

North Dakota State University Purchasing Card User Manual

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General Information

Introduction

The North Dakota Office of Management and Budget (OMB) has contracted with JP Morgan Chase to offer a convenient, efficient, cost-effective method of purchasing and paying for goods and services within established procurement guidelines. The JP Morgan purchasing card allows the cardholder to charge work-related expenses directly to the appropriate University account. The use of the p-card results in a liability to NDSU and is not a personal liability for the cardholder. The cardholder's credit rating will not be affected.

Use of the p-card is a privilege granted by the University, and does not exempt NDSU or its employees from the purchasing/procurement requirements of the State of North Dakota and NDSU policy. Cardholders must follow all applicable policies and procedures when using the p-card as a payment method. The cardholder must sign a *Use Agreement* form prior to receiving their p-card, and is therefore responsible for any misuse of the card as outlined in this manual and various policies and procedures that affect usage of the p-card.

Policies and Procedures

The policies and procedures that must be followed by all cardholders include, but are not limited to:

- NDSU Policies and Procedures
- NDUS Policies and Procedures
- SBHE Policies and Procedures
- OMB Policies and Procedures
- ND Century Code

If any policy or procedure is in conflict between the separate entities, the most restrictive policy or procedure will be followed for audit purposes.

Obtaining a Purchasing Card

To acquire a p-card, contact the NDSU Procurement Card Administrator, who will provide you with the Purchasing Card Manual and application information. Complete and return the *Purchasing Card Application and Use Agreement* form, and complete the NDUS authorized training.

Upon receipt of the necessary forms and completion of the required training, the NDSU P-card Admin will submit the card order. P-cards are usually received within two weeks.

Note: Poor management of the card may result in revocation of cardholder privileges. Fraudulent or intentional misuse of the card will result in revocation of the card, and may result in restitution, criminal charges, and/or termination of employment. Please read this manual and all other documentation carefully to ensure compliance with all rules and regulations governing the use of the p-card.

Contact Information

- JP Morgan hotline: 1-800-270-7760
 - Please note: NDSU uses the cardholder's Employee ID in place of their Social Security Number for verification purposes. When a cardholder contacts JP Morgan, they are asked to provide the last four (4) digits of their SSN; **INSTEAD, the cardholder should enter the last four (4) digits of their EMPLID.**
- NDSU email: ndsuhq.accounting.pcard@ndsuhq.edu
- NDSU telephone: 701-231-7432

Approved Uses of the Purchasing Card

The p-card can be used to pay for a variety of expenditures incurred for the purpose of conducting business with NDSU. Common allowable expenditures include:

- Airfare, travel, and transportation expenses (for international travel, you must first contact JP Morgan)
- Conference registration fees
- Lodging, including deposits
- Books and instructional supplies
- Supplies, materials, and equipment
- Non-capitalized equipment
- Shipping charges (UPS, Fed Ex, etc.)
- Institutional memberships

The maximum single transaction limit is \$10,000, unless other arrangements are made in advance with the NDSU P-card Admin. To request advance authorization for a purchase exceeding \$10,000, complete and return the *Request for Approval over \$10,000* form PRIOR to making the purchase.

Prohibited Uses of the Purchasing Card

The p-card cannot be used to purchase items that are unallowable per NDSU or state policy. In addition, the p-card cannot be used for expenses that must be paid through other means, such as AP Vouchers or Expense Reports. Here are some examples of prohibited uses:

- Alcoholic beverages
- Ammunition/Weapons
- Cash advances/ATM
- Capital equipment (any tangible item costing \$5,000 or more with expected useful life of more than one year)
- Donations
- Employee relocation/moving expenses
- Entertainment
- Gifts
- Hazardous materials
- Legal services
- Leases
- Meal per diem for employees*
- ND Sales Tax
- Non-business related/personal items
- Splitting charges to circumvent the \$10,000 limit on purchases

*All food purchases require inclusion of an itemized receipt and a *Banquet and Meeting Documentation* form with the monthly *Purchasing Card Record*. The meal must meet banquet criteria per the banquet flowchart, found in the appendix to this document; the meal cost, including a gratuity of no more than 20%, may not exceed the maximum dollar amount on the most current *Banquet and Meeting Documentation* form. Please note: if the food is purchased in ND, tax must be removed.

