

UNIVERSITY OF WISCONSIN
LA CROSSE UWE

PURCHASING CARD ANNUAL REFRESHER



PURCHASING CARD PROGRAM OVERVIEW

The Purchasing Card (PCard) is a UW-La Crosse charge card provided through U.S. Bank. All documents related to the PCard may be fully disclosed as public record to the extent required by state and federal open records laws.

The PCard is:

- Delegated Purchasing Authority granted by Purchasing Services to a UWL employee.
- Authorized for official business use only.
- Authorized for purchases up to \$5,000.
- Authorized for use with only certain categories of suppliers and commodities.
- Authorized for certain travel costs, conference registrations and membership renewals.

PURCHASING CARD PROGRAM OVERVIEW (con't)

The PCard is not:

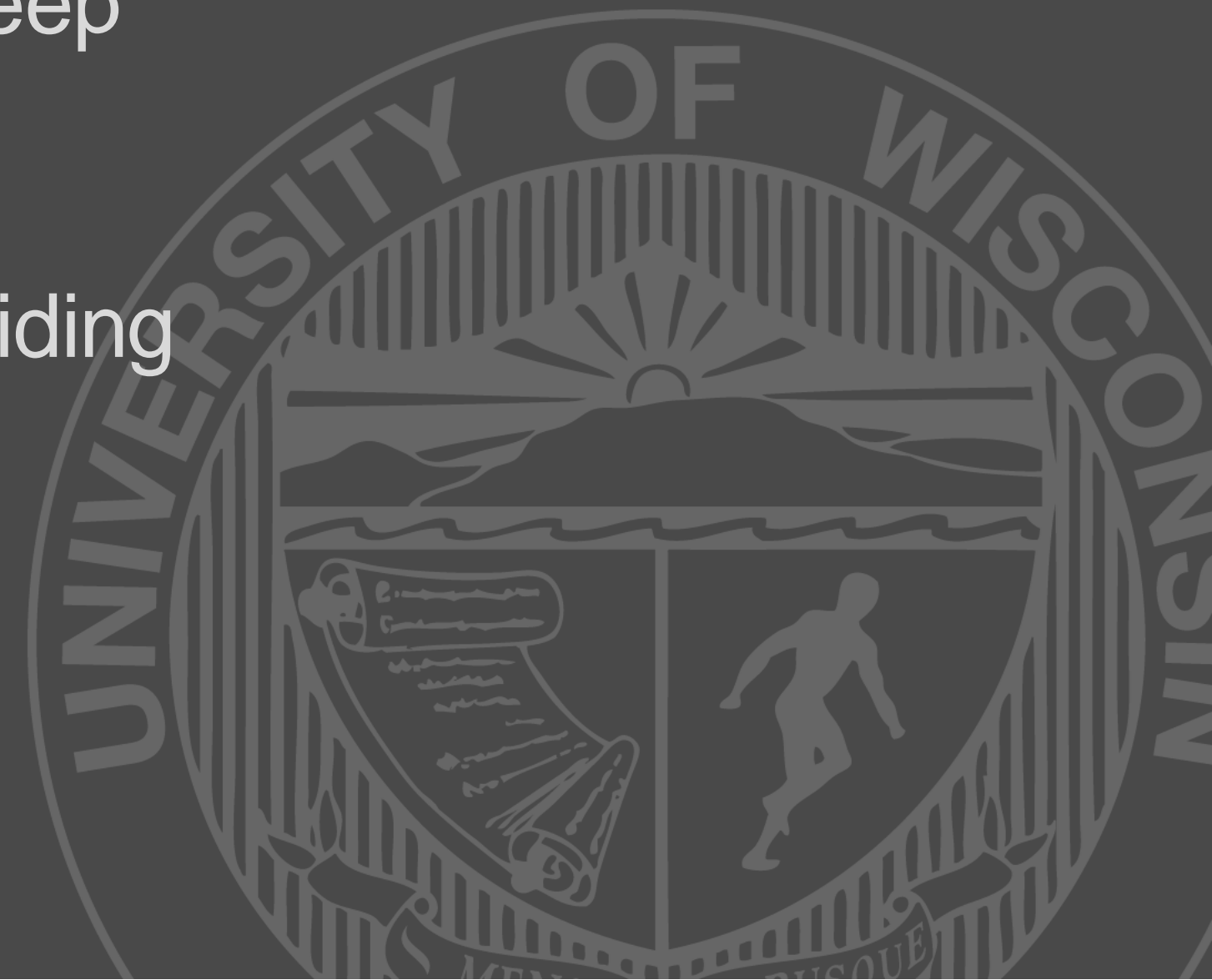
- For cardholder personal purchases or identification.
- A means to avoid appropriate procurement or payment procedures.
- A card to access cash, cash equivalents, or credit.
- A right of employment.
- For reimbursable individual meal costs
- For inter-agency or intra-agency purchases

