

JACKSON STATE UNIVERSITY

SMALL PURCHASE PROCUREMENT CARD PROGRAM



POLICIES AND PROCEDURES HANDBOOK

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I. Program Mission

To provide an alternative procurement method which will enhance University productivity, efficiency, and reduce administrative costs while maintaining the fiscal integrity of the University's procurement and budget programs.

II. Program Purpose

Jackson State University's Small Purchase Procurement Card Program is designed to improve the efficiency in processing small dollar purchases from any vendor that accepts the Visa/MasterCard Purchasing Card. This program shall allow the cardholder to purchase approved commodities and services directly from university authorized vendors. Each procurement card is issued to a named individual. Jackson State University is clearly identified on the card as the *Government* buyer of goods and services. Purchases are exempt from sales tax.

III. Program Administrator and Program Liaison

The University's Procurement Card Program Administrator is:

Elma Wade, Director of University Strategic Sourcing Services (601) 979-3193

The University's Procurement Card Liaison is:

Claudette Anderson, Purchasing Agent (601) 979-3193

IV. Eligible Cardholders

All University Deans, directors, Department Heads and Vice Presidents are eligible to obtain a University Procurement Card. The card is not to be used by contractors working for the University. Application forms may be obtained by contacting the Purchasing Office at 979-3913. Authorization is required by the Department Head before a card will be issued. Citibank will issue the cards (**Attachment A**)

V. Issuing a Procurement Card

Once the approved Procurement Card is received from Citibank, the Program Administrator will contact the applicant for signing and distribution of the cardholder agreement (**Attachment B**) and policies and procedures manual.

VI. Purchasing Card Program Controls

The University has established minimum controls and limitations for the use of the Small Purchase Procurement Card. The University's Purchasing Card Program incorporates the following limitations/controls:

A. Policies and Procedures (State Issued)

1. Assure that the commodities purchased are required for bona fide government purposes.

2. Assure that the prices paid are fair and reasonable.
3. Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes.
4. Assure that a list of the commodities purchased (either in the form of a detailed sales receipt or an order description is reviewed and confirmed by the cardholder.
5. Assure that all commodities are received (no back orders allowed).
6. Assure that state contract commodities are purchased only from the state contract vendor at or below the state contract price.
7. Assure that purchases are within the limits set by the individual agency and available budget authority.
8. Assure that no purchases are made from hotels, motels or restaurants.
9. Assure that no cash advances are made with the card.
10. Upon receipt of the monthly statement, the cardholder shall review all charges to assure accuracy, complete applicable dispute documents, reconcile the statement with copies of receipts and order logs, and approve and sign the statement. Forward the statement, copies of receipts, logs, and dispute documents to the appropriate officials, within the university according to university policy. This should be done within one day after receipt of the statement. (**Attachment C**).

B. Taxes

The cardholder should notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes. If taxes are charged, the cardholder will be responsible for:

1. Having the taxes credited by the vendor.
2. Cardholder may pay the taxes by cash at the Jackson State University Cashier's window at Financial Services.
3. Have the taxes payroll deducted by completing the "Authorization for Payroll Deduction" form.

C. Encumbering Funds

Department shall submit a purchase requisition to establish a PO (Purchase Order) to Citibank on a quarterly, semi-annual or annual basis to the Office of Financial Services encumbering funds for projected expenditures on the Procurement Card. Departments shall monitor their balances to ensure that funds are available prior to receiving the monthly statement.

D. Card Limits Per Cardholder

The University has established pre-set limitations or controls for each Procurement Card issued based on the purchasing need of individual departments/cardholders. If the pre-set limitations or controls set for your department is not sufficient, you should submit a written request for an adjustment to the Program Administrator.

E. Exclusions by Merchants

Merchants who accept Visa/MasterCard have been assigned a Merchant Category Code (MCC). Specific MCCs are excluded from use on all University Procurement Cards. These exclusions will cause a transaction to decline at merchants registered with these codes. **NOTE:** If a merchant accepts Visa/MasterCard, but does not accept your card, please contact the Program Administrator to check the Merchant's MCC Code.

F. I-tracer

I-tracer is a website established by Citibank to assist cardholders with account information. I-tracer allows cardholders to monitor daily transaction and view daily/monthly limits. Any cardholder interested in accessing this website should contact the Program Administrator.

VII. Differences between the University's Procurement Card & a Personal Credit Card

This credit card is used like a personal credit card. However, as a Procurement Card, there are differences that you should be aware of:

1. The Cardholder is responsible and liable for all charges made on the card. Unlike personal credit card, which has limited liability if lost or stolen, the University **is liable** for all purchases made with a University Procurement Card. This liability is subject to negotiation in that disputed charges can be rectified by written notification to Citibank. Citibank will investigate and determine whether the University is liable for the charge(s).
2. There is no personal liability on the card unless the Cardholder **violates** the terms of card use set forth herein or as specified in your Cardholder's Agreement.