Other Uses Not Specified

The lists above are not all-inclusive lists. If you do not see an item listed in either the “Approved” or “Prohibited” section, please contact the NDSU P-card Admin to seek additional advice PRIOR to making a purchase. Certain items may be considered for purchase on a case-by-case basis. To obtain authorization for purchase of a prohibited item, a waiver must be obtained. See section ‘Exception/Waiver Requests’ in this manual.

Gift Card Purchases

Complete the *P-Card Pre-Authorization Form* to request permission to purchase gift cards with your p-card (see appendix.) Once all department approvers have completed the form, it must be sent to the NDSU P-card Admin for final approval. This form will need to be completed PRIOR to purchasing any gift cards and will need to be completed each time a purchase needs to be conducted. After the purchase and distribution of the gift cards, the completed distribution log must be sent to the NDSU P-card Admin for proper tracking.

Exception/Waiver Requests

A waiver may be requested and considered for one-time exceptions for certain prohibited items or uses of the p-card. Each waiver will be considered on a case-by-case basis. The exception/waiver request must include the following information:

- What is being purchased?
- Why is it business related and necessary?
- How much is the purchase and when will the charge show up on the p-card?
- Who is using this purchase? (Example: if purchasing entertainment tickets, who is attending?)
- If the purchase is for an event that is part of a scheduled program, provide the brochure to detail the event. (Example: if taking participants from a conference to a sporting event, the event would need to be part of the scheduled events for the conference.)

Please submit the waiver request via email to ndsu.accounting.pcard@ndsu.edu. Departments will be notified if the waiver is granted. Approval documentation should be attached to the monthly *Purchasing Card Record*.

Credit Limit Increase

Complete the *Credit Limit Increase* form to request a temporary or permanent credit limit increase on a cardholder's p-card. The form will need to be signed by the department approvers and sent to the NDSU P-card Admin for final approval and processing. Credit limits are set by the Department Head during the application process and may vary from cardholder to cardholder.

Default funding

Default funding is assigned to each p-card at the time of issuance. Only one default fund and account number can be assigned to each card; however, cardholders or their Department Administrator may change the funding information for each individual purchase in PaymentNet. This change can occur any time after the charge has posted to the cardholder's account, but prior to the cutoff date for upload into PeopleSoft. After the upload into PeopleSoft has processed, any changes to the funding will require a completed *Journal Voucher* form with all necessary signature approvals.

Replacement Cards/New Cards/Lost Cards

P-Card users will automatically receive new cards prior to the expiration date, usually in the month the card will expire. If cards have not been received toward the end of the expiration month, contact the NDSU P-card Admin to request a new card be sent.

If the department moves to a new address or establishes a new telephone number, email the NDSU P-card Admin with the updated information as it will need to be updated in the JP Morgan system. Failure to do this may result in declines due to non-matching address/telephone numbers used by the vendor to verify information.

Cardholder Transfer or Separation

Transferring Within the Department

Cardholders who transfer to a new position within the same department and require the use of the p-card as part of their new duties may continue to use the same card. Ensure that the Department Administrator is the same individual. If a new Department Administrator will be used with the transfer, ensure that both administrators are aware of the change. The new Department Administrator will need to update the default funding information for the cardholder. If new funding information needs to be added to the system, the Department Administrator will need to contact the NDSU P-card Admin to have the funding added in the system.

Transferring Within the University

Cardholders who transfer within the University to another department must surrender their p-card along with all supporting documentation to the Department Administrator. The Department Administrator is responsible to immediately contact the NDSU P-card Admin to close the account. If the cardholder will require use of a p-card in their new department, the cardholder will need to contact their new Department Head to inquire into the application for a new p-card. A new application will need to be submitted.

Separation From the University

Prior to separation from the University, cardholders must surrender their p-card and all corresponding support documentation to their Department Administrator. The Department Administrator is responsible to ensure the return of the p-card before or during the exit interview and also to notify the NDSU Procurement Card Administrator to immediately cancel the card.

Tax Exempt Policy

NDSU is a state tax exempt entity. The tax identification number is printed on the front of your p-card (NDSU Sales/Use Tax Exempt Certificate #E-5411). It is the cardholder's responsibility to ensure that sales tax is not charged. It is the responsibility of the cardholder, not the vendor/merchant, to make certain that the transactions are processed with the tax-exempt status. Check the receipt or order BEFORE you finalize the purchase and leave to make certain that tax was not charged.

