

# Oklahoma State University

## Purchasing Card Guidelines



Oklahoma State University  
Office of Central Procurement  
1224 N. Boomer Road  
Stillwater, OK 74078

<https://adminfinance.okstate.edu/procurement/pcard.html>

January 2022

# OSU PURCHASING CARD PROGRAM GUIDELINES

## PREFACE

It is the intent of Oklahoma State University (OSU) to use a commercial purchasing card (Pcard) to facilitate the acquisition of lower dollar goods and services needed for conducting official University business. This manual is intended to provide guidance to ensure OSU complies with State statutes and University Policy and Procedures.

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## Pcard Program Contacts

### **Pcard Administrator: Carla James**

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Office of Central Procurement

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(405) 744-8408

[carla.james@okstate.edu](mailto:carla.james@okstate.edu)

The Pcard Administrator is responsible for management of the purchasing card program. This includes assisting departments in determining how to use the Pcard to fit its needs, planning and coordinating training, customer service, processing Pcard request forms, processing changes in cardholder information, assisting with disputed transactions, and transaction review.

### **Compliance Accountant: Becky Hergenreder**

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The Compliance Accountant is responsible for desktop and field audits, including planning and scheduling reviews of departmental internal controls and transaction details. Also included are addressing compliance issues with departments and making recommendations for improvements.

### **Bank of America**

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The Purchase Card contract was awarded to the Bank of America. For questions about your Pcard or to discuss denied purchases, call (888) 589-3473 option 4. Outside the US, call (509) 353-6656.

## How to Get a Pcard

Eligible employees must complete Pcard training and submit the required forms to the Office of Central Procurement.

### Eligible Employees

Cardholder must be an Oklahoma State University full-time, permanent employee (.75 FTE and above).

### Student Employees

Departmental Pcards will be issued to student employees under similar criteria as regular employees with the following provisions:

- Unit administrators will hold the student employee's Pcard in a secure location and will provide the card to the student when the unit desires the cardholder to procure authorized goods or services.
- After completing the purchase, the student will return the Pcard, along with the receipts, to the unit administrator for safekeeping.

### Required Forms

The required forms and instructions for applying for a Pcard are located at <https://adminfinance.okstate.edu/procurement/pcard.html>. Once completed, the forms must be submitted to the Office of Central Procurement for processing.

- 1) Application Form for Pcard or Works User Access
  - Must be signed by cardholder or user, approver, accountant, and appropriate administrator.
  - Department administration is to establish spending limits for each cardholder. (Refer to Card Spending Limits on page 9.)
- 2) Conflict of Interest Form
  - Documents any outside financial interest, which may affect purchasing decisions. (Refer to Prohibited and Restricted Goods and Services on page 18, item 12.)
  - Cardholders must fill out a new form by October 1 of each year or when an interest becomes reportable.
  - Attach the initial form to the application. Subsequent forms are to be kept on file by the department and made available for review by Pcard staff when requested.
- 3) Employee Agreement Form

## **Training**

### Initial Training

All cardholders and individuals in assigned roles must complete training before a card will be issued and access granted to Works.

### Refresher Training

All cardholders must complete refresher training every two years to retain their Pcard.

## **Issuance of Pcard**

The Pcard is issued by Oklahoma State University in coordination with the Bank of America. The Pcard will include the institution's name, FEI number, the cardholder's name, cardholder's department, and a unique individual 16-digit account number. All cards must be shipped to a University address.

## **Security**

### **Safeguard the Card**

The cardholder is responsible for safeguarding the assigned Pcard and account number at all times. To prevent unauthorized use and limit the potential for fraud, the cardholder should use the security measures outlined below:

- Keep the Pcard and account number in a secure location and safeguard it.
- Do not loan or share the Pcard or its number with others, including co-workers. Sharing may result in card revocation.
- Do not share your logon credentials for any Pcard-related program with any other individual. For sign-off alternatives, see Group Proxy Reconciler on page 13.
- Immediately, upon discovering a Pcard is stolen, the cardholder must notify Bank of America at (888) 449-2273. Outside the U.S., call (509) 353-6656. These phone numbers are available 24 hours per day. The bank will block the use of the card, and a replacement card will be issued. If fraudulent charges have appeared on the card, the cardholder will be asked to sign an affidavit confirming which transactions are fraudulent so a credit can be issued for those charges.

### **Student Pcard Custody**

Students, graduate and undergraduate, may not retain possession of the Pcard. Student cards must be kept by department administration, checked out by the cardholder for use, and returned, along with an appropriate receipt after the purchase is made.



## **Spending Controls**

Controls, including merchant category restrictions and credit limits, have been applied to all Pcard accounts.