3. Citibank bills the transaction charged to your Procurement Card directly to the University even though the name of the Cardholder is on the Card. The merchant is generally paid by *Visa* within 48 hours of when the merchant gives/transmits the transaction to *Visa*.
4. Your Procurement Card should be treated with even more care than you give to your personal credit cards. Remember, it is University property and you are responsible for the security. **NEVER** use the card to make a personal purchase.
5. Guard your Procurement Card account number closely! Do not post it at your desk or write it in any place that is easily accessible to others.
6. The person, to whom the card is issued, is the ultimate responsible party regardless if he/she authorizes another employee usage.

VIII. Violations and Consequences

Below are four (4) types of Procurement Card purchasing violations and an explanation of what is an appropriate consequence of each. The Program Administrator will record all violations and notification will be forwarded to the violating department. The Program Administrator and the Vice President for Business & Finance will take appropriate action. The Program Administrator and the Vice President for Business & Finance have authority to cancel a card at anytime.

Violations include:

1. **Personal Purchases** – defined as anything that is not purchased for use and ownership by the University. It is a violation of University policy to make ANY personal purchase or personal transaction with a University Procurement Card, whether or not the Cardholder intended to pay the University back for the purchases. Should this policy be violated, the University must be reimbursed immediately for the amount of the personal purchase. The card may be revoked. Any violation of this policy may be investigated and could result in termination and/or criminal prosecution. The Program Administrator and the Vice President for Business & Finance will determine the appropriate consequence.
2. **Unauthorized Purchases** – Defined as purchases or services with state funds that may not be used to further the legitimate government purposes of the buying entity. This is clearly a violation of state purchasing laws and ***violation's cards will be revoked.***
3. **Cash or cash type transactions** – defined as cash, cash in addition to purchase, and cash in lieu of credit for the return or exchange of a purchase. It is a violation of University policy to make cash or cash type transaction using your University Procurement Card. Violation of this policy shall result in having your card revoked and possible further investigation that could result in termination and/or

criminal prosecution. The Program Administrator and the Vice President for Business & Finance will determine the appropriate consequence.

4. **Split Purchases** – “split” purchases occur when single purchases costing more than \$3,500.00, or your particular transaction limit, are split into multiple Procurement Card transactions to circumvent the \$3,500.00 maximum. It is a violation of University policy to split purchases as described. Violation of this policy may result in revoking your card.

IX. Card Termination

1. **Termination of University Employment** – When a cardholder terminates employment with the University, the Department head or individual cardholder has specific obligation to return the Procurement Card to the Program Administrator prior to the employee termination date. Failure to do so may result in the department being responsible for payment of any fraudulent charges and revocation of all department privileges. Fraudulent charges will be reported to the University Police Department, which may result in criminal charges, and the terminated employee will be expected to reimburse the University. Notice will be provided to Human Resource of all individuals who have been assigned a Small Procurement Card with the understanding that Human Resource will provide notification to the Program Administrator when a cardholder’s employment status has changed.
2. **Transfer to a Different University Department** – When a cardholder changes employment from one University department to another, the Department Head or individual cardholder has specific obligation to return the Procurement Card to the Program Administrator prior to the effective date of change. Failure to do so may result in revocation and/or cancellation of the card. Notice will be provided to Human Resource of all individuals who have been assigned a Small Procurement Card with the understanding that Human Resource will provide notification to the Program Administrator when a cardholder’s employment status has changed.
3. **Insufficient Budget** – Payments to Citibank will not be delayed due to insufficient department budgets. If payment is late, all cards affected by the account in question will be deactivated immediately until full balance is satisfied. The cards will be reactivated after the account issues are resolved. Repeated late payments due to the budget issues will result in deactivation for a period of not less than three months at the Program Administrators discretion.
4. **Card Use By Another Employee** – Department Heads and/or individual cardholders allowing cards to be used by other departmental employees without having established internal controls and accountability guidelines are the ultimate responsible party for any and all transactions made on the account.
5. **Violation of Purchasing Procedures** – If the cardholder violates any Procurement Card Procedure outlined in this Guide, the Program Administrator may provide one-on-one training or the card may be deactivated immediately at the Administrators discretion. If the card is deactivated, the cardholder will be subject to a minimum three (3) month waiting period and will be required to

attend training before the card will be reactivated. Repeated violations may result in the Procurement Card being permanently terminated at the Administrators discretion. If the violation appears fraudulent or abusive, the cardholder may be subject to personal liability and/or disciplinary action, which may include termination of employment or possible criminal penalties.