Items that are ordered online or directly from the company and shipped to North Dakota should be considered tax exempt. If sales tax has been charged to the p-card, it is the cardholder's responsibility to request and track a refund of the sales tax. The sales tax must be credited to the p-card account.

Roles and Responsibilities

Three roles have been defined within the organization unit to assist in management of the p-card program: the cardholder, department administrator, and the university administrator. Each role has a specific list of responsibilities to ensure separation of duties and accountability. It is important to note that a single individual cannot perform all three functions at one time. A cardholder may also serve as the administrator for their department, but the university administrator may not be a cardholder, nor can they serve as a department administrator.

NDSU Procurement Card Administrator

Responsibilities

The P-card Admin is responsible for administering the university's p-card program. The administrator is responsible for the following:

- Process requests for new cards, temporary credit limit increases, and waivers.
- Verify training compliance and good standing of cardholders.
- Audit p-card purchases to verify all policies are followed and repayments are received as necessary.
- Track policy violations, monitoring for patterns of behavior and taking additional actions as needed.

Department Administrators

Responsibilities

Each Department Administrator is responsible for the following:

- Maintain a list of all department cardholders.
- Monitor p-card usage in the department.
- Complete Annual Training as outlined in the "Annual Training" section for Cardholders.
- Reallocate expenses to appropriate funding strings via the JP Morgan PaymentNet system before the monthly upload.
- Ensure that all purchases are NDSU-business related.
- Verify retention and submission of original receipts to comply with NDUS Record Retention policies and procedures.
 - Receipts must show all detailed purchase information including purchased items, prices, the payment method (Mastercard), and full payment of the balance due.
 - Packing slips and charge slips from credit card systems are not acceptable without an itemized receipt as listed above.
- Prepare and/or review the *Purchasing Card Record* for accuracy and completeness prior to signing the form. See "Monthly Record" section under "Cardholder Responsibilities" for detailed instructions and information.
- Submit the signed, verified *Purchasing Card Record* to the NDSU P-card Admin each month.
- Report any problems or perceived troubles with any cardholders to the NDSU P-card Admin.

Cardholders

Responsibilities

Each cardholder is responsible for the following:

- Sign and activate your p-card upon receipt. If the p-card has not been activated, it will be declined when a purchase is attempted.
- Safeguard your p-card. The cardholder is the only individual authorized to make purchases with the card, and is solely responsible for all charges to the card.
 - Store your p-card in a secure location.
 - Do not allow anyone else to use your p-card.
- Ensure that all purchases are business related.
- Complete Annual Training as outlined in the “Annual Training” section below.
- For purchases made in or delivered to ND, ensure ND sales tax is removed prior to paying the invoice. If sales tax is charged, the cardholder is responsible to request and track the refund of the sales tax.
- Retain and submit all original receipts to comply with NDUS Record Retention policies and procedures.
 - Receipts must show all detailed purchase information including purchased items, prices, the payment method (Mastercard), and full payment of the balance due.
 - Packing slips and charge slips from credit card systems are not acceptable without an itemized receipt as listed above.
- Complete the monthly *Purchasing Card Record* and/or supply the necessary information to the department administrator. See “Monthly Record” section for detailed instructions. Verify the record is complete and accurate prior to signing the form.
- Resolve credits, returns, and disputes in a timely manner as outlined in the “Credits, Returns, Exchanges and Disputes” section below.
- Report suspected fraud immediately. Only the cardholder can report fraud. See “Contact Information” in the introductory section of the manual for contact information and instructions.
- Notify your Department Head, Department Administrator and JP Morgan immediately in the event of a lost or stolen p-card.
- Notify your Department Administrator or the NDUS P-card Admin if you have a name change. A new card will be issued in your new name. Typically, the card number will not change.
- Notify the NDSU P-card Admin if you have not received a new card toward the end of your card’s expiration month.
- Destroy your expired p-card.
- Return your p-card to your supervisor immediately upon termination or as requested due to policy violation.

Annual Training

NDUS Purchasing Card training for all cardholders and administrators is offered through a training platform approved by the NDUS office. The NDUS compliance office will administer the training and track completions. The training information will be released early in the calendar year with an expected completion date. Failure to complete training by the due date will render the p-card inactive until training has been completed.