### Merchant Activity Type Limits

A Merchant Category Code (MCC) is a four-digit number assigned by the credit card industry to every business that applies to accept credit cards. The code corresponds to the type of business or service the company offers. OSU prohibits the use of Pcards for certain types of goods and services; therefore, the Office of Central Procurement defines groups of unallowable MCC codes and restricts Pcard use at those merchants.

### Card Spending Limits

Department administration is to establish spending limits for each cardholder. Limits are to be specified on the Pcard Application and must be reasonable and in-line with the cardholder's duties and expected spend.

- Employees
  - Monthly Cycle Limit shall not exceed \$50,000. Departments will be required to provide justification for any monthly credit limit over \$10,000.
  - Single Transaction Limit shall not exceed \$5,000.
- Student Employees
  - Justification is required for a monthly credit limit over \$2,500 and a single transaction limit over \$500.

## **Limiting Exposure to Fraud**

### Leave of Absence / Card Suspension

If a cardholder will be away for an extended time (i.e. 30 days or greater), the department is to contact the Pcard Administrator. The card will be placed in suspension to protect against loss and fraudulent charges. Upon return, the department is to contact the Pcard Administrator, and the card will be restored to previous limits.

### Card Spending Limit Recertification

Card limits should be consistent with the spending need of the cardholder. Having excessive available credit increases the amount of potential loss should the card be compromised.

- Cardholder limits may be reviewed annually to determine whether actual usage is consistent with assigned spending limits.
- If usage is consistent with the spending limits, there will be no change to the card limits.
- If usage is not consistent with the spending limits, the Pcard Administrator will recommend an adjustment to the card limits or recommend an inactive card be cancelled.

## Using the Pcard

### Decision to Use Pcard / OK Corral

- All purchasing, regardless of dollar volume, should start with a search of OK Corral. The Corral contains competitively bid contracts that exist to promote efficiency in business transactions and provide cost savings for all departments. This is a best practice and board policy 2.07 (8(C)(ii)) “*When established purchasing contracts exist, purchases should be made from such contracts.*”
- Review the lists of prohibited and restricted purchases to ensure the purchase is allowable.
- Be sure the total amount will not exceed the single transaction or cycle limits.

### Methods of Purchasing with a Pcard

As with any credit card, the Pcard may be used to purchase over the counter, by mail, phone, fax, and through the Internet.

- Verify no sales tax is included for purchases made in Oklahoma. OSU is not exempt from tax in other states.
- Some out-of-state, online vendors collect Oklahoma tax. Work with the merchant to make a tax-exempt purchase; otherwise, the Pcard must not be used for the transaction.
- Use a reputable merchant and ensure Internet purchases are made from a secure site.
- Obtain a complete, itemized receipt and any supporting materials. If purchasing through the Internet, it may be necessary to take screenshots of the order or confirmation.

### Delivery Address

- Items purchased with the Pcard should always be delivered to a University address.
- Any exception must be approved in advance. A [Request for Exception – Goods/Items to be Shipped to a Non-University Address Form](https://adminfinance.okstate.edu/avpaf/exceptions-forms-guidelines.html) must be completed and approved by the Associate Vice President. Approved exception form must be kept with the corresponding receipt.  
<https://adminfinance.okstate.edu/avpaf/exceptions-forms-guidelines.html>

### Card Denied

- Cardholder should contact Bank of America at the phone number on the Pcard. The bank can provide the reason it was denied. The bank may request the address or phone number listed on the Pcard application or the verification ID, which is 9 followed by the cardholder’s CWID.
- Cardholder can also check the Authorization Log in the Works system to determine the reason the transaction was denied.

## **Returns, Damaged Goods, and Credits**

- Work with the merchant to resolve the problem.
- If the merchant is responsible for the problem, you should not pay a restocking fee. If the merchant is not responsible, you may have to pay the restocking fee. A Pcard may be used to pay this fee provided it does not violate policies.
- Request a credit receipt for returned items if possible.
- Be sure the credit is posted to your card.

## **Resolving Disputes with Vendors**

- University Accounting will make timely payment to Bank of America for all credit card purchases without regard to individual discrepancies in transaction billings.
- In the event of an erroneous charge, the cardholder must contact the merchant and attempt to resolve the problem. The communication should be documented in writing and include the date, persons involved, a brief description of the problem, and the outcome.
- If the cardholder is unable to resolve the dispute with the merchant, a dispute may be filed by contacting the Bank of America.

## **Card Maintenance and Management**

### **Canceling a Pcard**

- Pcards are the property of OSU.
- Upon termination, transfer, or retirement, the card must be surrendered to the cardholder's departmental administration. The department must destroy the card.
- The card must be surrendered upon the request of the cardholder's supervisor, departmental administration, the Pcard Administrator, or the Office of Central Procurement.
- Cardholder's accountant is to complete a Deletion Form and forward it to the Pcard Administrator.

