



STATE OF MISSOURI

**Annual Purchasing Card
Training & Certification**

ANNUAL TRAINING CERTIFICATION

- ⦿ Per the State of Missouri Purchasing Card Policy & Procedures Manual, training is required for all new cardholders.
- ⦿ Training and recertification will also be required on an annual basis for all cardholders and all P-Card supervisors.
- ⦿ Upon completion of Annual Training, a test must be passed in order to receive recertification.

WHAT IS A PURCHASING CARD?

- ⦿ A Purchasing Card (P-Card) is a VISA credit card that may be used to purchase goods or services.
- ⦿ The issuance of a P-Card to an employee does NOT appear on their individual credit report.
- ⦿ The P-Card is for business-use ONLY. Personal items are not allowed to be purchased on the P-Card.

P-CARD PROGRAM FACTS

⦿ Program Intentions

Establish a more efficient, cost effective method of purchasing and paying for goods and services within established limits

Reduce the number of purchase orders and checks issued

Streamline process for purchasing most small and limited large dollar transactions

P-CARD PROGRAM FACTS (CONT.)

- ⦿ The program is NOT intended to:
 - Avoid/bypass State Procurement or payment policies and procedures
 - Be used for interagency payments
 - Be used for entertainment purposes
 - Replace the Individual VISA Business Travel Card
 - For personal use
 - To pay in-hand invoices

PROGRAM ADMINISTRATION

- ◉ The program is administered by OA Division of Accounting:

Statewide P-Card Administrator:

Amanda Locke

Statewide P-Card Administrator Assistant:

Shawn McCauley

Statewide P-Card Coordinator:

Sriparna Tarafdar

- ◉ The program is contracted with UMB Bank:

UMB Administrators:

Bill Shacklady, Ron Sager, Kevin Meyerhoff

PROGRAM ADMINISTRATION (CONT.)

- ⦿ Agency Purchasing Card Coordinator
- ⦿ Division Purchasing Card Coordinator
- ⦿ Chain of Command

The P-Card Policy & Procedures Manual indicates which administrator is to be contacted in most instances that may occur

HOW MUCH CAN I SPEND?

- ⦿ Each P-Card is assigned a per transaction limit and monthly credit limit determined by the cardholder's supervisor and division coordinator.

Transaction limits can be set at \$1,000, \$1,500, \$3,000, and \$5,000.

- ⦿ Permanent and temporary increases to transaction and credit limits can be requested by filling out the Account Action Request Form and forwarding it to the cardholder's supervisor and division coordinator for approval.

DAILY LIMITS

- ⦿ A cardholder can make any purchase necessary in one day as long as each purchase does not exceed the per transaction limit or all purchases combined do not exceed the overall credit limit.
- ⦿ If a purchase greater than a transaction limit or credit limit needs to be made, contact your division coordinator via email for a transaction lift or temporary increase.
- ⦿ Cardholders must not “split” purchases in order to bypass their transaction limits.
- ⦿ Bids must be done prior to making any purchase of \$3,000 or higher unless the purchase is for a contract item.

WHERE CAN I USE MY P-CARD?

- P-Cards may be used for payment to any merchant that accepts VISA.

If a merchant does not accept VISA, contact the P-Card coordinator who will take further action to work with UMB in getting the vendor to accept P-Cards.

- Purchases may be made in person, over the internet, via the phone, or by using fax utilizing the State of Missouri's 3rd Party Authorization Form.

ALLOWABLE PURCHASES

- ◉ Agency provided food in compliance with Statewide Policy 5
- ◉ Building repair and maintenance supplies and services
- ◉ Bulk postage - for use in postage meters
- ◉ Custodial, housekeeping, laundry, and kitchen supplies and services
- ◉ Fuel - Bulk purchases and non-motor vehicle use only
- ◉ Information technology and telecommunication supplies and services
- ◉ Items on price agreements - Including blanket price agreements

ALLOWABLE PURCHASES (CONT.)

- ⦿ Laboratory supplies and services
- ⦿ Large truck repairs
- ⦿ Office supplies and services
- ⦿ Other technical and specific use supplies
- ⦿ Printing and photography supplies and services
- ⦿ Publication subscriptions
- ⦿ Small tools
- ⦿ Travel expenses (except meals in travel status) compliant with Statewide Policy 6
- ⦿ Vehicle repairs supplies and services
- ⦿ Utilities

UNALLOWABLE PURCHASES

- ⦿ Alcoholic beverages
- ⦿ Cash advances
- ⦿ Employee meals while in travel status (Unless a waiver has been received)
- ⦿ Gasoline (Except bulk purchases and non-motor vehicle)
- ⦿ Gift cards
- ⦿ Hospitality and entertainment
- ⦿ Interagency payments
- ⦿ Personal items

UNALLOWABLE PURCHASES (CONT.)