Monthly Record

After each monthly card cycle, the cardholder is responsible to ensure the *Purchasing Card Record* is completed. Either the cardholder or the Department Administrator may complete the record. Please see the Appendix for this form.

Both parties will need to sign the record before submission. If the Department Administrator is also a cardholder and completing the record for their own card, they must have their supervisor sign the form as well. Each signer must ensure the record is accurate and complete before adding their signature.

The completed and signed *Purchasing Card Record*, in its entirety, must be routed (physically or electronically) to the NDSU P-card Admin by the 28th of the following month. For example, the January *Purchasing Card Record* is due by February 28th.

An accurate and complete *Purchasing Card Record* must meet all criteria listed here:

- List all statement charges and credits on the record.
 - Include the business justification for each listed charge, and an explanation of each listed credit.
- Attach a copy of the cardholder's full JP Morgan credit card statement for the period.
- Attach all original purchase receipts showing details of what was purchased, any applicable fees, and the full payment of the amount due.
 - Ensure no sales tax has been charged for purchases made in or shipped to ND.
 - If ND sales tax has been charged, provide documentation that the vendor was contacted to refund the sales tax to the p-card. Provide the credit information and details if that credit will occur on a later statement.
- Attach applicable credit/return receipts and deposit slips.
- Attach supporting documents for any travel expenses, including:
 - Conference brochures or business meeting agendas/itineraries to establish the business purpose, and
 - Related Travel and Expense Reports to verify p-card charges were not erroneously reimbursed to the traveler.
- Attach a fully completed and signed *Banquet and Meeting Documentation* form for all food related purchases.
- Attach one-time waivers for any purchases that would otherwise be prohibited items or uses.
- Attach the *Request for Approval over \$10,000* form for any purchased items exceeding \$10,000.
- Attach the previously signed *P-Card Pre-Authorization Form* for any gift card purchases.

Credits, Returns, Exchanges and Disputes

The cardholder must contact the merchant when merchandise purchased with the p-card is not acceptable (incorrect, damaged, defective, etc.) and arrange for a return credit, exchange or refund. In addition, the cardholder must follow up with the vendor or bank (JP Morgan) on any suspected fraud, erroneous charges, incorrectly charged sales tax, or disputes as soon as possible.

- **Credit / Return:** If any item purchased with the p-card is subsequently returned, the vendor must credit the p-card account. The cardholder should obtain a credit receipt from the merchant and retain that receipt with the supporting documentation for the purchase. The monthly *Purchasing Card Record* should include the credit receipt or a notation from the cardholder explaining the credit. Receiving cash or check to resolve a return or credit is prohibited.
- **Exchange:** If a merchandise exchange is necessary, the cardholder must return the merchandise to the merchant and obtain a replacement as soon as possible. Documentation showing the proper resolution of the exchange must be retained with the supporting documentation for that purchase.
- **Disputed Charges:** In most cases, disputes can be resolved directly between the cardholder and the vendor. If the cardholder cannot reach a resolution with the vendor, contact JP Morgan Customer Service at 1-800-270-7760. See “Contact Information” section in the introduction for more information.

Audits

Internal and external auditors will conduct periodic audits of each cardholder’s transaction file and monthly summary. Items reviewed during audits will include, but not be limited to:

- Compliance with all applicable policies and procedures
- Observation of proper internal controls with regard to the program
- Verification that purchase history does not demonstrate intentional misuse, which may include
 - Multiple charges to the same vendor to circumvent credit limits, and/or
 - Purchases of personal items
- Confirmation that monthly *Purchasing Card Record* forms are complete and correct
 - Each record includes all detailed, original receipts
 - Supporting forms are present for exception-based purchases (including gift card purchases)
 - Travel documentation is complete and correct
 - Forms are signed by both cardholder and Department Administrator or supervisor, as appropriate

Cardholders and their departments are ultimately responsible for purchases made on p-cards, and may need to provide further justification and support for purchases from both internal and external auditors. In the event of an audit, the original documentation will be required.

At the end of each month, the monthly record is either submitted on paper with the original documentation, or it is scanned and shared with the NDSU P-Card Administrator electronically, and the department retains the original documentation. *No matter who retains the original documentation, it must be stored for 10 years after the close of the fiscal year.* If the office chooses to keep the originals, they will need to maintain them for the full 10-year period and request authorization prior to document destruction.