### **Card Expiration/Renewal**

Prior to a Pcard's expiration date, the bank will issue a replacement card and send it directly to the cardholder at an OSU address.

### **Defective Pcards**

Pcards may be replaced when defective or mutilated. Contact the Pcard Administrator for assistance. The damaged card is to be destroyed by the department.

## Works

Works is the internet-based platform supplied by the Bank of America. Pcard transactions feed into Works, which enables users to approve, reconcile and oversee spend. The University has developed a hierarchy of groups and roles in the system. Each group in the hierarchy must have an owner, one or more cardholders, approvers and accountants. The setup allows Works to route purchases through a predefined workflow. In general, once a purchase is made and posts to Works, the transaction routes to the cardholder, the approver and then the accountant for review and sign off. For instructions and other reference material, go to:

<https://adminfinance.okstate.edu/procurement/pcard.html>

### **Works Role Eligibility and Responsibility**

#### Cardholder

- Cardholder is an authorized purchasing agent for the University.
- Being issued a Pcard does not imply prior approval of all purchases. The cardholder must follow applicable University policies and procedures, departmental procedures, and any departmental pre-approvals.
- Must be full-time, permanent University employee or student employee designated by the Vice President, Dean, or Department Head to execute purchases. Cardholder may also be a President or Treasurer of a student organization.
- Accept responsibility for ensuring unallowable, prohibited, or restricted items are not purchased.
- Ensure appropriate documentation, including the original receipt is received and maintained for each purchase.
- Must not purchase from friends or family, from a company owned by any University employee, or from companies where the cardholder has a financial interest.
- Must not accept gifts or gratuities from any merchant when offered, or appears to be offered, to influence the cardholder's decision regarding a purchase.
- Must protect the Pcard and its number. The cardholder is the only person authorized to make purchases with the card or its 16-digit number.
- Contact the bank and email the Pcard Administrator if card is compromised or stolen.
- Department is responsible for processing a Change Form if there are changes to card information, including but not limited to name, credit limit, default chart/fund, etc.
- Transaction Processing in Works
  - Review and sign off 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 chart/fund and account numbers if required.
  - At the end of each billing cycle, reconcile receipts and supporting documentation with transactions in Works and forward the materials to the accountant.

### Approver

- Full-time, permanent University employee designated by the Vice President, Dean, or Department Head.
- Should have knowledge of what an appropriate, reasonable, necessary, and legitimate transaction for the cardholder and department should be.
- Should review cardholder transactions and question any purchase for which the business purpose is unclear and notify administration of any purchase appearing to be questionable.
- Report violations to the cardholder, department administration, and the Pcard Administrator. Discussions should be documented, and materials attached to the receipt. Failure to do so may result in disciplinary action up to and including termination of employment.
- Update chart/fund and account in Works, if needed.
- Sign off on the cardholder's transactions in Works. Approver may not sign off on his/her own transactions. Each transaction must be signed off by three different individuals.

### Accountant

- Full-time, permanent University employee designated by the Vice President, Dean, or Department Head.
- Reviews transactions for compliance with policy and procedures.
- Questions any purchase for which the business purpose is unclear and notifies administration of any purchase appearing to be questionable.
- Confirms the description in Works matches the Level 3 detail (if provided).
- Reports violations to the cardholder, department administration, and the Pcard Administrator.
- Reconciles transactions in Works to the corresponding receipts and supporting documentation and ensures the chart/fund and account are correct.
- Sign off on the cardholder's transactions in Works. Accountant may not sign off on his/her own transactions. Each transaction must be signed off by three different individuals.

### Group Owner

- Usually the Department Head, Director, Dean, or other staff member who has administrative responsibility for the cardholder's department.

### Group Proxy Reconciler (Optional)

- Full-time, permanent University employee designated by the department.
- Can sign off for any cardholder in his/her group, so the transaction will move up the chain, and the approval process will not be delayed.
- Should only be used when the cardholder is away from the office and is unable to sign off on transactions in a timely manner. Signing off as a group proxy reconciler may only be done occasionally and not long-term.

## Reconciliation

### Receipt Requirements

The cardholder is responsible for obtaining original receipts, packing slips, and other required documentation from the merchant to support each purchase. Receipts should include:

- Date
- Merchant Name
- Itemized list of purchases
- Itemized pricing
- Total, including shipping and handling

Original packing lists and any other shipping documentation should be maintained with the official receipt.

### Lost Receipts

If a receipt has been lost, the cardholder must contact the merchant and request a duplicate receipt. If a purchase was made online, the cardholder may be able to obtain a receipt from an order history or order status tab on the merchant's website. If the merchant cannot provide a duplicate receipt, the cardholder can contact the bank's Dispute Department at (800) 410-6465 to request a duplicate receipt. (Note – Federal regulations prevent Bank of America from ordering receipts under \$25 that did not require a signature.) Repeated loss of receipts may be grounds for disciplinary action or cancellation of the Pcard.