- ◉ Postage Stamps (Except bulk purchases in metered machines)
- ◉ Purchases involving trade-ins
- ◉ Purchases that bypass existing procurement and payment policies and procedures
- ◉ Splitting a purchase into multiple transactions to bypass transaction and credit limits
- ◉ Missouri State Sales Tax
- ◉ Weapons and ammunition (Except for use by authorized personnel within Public Safety divisions)

WHY CAN'T I USE MY P-CARD?

- ⦿ Some purchases may be declined with a vendor that has a blocked Merchant Category Code (MCC).

A MCC is a code established by the vendor when they get setup to accept credit card payments with their bank. Coordinators cannot change a vendor's MCC.

Examples of blocked vendors include bars, liquor and tobacco stores, gun and archery vendors, and computer software dealers.

WHY CAN'T I USE MY P-CARD? (CONT.)

- Other reasons you P-Card may be declined are:

Purchase is over your per transaction or overall credit limit

Vendor entered wrong account number or expiration date

Your card has been suspended due to an outstanding past due balance

The vendor is located outside of the United States

CONTRACT PURCHASES

- ⦿ Items purchased off of a state contract may be charged to the P-Card.
- ⦿ If you do not purchase from a preferred vendor, include documentation why you did not use the preferred vendor.

Example: best price and availability

THIRD PARTY PAYMENT PROCESSORS

- ⦿ A third party payment processor is a company appointed by a merchant to handle credit card transactions.
- ⦿ Exercise extreme caution when using a third party payment processor and make sure all policies and procedures according to both the Statewide and Agency manuals are being followed.
- ⦿ Obtain detailed receipt documentation.
- ⦿ Pre-approval at both the agency and state level are often required.
- ⦿ If you have already engaged in a transaction, provide an explanation.
 - Example: I was not aware of a third party payment processor until the final stage of the transaction.
- ⦿ An account with saved P-Card information should NEVER be saved when using third party payment processors or making any other online payments.

DECISION TO USE THE P-CARD

- ⦿ The card should be used at the time of purchase versus being direct billed.

Paying an invoice already in-hand via the P-Card jeopardizes internal controls and increases the risk of duplicate payments.

- ⦿ Preference should be given to Missouri Vendors. If an out-of-state vendor is used, provide documentation stating why.

CARD CHANGES

- ◉ Division-level approval is required for all of the following:
 - All temporary increases
 - All permanent increases
 - Temporarily opening a card: Merchant code error or out-of-country purchase

Note: Temporary changes should be done via email through the cardholder's Division Coordinator

CARDHOLDER RESPONSIBILITIES

- ◉ It is ultimately the responsibility of the cardholder to ensure all purchases made on the P-Card are in compliance with the P-Card Policy & Procedures Manual as well as procurement and payment regulations.
- ◉ If you are unsure whether or not an intended purchase will be in compliance, contact your supervisor BEFORE making the purchase.
- ◉ Fill out a completed and signed P-Card log sheet and forward it to your supervisor along with the appropriate receipts and P-Card statement.

CARDHOLDER RESPONSIBILITIES (CONT.)

- If a receipt has been lost, you must first contact the vendor for the replacement. If they are not able to provide you with one, an affidavit must be completed and included with the P-Card log and statement.
- Obtain receipts from vendors and attach them to the statement in the same order as listed, along with supporting documentation and the P-Card log.
- If an item was not purchased from a Missouri Vendor, provide justification.

CARDHOLDER RESPONSIBILITIES (CONT.)

- ⦿ Cardholders must not give their P-Card to another employee - or anyone else - to use.
- ⦿ If the cardholder's name, work address, or division changes, notify the P-Card team of these changes in writing and copy their supervisor.

CARD ISSUANCE

- ⦿ Upon receipt of a signed Purchasing Cardholder Application and a Purchasing Card Training Certificate, a card will be ordered.
- ⦿ The card will be mailed to the P-Card coordinator within 5 to 7 business days.
- ⦿ The P-Card coordinator will distribute the card to the cardholder to the address provided on the application.

ACCESSING ACCOUNT INFORMATION

- ⦿ For questions about your P-Card account, please contact your P-Card coordinator.
- ⦿ With P-Card coordinator approval, your account may be accessed online at <https://incommand.umb.com/dcal/LandingServlet>

This website allows you to look at real time account information, such as available balance and recent transactions.

REPLACEMENT CARDS

- ⦿ Replacement cards are issued the month your P-Card is expiring.
- ⦿ UMB will send a new card with the same account number 2 weeks before the end of the month.
- ⦿ The card will initially be sent to the P-Card coordinator and then mailed to the address on file with your account.
- ⦿ Your card is valid until the last day of the expiration month.