Any documentation requested for audit activity must be made available by the department within a 24-hour period.

Violation Policy

Violations are recorded for each cardholder account based on a revolving calendar year. All violations of Purchasing Card policies and procedures will be tracked per employee on a twelve (12) month period beginning with the first offense. One year from the date of a violation, it will be removed from the cumulative record of the Cardholder.

In accordance with NDUS Procedure 803.4, violations of purchasing card policies will result in the following actions:

- First Offense: Written or emailed warning to the cardholder;
- Second Offense: Written or emailed warning to the cardholder and their supervisor;
- Third Offense: Thirty (30) day suspension of the purchasing card. The cardholder will need to contact the NDSU Procurement Card Administrator to reactivate their purchasing card within thirty (30) days of the card's suspension end date;
- Fourth Offense: The purchasing card will be cancelled and the cardholder will permanently lose purchasing card privileges. The cardholder will need to return the purchasing card to the NDSU Procurement Card Administrator.

Per NDUS Procedure 803.4, certain violations may result in immediate cancellation of the cardholder's p-card. The NDSU P-card Admin reserves the right to suspend or terminate a p-card at any time if the administrator finds that the violation was intentional or that the employee is not cooperative.

In addition, the misuse of the purchasing card or failure to comply with all applicable policies and procedures will result in one or more of the following:

- Appropriate disciplinary actions, including termination;
- Repayment of transactions that are deemed in violation any applicable policies and procedures. The purchasing card will be inactivated until repayment has been received;
- Revocation of the purchasing card; and
- Possible criminal charges.

The cardholder is liable for any personal fraudulent use of the p-card. Any disallowed charges must be paid back within seven (7) days of the request of the repayment. Such charges will also be brought forth to the NDSU Controller and Internal Auditor to determine if further discussion needs to ensue with Human Resources and General Counsel.

APPENDIX

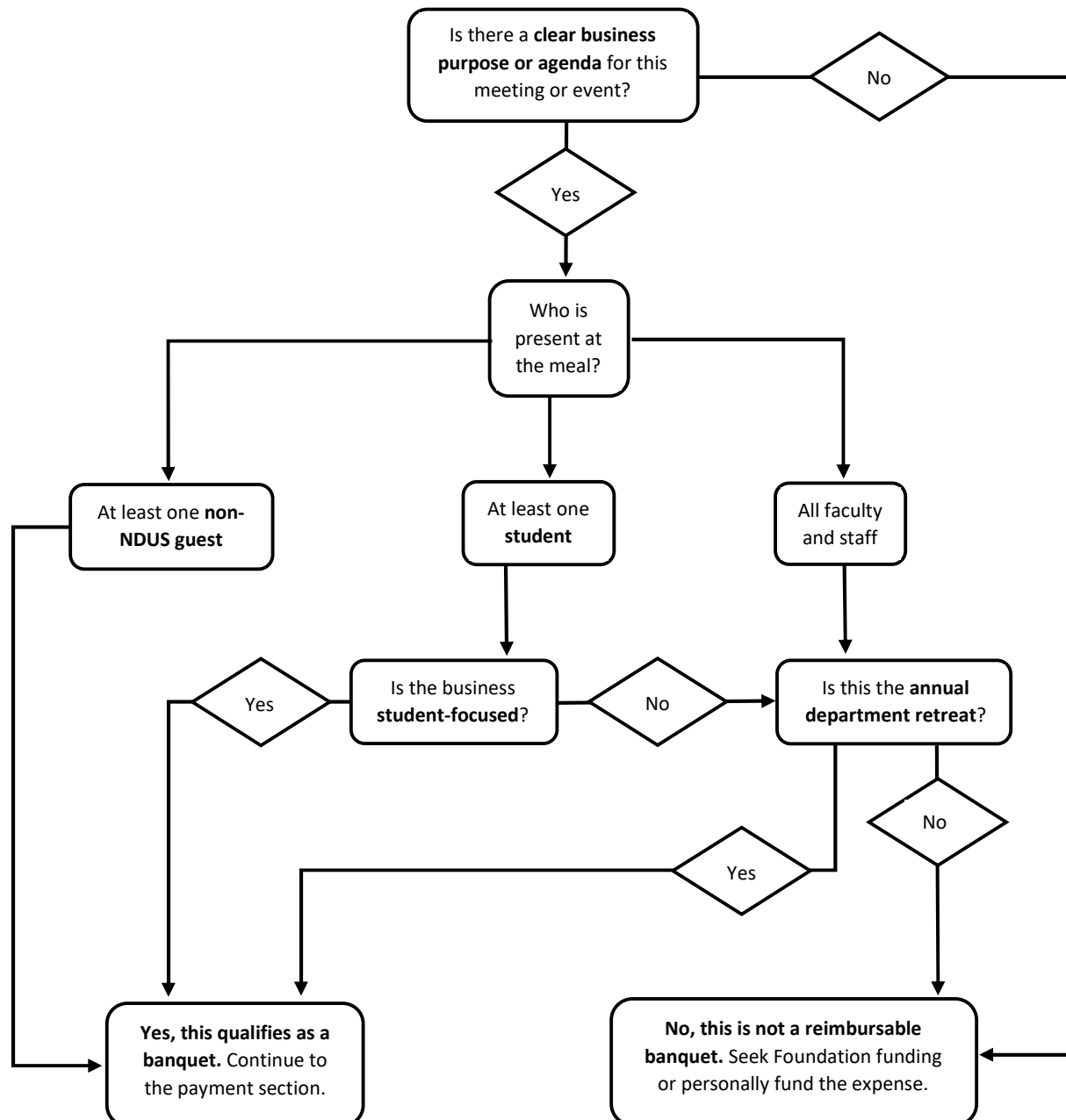
Banquet Meals: Things to Know Before You Host!