### Billing Cycle

Billing cycle dates usually run from the 21st of the month to the 20th of the following month. If the 20th falls on a weekend or a holiday, the billing cycle ends on the previous business day. Transactions made near the end of the billing cycle may not post until the next billing cycle.

### Reconciliation Process

The bank receives transactions daily and routes them electronically through the Works system to the cardholder, approver, and accountant. Cardholder must reconcile receipts and other required documentation and submit it to the accountant. Reconciliation is required at billing cycle end, but departments may require documents be submitted more frequently. Transactions must be reviewed by all parties in a timely manner.

### Chart/Fund and Account Changes

All chart/fund and account changes must be completed in Works no later than five calendar days after the end of a billing cycle.

## Record Retention

### Location of Original Records

Original Pcard records shall be maintained in a central location within the department (i.e. the departmental accounting office) and be made available for review by Pcard staff at any time. Supporting records shall include, but are not limited to, receipts, invoices, packing slips, dispute documents, or any pertinent materials in paper or electronic form.

### Length of Retention

All records shall be maintained as prescribed in OSU Policy and Procedures statement #3-0190 (Records and Documents Retention, Security, and Control). Pcard records must be retained in the department for seven years then may be destroyed provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, records may be destroyed two years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

### Destroying Original Records and Electronic Imaging

Before destroying any records, a written request must be submitted to the Archivist in the Edmon Low Library or through the University's Record Retention Officer. No original records may be destroyed until approval is granted. Destruction of paper copies and electronic storage of documents must be in compliance with University policies and guidelines.

The State Archives and Records Commission, in the General Records Disposition Schedule for State Universities and Colleges states in Schedule 5-116 that the disposition guideline State Pcard records is *"Retain in office for seven years, then destroy after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided no legal actions are pending. If legal action is pending, destroy two years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements."*

If your department is imaging records, Schedule 5-116 has been approved for continuous records destruction. If you wish to include your Pcard records as a part of your continuous records destruction process, you should contact the Assistant Director in Asset Management to make that request. Your department will be required to report annually, the inclusive dates of records being imaged and destroyed for the fiscal year that is ending, and the location of the imaged records. Images should always be saved in Web AppXtender or to a common departmental drive that is backed up nightly to the University's mainframe. At NO time should imaged documents be saved on a personal computer hard drive. The State must be able to access imaged records in an environment which is being saved and backed up routinely. Should you have any questions, contact Budget and Asset Management, Assistant Director of Asset Management.

## Cardholder and Departmental Compliance

### **Compliance Reviews**

The Office of Central Procurement conducts ongoing desktop reviews of transactions appearing on the Works system. Cardholders and/or departments may be contacted for copies of receipts, supporting documentation, explanation of purchases, and/or reimbursement to the University for prohibited purchases.

The Office of Central Procurement may conduct on-site compliance reviews of departmental Pcard purchases as necessary in order to determine compliance with OSU policies and procedures and Pcard guidelines, all required documentation is present, and purchases are appropriate.

### **Pcard Violations**

Misuse of the Pcard in any manner by a cardholder may result in revocation of the privilege to use the Pcard, disciplinary action, termination of employment, and/or the pursuit of any legal action available to the University.



## Prohibited and Restricted Goods and Services

Certain types of purchases are prohibited by the State of Oklahoma. Certain purchases may be allowable if processed on a requisition but may not be made with a Pcard. If goods or services are not initially allowed on the Pcard, they must not be purchased with the Pcard, even if they will be reimbursed at a later date.

Ref.	Subject	Information
1	<b>Alcohol</b>	Prohibited.
2	<b>Apple Products (Stillwater Campus Only)</b>	If available, Apple products should be purchased through the University Store. See #7 below for Data Plans.
3	<b>Back Orders</b>	No charges should be incurred for back orders. Charges may only be posted for items received by the University or shipped from the merchant's dock. ( <i>Reference: Oklahoma State Statutes 74 O.S. § 85.44B.</i> )
4	<b>Cash, Cash Advances, Automated Teller Machine (ATM) Transactions</b>	Prohibited.
5	<b>Clothing and/or Uniforms for Employees</b>	Before purchasing employee clothing, a <i>Clothing and/or Uniforms to be Provided to Employees – Request for Determination of Taxability Form</i> must be completed by the department. The form can be found at <a href="https://adminfinance.okstate.edu/avpaf/exceptions-forms-guidelines.html">https://adminfinance.okstate.edu/avpaf/exceptions-forms-guidelines.html</a> . Only clothing and/or uniforms determined to be non-taxable as a fringe benefit may be purchased by Pcard. The form must be kept with the receipt.
6	<b>Convenience Fees aka Credit Card Fees, Up-Charges, etc.</b>	Not allowed on Pcard except where there are specific contractual arrangements with OSU to do so.
7	<b>Data Plans</b>	Allowed for University-owned devices. The Telecom Department may be able to assist with better rates and services. For inquiries, send an email to <a href="mailto:helpdesk@okstate.edu">helpdesk@okstate.edu</a> .
8	<b>Decorations</b>	Not allowed on the Pcard.
9	<b>Deposits and Prepayments</b>	Prohibited. Violates State statutes. See separate sections for subscriptions, registration fees and lodging deposits. ( <i>Reference: Oklahoma State Statutes 74 O.S. § 85.44B.</i> )
10	<b>Donations</b>	Prohibited.