6. **Failure to Promptly Report A lost Or Stolen Card** – If a cardholder fails to make a report of a lost or stolen card immediately upon discovery, the cardholder may be required to reimburse the University for any Fraudulent Charges made on the card until it has been cancelled.

X. Other Conditions

The following list is minimum conditions, instructions and limitations required for all transactions utilizing The Jackson State University Small Purchase Procurement Card:

1. Assure that the commodities purchased are required for **bona fide** University purposes.
2. Assure that the merchant understands the purchases are being made in the name of the University, which is **exempt** from state and local taxes.
3. Assure that the prices paid are **fair** and **reasonable**.
4. **NO** Equipment or Property Item costing \$500.00 or more that is required to be placed on inventory or **NO** Capital Item that falls within the categories listed on **Attachment D** shall be purchased using the procurement card regardless of cost.
5. Professional Services and Service Maintenance Contract/Agreements purchased using the card must be with the approval of the Program Administrator.
6. State Contract items shall be purchased at State Contract price or lower.
7. Assure that a detail sales receipt accompany all purchases.
8. **NO** back orders will be allowed on the card. Verify that phone orders are in stock and ready for immediate shipment or that purchase will be charged **ONLY** at or after date of shipment.
9. **NO** ATM Cash Withdrawals will be allowed on the card.
10. **NO** Travel, Restaurant, or Entertainment Expenses will be charged to the card.
11. **NO** Personal Use of the Procurement Card will be Authorized or Allowed.
12. **NO** maintenance agreements will be charged on the card.
13. **NO** gifts, incentives, contributions, awards or purchases made for donations should be purchased using the procurement card.
14. **NO** Procurement Card Transaction may exceed the single transaction limit set for the issued card.
15. **NO** purchases allowed at clothing, lingerie, shoe, jewelry or luggage stores.
(Discount Stores are allowable)
16. **NO** alcoholic beverages.
17. **NO** single purchase transaction costing more than \$3,500.00.
18. **NO** animals of any type, dead or alive.
19. **NO** cash advances.
20. **NO** Purchase of copier.
21. **NO** fines or penalties are to be paid using the card
22. **NO** firearms, ammunition, and explosives

23. **NO** flowers or floral arrangements except for defined university functions.
24. **NO** legal fees.
25. **NO** loans and advances
26. **NO** material prohibited by state or federal law (like fireworks or controlled substances).
27. **NO** narcotics and all drugs.
28. **NO** purchases from JSU employees (against state law).
29. **NO** purchases in which and JSU employee has a conflict of interest, and that employee participates in the purchase process (against state law).
30. **NO** radioactive materials.
31. **NO** rare and precious metals
32. **NO** splitting purchases to circumvent the bid/quote limits.
33. Payment of outstanding invoices is **prohibited**.
34. Local gasoline and oil purchases (except when returning a rental car) are **prohibited**.
35. **NO** local vehicle repairs unless approved by Program Administrator.
36. Purchase of University Central Store inventory items is prohibited.
37. **No** telephone calls.
38. Any merchandise, product or service normally considered being inappropriate use of University funds is **prohibited**.
39. Non-emergency routine services or repairs are **prohibited**.

Violations of any of the above listed conditions may result in revocation of Card.

XI. Allowable Purchases

- Emergency Building/landscape materials.
- Catering and food for business use. (Food Service Use Only)
- Office supplies not in Central Stores inventory.
- Software (Requires Program Administrators and IT's approval)
- Approved commodities and services from vendors who do not accept University Purchase Orders.
- Internet Purchases that fall within State Purchasing Laws or those approved by the Program Administrator.

XII. How The Process Works

Step 1 – Make a tax exempt purchase, obtaining discounts and competitive quotes where possible.

After you have identified a needed purchase, make sure it is an allowable purchase under the University's Procurement Card Policy. Obtain competitive quotes if prudent and appropriate. Obtain the best possible price: remember many vendors offer government discounts.

Many of the purchases will be made at the store in person. However, you may also make purchases over the phone, by fax, mail and over the Internet. Ensure that you

purchase the product tax-exempt. The University's tax exemption number is available by contacting a representative in the Purchasing Office at 979-3193.

Shipping/delivery costs must be inclusive within the total transaction cost and not billed separately.

Step 2 – Receive the goods and obtain a receipt. When you make a purchase at a store, you will receive the goods and obtain a receipt at the time of purchase. Goods ordered by phone, Internet, etc. would be received in the mail or by fax.