NDUS Procedure 806.1 provides the following **general guidelines** for group meals:

2. **Alcoholic beverages may not be purchased** unless the alcoholic beverages will be used for educational purposes.

3i: For group meals, calculations may be based on the U.S. General Services Administration (GSA) meal per diem rates shall be used to determine reasonableness of cost of meals when payment or reimbursement of actual cost is permitted and per diem reimbursement is not claimed. **A meal for which the cost does not exceed 125 percent of the GSA rate is considered reasonable.**

In addition, please review the criteria in this chart to ensure the meal is reimbursable:



Paying for Banquet Meals

Here are some tips to help ensure your banquet meal is fully reimbursable:

1. Cost-saving options

Plan ahead to keep your meal within the allowable guideline of **125% of the GSA rate** for the meal:

- For recruitment meals, ask the attending employees to watch their meal costs carefully.
- For conferences or other group meals, ensure your vendor is appropriately priced, or select a different vendor/venue.

2. Tip or Gratuity

NDSU will allow payment of up to 20% of the allowable meal total (including any applicable taxes) for the tip/gratuity. (The 125% cap still applies to the overall total of meal + taxes + tip.)

Be sure to watch for gratuities that are automatically added to the bill; they count toward the 20% limit.

3. Alcohol purchases

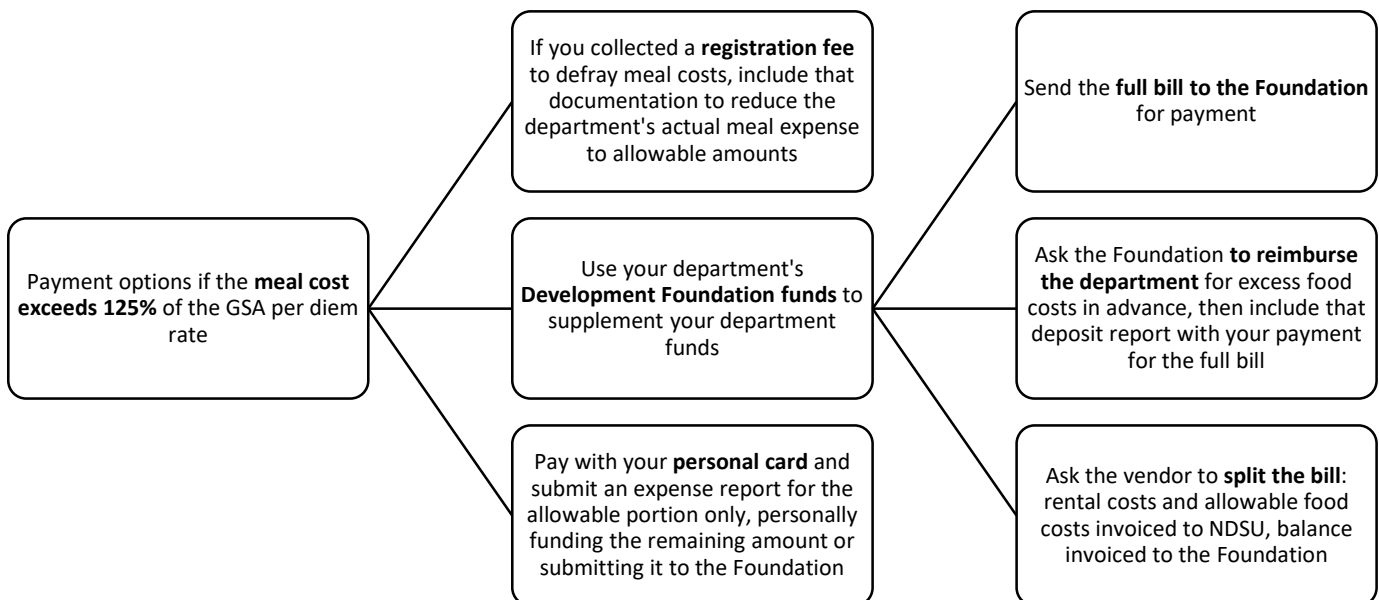
Any alcohol expense, including taxes and gratuity, must be personally funded or sent to the Development Foundation for reimbursement.