11	<b>Employee Service and/or Incentive Awards</b>	Not allowed on Pcard. Must be processed on a requisition. This includes, but is not limited to, plaques, trophies, framing, certificates, etc.
12	<b>Employees or Immediate Family, Purchases from</b>	Prohibited on the Pcard. Cardholders may not purchase from themselves or a member of their immediate family or realize personal gain on a transaction. Any purchase from any company owned by any University employee must be bid.
13	<b>Equipment / Fixed Asset ≥\$5,000</b>	In order to properly record equipment acquired through Pcard usage, departments are required to provide copies of any invoices involving equipment acquisitions that meet the capitalization requirement of \$5,000 or greater to Budget and Asset Management within 24 hours of purchase.
14	<b>Food and Food-Related Items</b>	<p>Food purchases not in compliance with the following food guidelines, must have a letter of approval from the Vice President or Dean in place prior to making the purchase. The letter must be attached to the corresponding receipt. Tips are limited to 20%.</p> <p>Food and food-related items may only be purchased:</p> <ol style="list-style-type: none"> <li>1. For food service or food sales areas (i.e. University Dining Services, Ranchers Club, etc), <b>or</b></li> <li>2. When specifically included in a Ledger 5 grant or contract budget and approved by a sponsoring agency, <b>or</b></li> <li>3. When required for an instructional and/or research purpose, <b>or</b></li> <li>4. When participants pay a fee and the documentation specifically indicates the fee will cover the food/meal, <b>or</b></li> <li>5. When all conditions of the Office of Management and Enterprise Service’s Policy on the Payment for the Purchase of Refreshments are met. <ol style="list-style-type: none"> <li>a. <i>MEETING REFRESHMENTS – OMES Policy: Light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drink, etc.) used as refreshments and <b>required</b> in connection with meetings or similar type activities <b>held/conducted for and in the interest of the general public</b>. May also include related service items (e.g., disposable plates/flatware, stirrers, sweeteners, etc.).</i></li> <li>b. <i>NOTE: Meetings as used in this definition do not include those activities and functions related to or associated with the day-to-day internal operations of an agency (e.g., staff meetings, staff retreats, employee training sessions/seminars, etc.). Inappropriate purchases of coffee and other refreshments outside of the “Refreshment Policy” listed above could be considered purchase of gifts under prohibited acts.</i></li> </ol> </li> </ol> <p><b><u>Written justification, stating how the food falls within the food guidelines shown above, is required for each food purchase.</u></b></p>

	<b>Food (Cont'd)</b>	<b><u>Justification and any necessary supporting documentation must be attached to the corresponding receipt. Remember, you may be asked by an auditor and/or reporter how and why you justified the purchase.</u></b>
15	<b>Food and mileage while in travel status</b>	Request reimbursement on a travel claim.
16	<b>Gasoline / Fuel</b>	<ul style="list-style-type: none"> <li>• <u>Personal vehicles</u> – Prohibited. Request reimbursement on a travel claim.</li> <li>• <u>University vehicles</u> – Prohibited. Use the gasoline credit card provided in the automobile.</li> <li>• <u>Equipment</u> such as lab and lawn equipment – Fuel is not prohibited on Pcard; however, Transportation Services can assign a fuel card to any department-owned equipment or gas can.</li> <li>• <u>Rental Car</u> – May be allowed. See page 25.</li> <li>• <u>Gas Cans</u> – Fuel is not prohibited on Pcard; however, Transportation Services can assign a fuel card to any department-owned equipment or gas can.</li> </ul>
17	<b>Gifts in Any Form</b>	Prohibited. Violation of State statutes. ( <i>Reference: Const. Art 10, Sec. 14 &amp; 15 and A.G. Opinion 79-078, 79-263, and 82-071.</i> )
18	<b>Grants and Contracts, Purchases on</b>	Purchases made by Pcard on a grant or contract account must comply with the terms and conditions of the award, award budget, and all OSU policies and procedures. Purchases must be made within the appropriate time frame of the award. If a sponsored account supports any purchase that is otherwise restricted (i.e. food), upon request, the cardholder must provide a copy of the approved grant or contract, the approved budget, and the page describing the otherwise unallowable purchase. As a part of the documentation maintained for food purchases for meetings, luncheons, etc. allowable under the grant or contract, the cardholder should maintain the receipt for the purchases, dates of the meeting, and a list of attendees. The agency award requirements will dictate record retention requirements. Any Pcard purchase determined by audit, or otherwise, to be unallowable on a grant or contract, will be transferred to the employee's departmental chart/fund.
19	<b>Human Subjects, Payments to</b>	Pcard may be used to purchase gift cards as a form of payment made to human subjects; however, there are strict guidelines and preapproval is required by the OSU Controller. ( <i>Reference: <u>Additional Gift Card Guidelines.</u></i> ) In addition, before each purchase is made, the cardholder is responsible for ensuring Pcard Administration is provided a copy of the OSU Controller's approval.
20	<b>In-State Sales Tax</b>	Prohibited.