CARD SECURITY & FRAUD

Card Security:

Keep your PCard secure when carrying with you or keep in locked office/desk/cabinet

Do not let others use your PCard. This includes providing your PCard number for someone else to make a purchase.



MAKING A PURCHASE

- **Ineligible Vendor Listings**: Check vendor eligibility before making a purchase: <https://doa.wi.gov/Documents/DEO/CertList.pdf>
- **Split/Serial Purchasing**: Do not break up purchases to avoid credit limits.
- **Sales Tax**: UWL is tax exempt; the sales tax exemption number is listed on the PCard in the upper right corner. Cardholder is responsible for reimbursing the university for any sales tax charged, if not credited by vendor. Check your receipts!
- **Service fees/credit card processing fees**: While not prohibited, these should be avoided. Request invoice from vendor.
- **Shipping Address**: Always use the campus address for shipping.

MAKING A PURCHASE (Con't)

Declines: If your PCard is declined, first call US Bank at the number on the back of the PCard to determine why the charge is declining. If US Bank cannot resolve the issue, contact pcards@uwlax.edu or Lisa Selberg: lselberg@uwlax.edu or 608.785.8501.

Credits: If you receive a credit on a statement, you must submit a credit memo, credit receipt or provide a short narrative on why you are receiving the credit. Reference should be made to the statement on which the charge being credited originally appeared.

Vendor follow-up: It is the responsibility of the cardholder to follow-up with the vendor asap if there are any discrepancies on the statement versus the receipt provided by the vendor.

MAKING A PURCHASE (Con't)

- PCard use is being highly scrutinized and all purchases outside of travel, membership renewals and conference registrations should be procured through ShopUW+.
- If the ShopUW+ catalog suppliers do not offer the required item, and if the supplier is eCommerce only (does not accept check payment), then the PCard can be used.
- **Contact purchasing@uwlax.edu for product sourcing assistance and/or assistance working with suppliers for check payment.**

PROHIBITED PURCHASES

Amazon Prime Memberships: Amazon Prime Memberships cannot be purchased with your PCard or any state funds. You may use your own Amazon Prime Membership if the order is tax-free and shipped to campus.

Greeting Cards: Greeting cards are not allowable on PCard.

Gifts: Gifts are not allowable on PCard unless they adhere to UW System Policy 330, Sec. C

Individual Meals: Meals while traveling should be paid for out of pocket and reimbursed through e-Reimbursement.

Personal Items/services: Non-business items and services are strictly prohibited.

Recurring Charges: charges billed automatically to your PCard without your review/approval

Other Non-reimbursable/payable expenses: <https://www.uwlax.edu/business-services/our-services/expense-reimbursement/#tab-non-reimbursablepayable-expenses>

SPECIAL PROCESS PURCHASES

Books: UWL has a contract with Follett for books; The campus bookstore should be used for all book purchases and only if Follet is unable to source the book can a PCard be used to purchase it elsewhere. Email Bookstore Manager Kelly Protsch: kprotsch@uwlax.edu

Cell Phones, Cellular Service, Phone Cards: Contact Information Technology Services via: <https://www.uwlax.edu/its/technology-purchases/>

Clothing: A Clothing Purchase Approval Form is required if the individual items are \$75 or more: <https://www.uwlax.edu/globalassets/offices-services/business-services/forms/clothing-purchase-approval-form.pdf>

Computers, Computer Equipment: Contact Information Technology Services via: <https://www.uwlax.edu/its/technology-purchases/>

Food: A Food Expense Approval Form is required: <https://www.uwlax.edu/globalassets/offices-services/business-services/forms/2018.04.05-ap-food-approval-form.pdf>