- Ask for a separate receipt for any alcohol.
- Please note that alcohol taxes are higher; this is a common error when attempting to divide a receipt manually.

If your banquet meets **all criteria**, you can pay for it via any of the methods listed here. Always be sure to attach itemized receipt or invoice and a banquet form with the business purpose listed:

- Use your **department p-card**. P-cards CAN be used for banquet meals meeting **all criteria listed on both pages!**
- Submit the invoice with an **Accounts Payable Voucher**. This works well for conference planning or vendors that allow house charges, but be sure to verify the meal cost in advance! (Direct billing from a ND supplier should not include any taxes; please work with the vendor to remove them.)
- Pay with a personal card and submit an **Expense Report** for reimbursement (best for recruitment meals.)

If your banquet meal is above the 125% maximum, please review this chart to determine an acceptable payment method:





North Dakota University System

PURCHASING CARD (P-CARD) CHANGE REQUEST

Cardholder name: _____ Email: _____

Department name: _____ Last 4 digits of credit card: _____

Permanent/Temporary **monthly** cycle limit requested:
(TEMP--Must indicate beginning and ending date) \$ _____ From: _____ To: _____

Permanent/Temporary **single** amount limit requested:
(TEMP--Must indicate beginning and ending date) \$ _____ From: _____ To: _____

Reason for change: _____

Revised default funding: _____
(fund/department/program/project number)

Request to Add MCC Group(s) _____

Request to Change MCC Group(s): From: _____ To: _____

DEPARTMENT RECONCILERS

These are the people responsible for reallocating p-card transactions & running statement of accounts.

Reconciler name: _____ Email: _____

Department name: _____ Department number: _____

Cancel card & reason for cancellation:

By signing, the authorized department signatory indicates the department is in agreement with this request.

Authorized Approver

Date

Authorized Approver

Date

I, _____, have either not received or have misplaced a receipt for a transaction that was made with the NDSU Purchasing Card totaling \$ _____. This document will be used in lieu of an invoice/receipt for this transaction.

I understand that the first time this form is used; it will serve as my initial warning. If it is needed a second time, my card may be suspended for 30 days. If there is a third occurrence, it may lead to permanent cancelation of the Purchasing Card as per the Purchasing Card Policies and Purchasing Card Manual.

Date of Purchase: _____

Vendor: _____

Amount: _____

Items Purchased:

(include description, quantity, unit price, and business purpose for each item.)

Reason for Missing Receipt:

List the attempts that have been made to request a duplicate receipt from the vendor:

(include names, dates, telephone numbers, and/or e-mail addresses used in requesting documentation from the vendor)

I certify that the amounts shown above (or attached if necessary) were purchased and received for North Dakota State University business. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant of contract.

Cardholder Signature Date

Cardholder Printed Name

Department Head Signature Date

Department Head Printed Name

Please print.