21	<b>Insurance</b>	Prohibited. Insurance must be processed on a requisition through Risk and Property Management.
22	<b>Items that do not Serve a Business Purpose</b>	Prohibited. Includes, but is not limited to, flowers, candy, meals, greeting cards, health care items, etc.
23	<b>Late Fees</b>	Not allowed on Pcard. Invoices including late fees must be paid on a requisition.
24	<b>Memberships</b>	<ul style="list-style-type: none"> <li>• <u>Personal/Individual Memberships</u> – Prohibited. Violates State statutes. May be allowable if documented as transferable to another University employee. (<i>Reference: A.G. Opinion 63-247, 79-038, 80-059 and 80-261.</i>)</li> <li>• <u>Institutional Memberships</u> – Permitted but must specifically indicate it is institutional, and the complete name of the organization must be identified. (<i>Reference: A.G. Opinion 63-247, 79-038, 80-059 and 80-261.</i>)</li> <li>• Amazon Prime memberships are prohibited.</li> <li>• Sam’s Club memberships are prohibited.</li> </ul>
25	<b>Moving Expenses, Personal / Individual</b>	Prohibited on Pcard. May have taxability issues and must be processed on a requisition.
26	<b>Personal Purchases</b>	Prohibited on Pcard. Must not be used, under any circumstances, to purchase items for personal use.
27	<b>Postage Stamps</b>	Prohibited on Pcard. Check with your campus’s central mailing department and pay by CVI. ( <i>Reference: Oklahoma State Statutes 74 O.S. § 90.1</i> ). See below for shipping.
28	<b>Rebates, Rewards, Cash Back, Gifts with Purchase</b>	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. If the incentive received does not serve a University purpose, the department should not take advantage of the incentive. Examples include, but are not limited to, rebates, gift cards, two-for-one purchases, coupons, game codes, spend rewards, and expendable or non-expendable supplies.

29	<b>Registration Fees</b> for conferences, meetings, seminars, and similar events	<p>The Pcard may be used to pay registration at the time of an event or after it has taken place. Event registration may be prepaid if one of the following options is satisfied and documented:</p> <ul style="list-style-type: none"> <li>• <u>Option 1</u> <ol style="list-style-type: none"> <li>1. A discount for early registration must be received, <u>and</u></li> <li>2. If the registered participant cannot attend, someone else may attend in his/her place, <u>and</u></li> <li>3. If the conference is cancelled, OSU will receive a 100% refund.</li> </ol> </li> <li>• <u>Option 2</u> <ol style="list-style-type: none"> <li>1. Prepayment is required in order to attend the conference <u>and</u></li> <li>2. A purchase order is not accepted.</li> </ol> </li> </ul>
30	<b>Regular Monthly Payments Greater Than \$5,000 per Fiscal Year</b>	Maintenance, lease/rental, and service agreements for office or scientific equipment totaling more than \$5,000 per year are prohibited on Pcard and should be processed on a requisition and a PO issued.
31	<b>Resale, Items purchased for</b>	Only authorized areas holding a sales tax permit may purchase items for resale.
32	<b>Salary / Wages and/or Benefits</b>	Prohibited on Pcard.
33	<b>Shipping</b>	Although not prohibited on the Pcard, cardholders should first inquire with their campus's central mailing department and pay by CVI. The department may offer reduced price options.
34	<b>Split Purchases</b> (purchase greater than \$5,000)	<p>Prohibited. Split purchasing means dividing or failing to consolidate a known quantity of goods or services for the purpose of evading the Pcard single transaction limit of \$5,000. Examples include, but are not limited to, splitting between two or more:</p> <ul style="list-style-type: none"> <li>•swipes of the card,</li> <li>•cardholders,</li> <li>•projects,</li> <li>•Pcard cycles or months,</li> <li>•vendors, or</li> <li>•chart/funds.</li> </ul>
35	<b>Sponsorships</b>	Only allowed if we receive something in return and must be documented. Donations are prohibited.
36	<b>Subscriptions</b>	May only be paid one year at a time. Multi-year subscriptions are not allowed.
37	<b>Tips</b>	Tips are limited to 20%.

