MSU Purchasing Card General Use Policy

Obtaining a Purchasing Card:

Purchasing (P-Card) cards are available to all employees and can be obtained in writing through the Business Office. Cardholders will need to fill out the Cardholder Application and forward to the Purchasing Card Administrator in the Business Office. After approval, a card will be issued in the employee’s name.

Policies & Procedures:

All cardholders are subject to Purchasing Card Policy and Purchasing Card Manual issued by the State of North Dakota’s OMB office as well as the purchasing procedures of the North Dakota University System, the State Board of Higher Education and Minot State.

Cardholder Responsibilities:

- Safeguarding the purchasing card issued in their name.
  Cards should not be lent to other employees and numbers should not be given out or posted for others to see. However, cardholders may make purchases on behalf of employees that do not have cards.
- Travel charged to the card should only be for the employee listed on the card. Any group travel with students will need to be charged on the employee’s card accompanying them on their trip. If an employee does not have a card, he/she should make arrangements with the Purchasing Agent in the Business Office to charge travel.
- Obtain original, detailed receipts for each purchase. Those receipts need to be reconciled to the monthly statement and a Purchasing Card Record will need to be completed and forwarded to the Business Office.
- Attach a copy of completed travel authorization form when card is used for out-of-state travel.
- Obtain supervisor’s signature on all Purchasing Card Records.
- Give proper notification to supervisor and the Business Office when card is lost or stolen.
- Return purchasing card when employment is terminated.
- Resolve disputes in a timely manner. If a charge is recognized as fraudulent, please notify the card administrator to assist with filing the fraud claim.
- Ensure that all transactions are allocated to the proper funding source through the PeopleSoft system. This duty can be done by either the cardholder or other designated departmental staff.

Supervisor’s Responsibilities:

- Review the information submitted by the cardholder. Ensure that all purchases are allowable, necessary and reasonable.
- Sign the Cardholder’s Purchasing Card Record.
Unallowable Purchases:

Minot State audits 100% of all transactions purchased with the purchasing cards to ensure that documentation is complete, procedures were followed and proper internal controls were exercised within each department.

All purchases are subject to the MSU Allowable/Unallowable Expenditures Policy available via the following link: [http://www.minotstateu.edu/busoffic/documents/faculty-staff/allowable_unallowable_expenditures.pdf](http://www.minotstateu.edu/busoffic/documents/faculty-staff/allowable_unallowable_expenditures.pdf) as well as:

- Alcoholic Beverages
- Ammunition/weapons
- Car Rentals & Gasoline/Fuel (unless given prior written approval from the Business Office)
- Cash Advances (ATM or other)
- Per Diem and incidentals (including movie rentals, safe charges, etc)
- Entertainment/hospitality
- Employee Meals
- Equipment Purchases exceeding $2500
- Flowers/Gifts
- Hazardous Materials
- Insurance
- Leases
- Legal Services
- Motor Vehicles
- Non-Business/personal Items
- Postage Stamps/Shipping – unless included with purchase of an item
- Printing
- Repairs-Labor
- Taxi Fares (except those incurred to and from the airport)
- Warranties/Protection Plans
  - This list is not all inclusive

Discrepancies & Violations:

Any discrepancies found on a purchasing card record will need to be corrected within seven days of initial notification. If discrepancies are not corrected, the card will be suspended until the error has been resolved.

Failure to comply with the policies and procedures of the purchasing card program will result in disciplinary action appropriate to the violation and may include termination and/or prosecution.

Contact Information:

Mindy Rudnick – 3411 – Card Administrator
Jonelle Watson – 3368 – Program Coordinator