SPECIAL PROCESS PURCHASES (Con't)

Furniture: Contact Campus Planning: planning-construction@uwlax.edu

New Memberships: New memberships must go through an approval process; renewal of membership may go on PCard. [Membership policy https://www.uwlax.edu/globalassets/offices-services/business-services/forms/2021.08.25-membership-policy.pdf](https://www.uwlax.edu/globalassets/offices-services/business-services/forms/2021.08.25-membership-policy.pdf)

Office Supplies: Mandatory contract with Staples. ShopUW+ should be used. Do not purchase directly from Staples.

Parking: Parking at lodging and transportation locations allowed. PCard can not be used for parking at other locations, such as event parking or public lots/garages.

Print: Contact Purchasing Services: cmartinco@uwlax.edu

Software: Software must be sourced from the state's mandatory software reseller contract. Enter your request into ShopUW+ and Purchasing will source from the resellers for you.

STATEMENT PROCESSING

Statements are available in the US Bank Access Online portal.

- Submission instructions can be found on the PCard website under PCard Statement Processing:
<https://www.uwlax.edu/business-services/pcard/>

Due Date for approved statements is two (2) weeks from statement date.

Business purpose must be provided for every charge on the statement.

- Business purpose should state why UWL needed the item, not restate what the item is.
- Statements that do not contain business purposes for all charges will be returned to the cardholder.

Approvals are required from cardholder and their supervisor

- Physical signature on statement, or email with words 'Approve' or 'Approved'

Expense Transfers – funding changes can be made through Access Online Transaction Management or the Cost Transfer Tool.

Audit Process – UWL, UW System and the DOA all audit PCard statements.

- Don't use abbreviations or acronyms

SUPPORTING DOCUMENTATION for STATEMENT SUBMISSION

All charges on your PCard statement must have an accompanying **itemized receipt**.

Airfare charges must be accompanied by the TravelWise confirmation/invoice AND a conference/meeting agenda or registration confirmation.

Hotel/Lodging receipts must be accompanied by a copy of the conference/meeting agenda or registration.

Rental Car receipts must be accompanied by a copy of the conference/meeting agenda or registration. The rental car receipt submitted must be the receipt received after returning the vehicle, not the rental agreement signed at the time of rental.

Gasoline receipts must be accompanied by a copy of the rental car agreement or receipt.

SUPPORTING DOCUMENTATION for STATEMENT SUBMISSION (Con't)

Food/Meals must be accompanied by a pre-approved Food Expense Approval Form:

<https://www.uwlax.edu/globalassets/offices-services/business-services/forms/2018.04.05-ap-food-approval-form.pdf>

Clothing over \$75 each item must be accompanied by a pre-approved Clothing Purchase Approval

Form: <https://www.uwlax.edu/globalassets/offices-services/business-services/forms/clothing-purchase-approval-form.pdf>

Prizes/Awards/Gifts must be accompanied by a pre-approved Prizes, Awards and Gifts Form:

<https://www.uwlax.edu/globalassets/offices-services/business-services/forms/prizes-awards-or-gifts-approval-form-updated-12.21.2021.pdf>

RESOURCES

[UWL Purchasing Cards:](https://www.uwlax.edu/business-services/our-services/purchasing/#tm-purchasing-card--pcard-) <https://www.uwlax.edu/business-services/our-services/purchasing/#tm-purchasing-card--pcard->

[UW System Purchasing Card Policy & Procedure Manual:](https://www.wisconsin.edu/financial-administration/download/special_topics/purchasing_cards/Pcardmanual-12.06.21.pdf) https://www.wisconsin.edu/financial-administration/download/special_topics/purchasing_cards/Pcardmanual-12.06.21.pdf

Purchasing Card Billing Cycle Calendar:

<https://www.uwlax.edu/globalassets/offices-services/business-services/procedures/pcard-calendar-2022.pdf>

Purchasing Services: Lisa Selberg, lselberg@uwlax.edu or pcards@uwlax.edu

Refresher Quiz:

https://uwlax.ca1.qualtrics.com/jfe/form/SV_ah2apt07MtpQ658

Click the link above to complete the Refresher Quiz.