38	<b>Trade-in's, Purchases involving</b>	Purchases involving the trade-in of a University asset are prohibited on the Pcard. Process on a requisition.
39	<b>Travel Expenses</b>	See the section titled 'Payment of Travel Expenses with a Pcard' on pages 23-26.
40	<b>University Departments or University Businesses</b>	Prohibited on Pcard. The campus vendor invoice (CVI) system is to be used. Examples include, but are not limited to, University Dining, University Mailing, the OSU Ticket Office, etc.
41	<b>Weapons and/or Ammunition</b>	Prohibited. Must be purchased on a requisition.

**Other Purchases not Permitted under OSU Policies and Procedures, Purchasing Policies, and State Statutes are prohibited.**

## Payment of Travel Expenses with a Pcard

All Pcard guidelines, OSU Travel Policies and Procedures, and the State Travel Reimbursement Act apply to the payment of travel expenses using a Pcard. (See also Travel Policy 3-0201, Travel 10.01.) The following guidelines specifically pertain to Pcard travel purchases:

### **Airfare and Baggage Fees**

- An Out-of-State or Out-of-Country Travel Request must be completed and approved prior to purchase.
- Pcard may be used to purchase airfare through Anthony Travel. If not purchased from Anthony Travel, a printed quote for the lowest fare from Anthony Travel must be obtained. Quote must be attached to the travel claim to verify the airfare purchased was a lower price than could be obtained through Anthony Travel.
- Baggage fees may be charged at the time of the airfare purchase or at the airport.
- Per travel rules, no overweight, extra baggage, etc. is permissible.

#### Required documentation includes:

- Out-of-State/Country Travel Request.
- Receipt with the vendor's name, date, total cost of ticket, class accommodation, and name of traveler.
- Airfare quote, if required.
- Any other supporting documentation.
- Documentation may be printed and maintained with Pcard records or attached to the travel claim in the AIRS system.
- Cardholder should include the trip number in the description or comments field in Works.

## **Lodging**

### Approval

An Out-of-State or Out-of-Country Travel Request must be completed and approved prior to purchase.

### Prepayment

- When a deposit or prepayment is required, the lodging stay may be posted to the Pcard in advance, **provided the lodging is refundable upon cancelation.**
- **Documentation of the lodging establishment's cancelation policy shall be attached to the lodging receipt.**
- Traveler will be held responsible for neglecting to properly cancel the lodging in time to receive the refund unless justifiable cause is documented and approved by the department's Vice President or Dean. Resultant Pcard charges must be reimbursed to the University.

### Room Rate

The room rate must be supported by either:

- Sponsor's announcement, agenda, brochure, registration form, and/or notice to verify designated lodging site and single occupancy room rate **OR**
- Printed documentation of the Federal lodging (GSA) rates for city and/or county.

### Other Taxes and Fees

- No taxes should be paid on in-state lodging. Includes, but is not limited to sales tax, hotel occupancy tax, entertainment tax, city tax, etc.
- Tribal tax or tribal fee is allowed.
- Tourism Improvement Fees (TID fees) are allowed.

### Required documentation includes:

- Out-of-State Travel Request, if required.
- Itemized receipt.
- Documentation supporting the room rate, i.e., conference brochure or GSA rate.
- Hotel's cancelation policy, if a deposit or prepayment was required.
- Documentation may be printed and maintained with Pcard records or attached to the travel claim in the AIRS system.
- Cardholder should include the trip number in the description or comments field in Works.



## **Ground Transportation**

All other travel expenses including parking, out-of-state ground transportation, etc. must have an itemized receipt, and the Out-of-State or Out-of-Country Travel Request must be completed and approved prior to purchase

### Tips

Must not be greater than 20%.

### 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. See below for examples of personal use.
- Deposits and prepayments are not allowed on the Pcard.
- The corresponding trip number (T#) must be noted in Works.
- Receipt must be uploaded to AIRs.

### 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. See below for additional information on personal travel.
- Justification for the car rental is required for every purchase. See below for additional information on justification requirements.
- If driving out of state instead of flying, need airfare quote demonstrating the car rental is less expensive than airfare.
- Rental car fuel is only allowed on the Pcard if it's used for an allowable car rental. In other words, if the car rental is prohibited on the Pcard, the fuel for that car must not be purchased with the Pcard.
- The corresponding trip number (T#) must be noted in Works.