Route this form to :
Accounting Department
Old Main 11
Phone (701) 231-7432

The purchasing card program delegates the authority and capability of purchasing low dollar items directly to designated cardholders, allowing them to purchase goods and services faster and easier than before. The program authorizes the use of a purchasing card for individual transactions up to and including \$10,000.00. Requests for Approval for charges over \$10,000.00 need to be detailed below and approved by the Director of Purchasing prior to making the purchase.

Date: _____

Department Name: _____ Department Number: _____

Requestor's Name: _____ Requestor's Phone Number: _____

Suppliers who submitted bids (Company Name, Contact if possible, and telephone/fax number), if bids were not received, an Alternate Procurement Request form must be filled out, signed and attached.

Vendor	Contact	Phone/Fax	Bid #

Line Item Number	Quantity	Unit of Measure	Complete Description & Catalog # if available	Unit Cost	Total Cost

Account	Fund	Dept	Program	Project #	Encumbered Amount
Total Encumbered Amount:					

Copies of all bids must be retained in the Requesting Department's files. Please attach a signed copy of this form with the cardholders Purchasing Card Record along with the receipt.

Will the cardholders credit limit need to be increased for this purchase? Yes- *The increase be temporary.*
 No

If yes, you must complete the following information and have it signed:

Per Transaction Limit: _____ Monthly Limit: _____

Start Date: _____ End Date: _____

Requesting Department Date

Department Director/Supervisor Date

Director of Purchasing Date

Please print

Route this form to :
Purchasing Department
Old Main 17
Phone (701) 231-7462
Fax (701) 231-7050

- This form is to be used to request pre-approval from Accounting and Purchasing to purchase gift cards using the purchasing card. You must complete this form and receive approval prior to purchasing gift cards.
- The cardholder will be responsible for maintaining record of how the cards are handled and distributed. Gift cards should not be purchased more than ten (10) days prior to their expected distribution date.
- Completed forms may be scanned and emailed or sent through campus mail to Accounting for approval.

Cardholder Name: _____ **Dept Number:** _____ **Expected Delivery Date:** _____

Gift Card Delivery Method: (check all that apply)

- In-Person; **Required Documentation:** Signature from recipient acknowledging receipt
- Email; **Required Documentation:** Receipt with email address listed
- Mail; **Required Documentation:** Mailing address of recipient

Business Purpose:

- These gift cards will be provided as part an anonymous research study. (If box is checked, list of participant ID #s will be provided in lieu of individual names on the distribution list. List of individual names and information will be kept at the department level in the event of an audit)

Details:

Gift Card Description:	Quantity	Value	Subtotal
NDSU Bookstore, Amazon, Wal-mart, Visa, etc.	XX	\$XX.XX	\$XX.XX
Total Gift Cards to be Purchased			

Terms:

- I agree to provide all appropriate documentation related to the purchase and distribution of gift cards to the Accounting department.
- At a minimum this will include the receipt from the purchase, a list of individuals that received the gift cards along with the required documentation based on the delivery method (see above), and this form showing prior approval from Accounting.
- Documents should be provided to Accounting no later than the 28th of each month after distribution (ex. Purchase gift cards on the Jan 26th, distributed by Feb 6th, supporting documents are due by Feb 28th).
- I understand that failure to do this may result in revoking future use of the purchasing card. Based on expected delivery date, all documentation will be provided by the following date: _____
- In addition, I agree to let NDSU Payroll deduct any amounts still outstanding after the above date. Outstanding amounts include all gift cards not appropriately accounted for and/or used for an unallowable University expense.

Employee Responsible for Purchase: Printed Name

Employee Responsible for Purchase: Authorized Signature **Date**

Department Head Approval: Printed Name

Department Head Approval: Authorized Signature **Date**

Accounting Office Approval: Authorized Signature **Date**

North Dakota State University Procurement Card

Purchasing Card Manual Acknowledgement

Please read the manual and sign this form only after all questions and concerns have been satisfied. Then detach and forward the signed acknowledgement to:

Procurement Card Administrator

Old Main #11

Please email or call with any question or concerns, 701-231-7432

ndsu.accounting.pcard@ndsu.edu



As an NDSU Purchasing Card Holder or NDSU Department Administrator, I have read and understand all aspects of the NDSU Purchasing Card Manual.

Signature:	
Name:	
Department Admin. or Supervisor:	
Date:	