor. If order is done online, print order confirmation and attach to Procurement Card (P-Card) Receipt Form. If order is done by phone, have vendor fax or e-mail order confirmation and attach to Procurement Card (P-Card) Receipt Form.
6. All purchase transactions processed utilizing the P-Card must be made by the employee to whom the card is issued. The card cannot be used by another person or for personal use. The card cannot be transferred from one employee to another.

7. Cardholder is required to inform the vendor of MnSCU’s tax exemption status. The tax exempt ID number is printed on the card. If tax is included on a purchase, it will be the cardholder’s responsibility to contact the vendor and request the removal of the tax charged or if vendor is unable/unwilling to reverse tax charge, then personally paying for the tax will be allowed. Continued failure to obtain tax exemption is not allowed, doing so will result in the suspension of P-Card for 60 days. Sales tax is allowable on the following:

- Lodging
- Purchases of motor vehicles
- Caterers and certain food purchases

8. A statement of all transactions is available to each Cardholder by logging into US Bank Access Online.

9. All purchases shall be charged (allocated) to the cost center that the individual P-Card is assigned to — or in the case of multiple cost centers — to the cost center designated via Access Online. When allocating, the cardholder will input the cost center, object code and comments in the comment field. Monthly statements must be reconciled by the cardholder, utilizing US Bank Access Online, approved by the supervisor and receipts submitted to the Business Office by the 13th of the current month. Receipts must be attached to the Procurement Card (P-Card) Receipt Form and forwarded to their supervisor for review. Once the supervisor has approved the transactions in Access Online, the Procurement Card (P-Card) Receipt Form with attached receipts will be forwarded to the Business Office.

10. All cardholders will allocate and forward transactions to a supervisor for “final approval”.

11. The Cardholder must indicate via Access Online if there are any discrepancies with any of the charges listed on the statement. The Cardholder, with the help of the Business Office, will settle any billing discrepancies with the vendor and instruct the vendor to issue a credit through the credit card.

12. The Cardholder is responsible for the security of his/her card and any purchase made on the card. The Cardholder must immediately notify the credit card company and the Business Office if the card is lost, stolen or in the hands of an unauthorized person. Pertinent information regarding the lost or stolen card or improper use must be provided. The Cardholder will make a reasonable attempt to recover the card from an unauthorized person. The Business Office will void the card as quickly as possible. However, the cardholder has primary responsibility for any unauthorized purchases made by the cardholder or any other person.

13. Any changes to a P-Card must be made using the Cardholder Account Maintenance Request form.
14. Each Cardholder is responsible for the card issued in their name. All P-Card records are subject to audit.

15. The Business Office will collect all paperwork, pay invoices, and file for records retention. The Business Office is responsible for applicable chargebacks as directed by the cardholder.

16. Failure to comply with Procurement Card and Purchasing Policy and Procedures could result in suspension and/or revocation of individual Procurement Card.

**Associated Documents:**
All forms are located on Employee Central-Forms-Procurement Card

**Notification List:**

**Revision History:**

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<td>Shannon Jesme</td>
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