### Car Rental Documentation (*must be uploaded to AIRs*)

- 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.

### Personal Travel

When determining business miles versus personal miles, only miles between the airport, hotel, and conference location can be used. Business luncheons or dinners could be considered business miles but must be documented in a comment on the receipt. Other miles could be considered business depending on the nature and purpose of the trip, but these should also be documented.

Some Examples of Personal Miles:

- Driving to lunch
- Meeting family or friends
- Sightseeing or shopping
- Vacation
- Personal evening activities or entertainment

### Justification for Car Rental

A comment must be provided explaining the business or emergency need for a rental car anytime it is used while on official University business. If the business reason is not sufficient, the traveler or cardholder may be required to reimburse the University for the purchase.

Some common acceptable reasons for allowing rental car would be:

- The closest airport to the business destination is in another city
- Multiple destinations/cities
- Remote destinations
- Group travel
- Need to haul equipment or business materials
- Inclement weather or flight delays
- Cost savings versus taxi, shuttle, or Uber

### **Other Travel Expenses**

Per diem (meals/food) and mileage are not permitted on the Pcard. Allowable travel expenses not permitted on the Pcard may be submitted on a travel claim.

## Student Organizations

Student organizations may participate in the University's Pcard program. In addition to the information shown below, all Pcard Guidelines on pages 1 - 16 must be followed.

### How to Get a Pcard

For specific instructions, see the document 'Applying for a Pcard,' which is located at <https://adminfinance.okstate.edu/procurement/pcard.html>.

- Advisor of the student organization must request the issuance of Pcards for the organization.
- Advisor must complete Pcard training.
- Pcard Application must be approved by the Director of Campus Life.
  - Only the advisor, president, and/or treasurer are eligible for a Pcard.
  - For students, justification will be required for a credit limit over \$2,500 and a single transaction limit over \$500.
  - All purchases are taxable.

### Card Security

The only person authorized to use a Pcard or its number is the person whose name is printed on the front.

### Custody of Card

Students may not retain possession of the Pcard. Student Pcards must be kept by the advisor or department administration, checked out by the cardholder for use, and returned, along with an appropriate receipt, after the purchase is made.

### Custody of Pcard Records

Pcard records, including but not limited to receipts, should be maintained on campus by the advisor or department administration.

## Canceling Pcards

When a president or treasurer leaves their position, the advisor is responsible for submitting a Pcard Deletion Form to Pcard Administration. The advisor's card may remain active until the advisor is no longer associated with the student organization.

## Pcard Violations

Cardholders and/or advisors may be contacted for copies of receipts, supporting documentation, explanation of purchases, and/or reimbursement to the organization for prohibited purchases. Misuse of the Pcard in any manner by a cardholder may result in revocation of the privilege to use the Pcard, disciplinary action, termination of employment, and/or the pursuit of any legal action available to the University.

## Student Organizations - Prohibited and Restricted Goods and Services

Certain types of purchases are prohibited by the University, Campus Life, or the student organization.

Subject	Information
Alcohol and Tobacco	Prohibited.
Convenience Fees aka Credit Card Fees, Up-Charges, etc.	Although not prohibited, student organization cardholders should always plan ahead to avoid added fees.
Food	Allowed but should be approved by the advisor, treasurer and president.
Gift Cards	<p>Allowed but should be approved by the advisor, treasurer, and president.</p> <ul style="list-style-type: none"><li>• Approval for the purchase should be made prior to the actual purchase of the cards and should include the sponsor and officers of the organization.</li><li>• There is a limit of \$250 for the total amount purchased at one time and a single card limit of \$25 per card.</li><li>• Documentation must be maintained for the receiver of the gift card to include the name, address, CWID, and the amount of the gift card. This information should be attached to the disbursement voucher requesting payment or Pcard receipt.</li><li>• As the cards are issued, the signature of the recipient should be obtained, and the complete log of signatures attached to the purchase documentation.</li></ul> <p><i>(Reference: <a href="#">Additional Gift Card Guidelines</a>)</i></p>

<b>Gifts</b>	Allowed but should be approved by the advisor, treasurer and president.
<b>Memberships</b>	Allowed but should be approved by the advisor, treasurer and president. <b>Amazon Prime memberships are not allowed on the Pcard.</b>
<b>Personal Expenses</b>	Prohibited.
<b>Student Travel</b>	Allowed but should be approved by the advisor, treasurer and president.
<b>Supplies</b>	Allowed but should be approved by the advisor, treasurer and president.
<b>University Departments or University Businesses</b>	Prohibited on Pcard. The campus vendor invoice (CVI) system is to be used. Includes the Student Union, University Dining, Ranchers Club, University Mailing, etc.
<b>Weapons and/or Ammunition</b>	Prohibited.