RECEIPT DETAIL

- ⦿ Your receipt/invoice should contain the following information:

Vendor's name and address

Description of goods or services purchased

Quantity, unit price, and date

Grand total of expenditures, without Missouri State sales and use tax

CARDHOLDER STATEMENTS

- ⦿ Each month the bank will mail an account statement to the cardholder.

If there is no activity, a statement will not be mailed.

- ⦿ The statement is a summary of all transactions made within the statement cycle.
- ⦿ Review the statement for accuracy by going through and checking all transactions.
- ⦿ Review both the current and any past due balances.
- ⦿ Report errors to your supervisor or P-Card team and take corrective actions.

ACCOUNT RECONCILIATION

- ⦿ Complete, sign, and date the P-Card log.
- ⦿ All receipts must be turned in with the statements.
- ⦿ Submit the monthly statements, followed by all itemized receipts in order of the shown statement, followed by the completed P-Card log form all stapled together.
- ⦿ Cardholders should forward statements to their supervisor within 3 business days of receipt.

DISPUTED TRANSACTIONS

- If you have a transaction on your statement that you do not recognize, contact the vendor and obtain a credit. If the vendor will not credit the transaction, complete a dispute form and submit it to the P-Card team.

The P-Card team must have this dispute form sent to UMB within 60 days of the statement date in which the transaction occurred.

Examples:

Unknown Vendor
Incorrect Amount

- Contact your supervisor or P-Card coordinator for additional assistance and instruction regarding disputes.

SALES & USE TAX

- ⦿ The P-Card is exempt from the Missouri State Sales and Use tax ONLY. It is not exempt from City, Lodging, or any other state tax.
- ⦿ The P-Card contract is administered through OA. Therefore, OA's tax exemption number is printed on the back of the card.
- ⦿ Cardholders must communicate to all merchants that the agency is a tax exempt entity.
- ⦿ Carry a tax exemption certificate with you at all times.

SALES & USE TAX (CONT.)

- ◉ If you have been charged sales or use tax, contact the merchant to obtain a credit for the amount of the tax.
- ◉ The cardholder must make every attempt to obtain the credit for all state sales tax.
- ◉ Some internet sites may not allow you to designate your purchase as tax exempt.
- ◉ If the option is available, enter "Tax Exempt" and the tax exemption certificate number on your card in the "Comments" section.

UMB CARD SECURITY

- ◉ UMB Bank's Security Team (Falcon) may contact cardholders regarding transactions that are unusual or not typical for a particular account. They will have the transaction information.
- ◉ Do NOT provide your card number or 3-digit security code.
- ◉ You will not be able to use your card until you return the call to Falcon. You can reach Falcon at 800-337-3392.

REPORTING A LOST OR STOLEN CARD

- If your card is lost or stolen, immediately notify all of the following:
 - The Department Purchasing Card Coordinator
 - The Division Purchasing Card Coordinator
 - UMB Security at 800-821-5184
- Each of these accounts must take place to ensure fraudulent activity does not occur.

CARDHOLDER SECURITY & LIABILITY

- ◉ Each cardholder is responsible for the security of his/her card and transactions made against it.
- ◉ Use of the card not in accordance with the P-Card Policy & Procedure Manual, procurement and/or payment regulations may result in personal liability.
- ◉ Responsibility of the P-Card should not be taken lightly!
- ◉ Account activity can be monitored online with coordinator approval.
- ◉ NEVER hand your card to another person or even a co-worker to use.
- ◉ Do not copy the card or fax a copy of the card to vendors. Instead, utilize the Third-Party Authorization form.

SUPERVISOR RESPONSIBILITIES

- ⦿ Review and sign cardholder's monthly log.

A supervisor's signature on the log sheet certifies that all purchases are accurate, complete, for official State of Missouri business, and in accordance with purchasing and payment policies and regulations.

The Inactive Cards Report on UMB's Card Management Tool - In Command - may replace this log for inactive cards with a supervisor's signature still required.

If the cardholder has left employment, the supervisor must reconcile and sign the log with a notation that the cardholder is no longer employed and is not available to sign/date the log sheet.

SUPERVISOR RESPONSIBILITIES (CONT.)

- ◉ Assist the cardholder with reconciling disputed transactions.
- ◉ Notify the P-Card team upon the transfer, resignation, retirement, or termination of a cardholder.
- ◉ Destroy cards that are no longer needed and email the P-Card team with verification of the terminated cardholder and request that the account be closed.

ALL terminated cardholders' accounts must be closed immediately after receiving notification.

ANNUAL TRAINING QUIZ

There are (20) multiple choice questions that must be answered in order to receive a certificate of completion for Annual P-Card Training.

The State of Missouri Purchasing Card Program

presents

Certificate of Completion

for

ANNUAL PURCHASING CARD TRAINING

I have viewed and understood the Purchasing Card Training PowerPoint Presentation and taken the Training Quiz.

Employee's Name

Employee's Signature

Statewide P-Card Coordinator's Signature / Date