Every purchase must be documented with a receipt, which will typically be a standard store receipt. If you are having a purchase shipped to you, request an invoice marked paid in addition to the packing slip in order to have adequate receipt that include total costs.

You should keep the charge slip attached to the receipt for each transaction. Keep all receipts for use in the reconciliation of your account statement. All receipts must contain the following information:

- Date the purchase was made.
- Merchant identification (name).
- An itemized description of items purchased, including quantity
- Per item cost
- Total cost
- Cardholder identification (card account number or your name).
- Signature of Purchaser

Remember: Save all Procurement Card receipts, invoice copies and detailed store cash register receipts (important and mandatory).

If the original receipt is not available from the merchant or if it has been lost, you must submit a Missing Document Affidavit (**Attachment E**).

Step 3 – Verify the goods received are what were ordered.

Make sure you got what you needed. The Cardholder is responsible for working with a merchant to correct any problems with the goods received.

Step 4 – Reconcile and submit monthly statements (Attachment F**)**

1. Submit a requisition for Citibank to Financial Services to have a Purchase Order issued for proposed quarterly, semi-annual or annual expenditures.
2. Attach all receipts for purchase to the Account summary Log. The receipts should total the amount indicated for payment on Account Summary Log and Citibank Invoice. (**Attachment G**)
3. After all supporting documents are attached and approval signatures of the department head are obtained, please forward to the Purchasing Office for auditing and approval by Program Administrator.

4. After auditing and approval, the Purchasing Office will submit invoices to Financial Services for payment.
5. All documents should be received in the Purchasing Office no later than the 10th of each month.

Procurement Card purchases should be managed daily in order to avoid last minute delays with documentation.

XIII. Late Payments

Payments received in our office after the 10th of the month are considered late. Late payments may result in the suspension of card privileges. The Program Liaison will notify the department in writing if their payment was not received by the 10th of the month. Two (2) consecutive late payments will result in temporary suspension of card privileges. Three (3) consecutive late payments will result in revocation of card privileges. If a department's card is revoked, the department may apply for privileges after three (3) months pending mandatory training on Procurement Card policies and procedures. The Program Administrator reserves the right to revoke card privileges at any time. Payment must be received in the Purchasing office no later than the 10th of each month to ensure timely payment to Citibank.

XIV. Disputing Transactions

If there is a dispute about a transaction, the cardholder should first try to resolve it with the merchant. If an item has been charged but has not been received, contact the merchant to verify shipment date. If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the billing cycle. If the charges are paid but not received by the end of the next billing cycle, contact the Program Administrator or Liaison for assistance in resolving the problem.

Disputed amounts not resolved with the merchant must be declared by written notice to Citibank within 60 days of receipt of statement on which the disputed item (s) first appears.

XV. Lost or Stolen Cards

If your University Procurement Card is lost or stolen, immediately contact the Program Liaison. The Program Liaison will contact Citibank directly and take the appropriate steps to have card replaced.

Note: Until the Card is phoned in as lost or stolen, charges made on your card by a third party are your department's responsibility until the satisfactory resolution of disputed purchases.

Note: The policies and procedures provided herein are minimal standards for the University Departments. Department directors may establish additional controls.

“Attachment A”

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**Applications should be picked up from the office of
University Strategic Sourcing Services.**

Attachment B

(Cardholder Agreement Page 1)

Department of Finance and Administration Office of Purchasing and Travel Small Purchase Procurement Card Program

Cardholder Agreement

The cardholder shall sign a statement verifying that he/she has read these minimum requirements and any additional policies or procedures established by the agency and that it is understood he/she will be personally liable for any purchase that is made which is not in compliance with these procedures; and in addition to being responsible for any such charges, the cardholder may lose the privilege of using the procurement card and may face disciplinary action.

The following are the minimum requirements for use of the Small Purchase Procurement Card Program. Individual agencies may decide to implement stricter or additional requirement. Agencies should develop written policies and procedures to present to cardholders prior to receipt of the card.

The cardholder shall:

1. Assure that the commodities purchased are required for bona fide government purposes
2. Assure that the prices paid are fair and reasonable.
3. Notify the merchant that the purchase is being made in the name of a government entity which is exempt from state and local taxes.
4. Assure that a list of the commodities purchased (either in the form of a detailed sales receipt or an order description) is reviewed and confirmed by the cardholder.
5. Assure that all commodities are received (no back orders allowed).
6. Assure that state contract commodities are purchased only from the state contract vendor at or below the state contract price.
7. Assure that purchases are within the limits set by the individual agency and available budget authority.
8. Assure that no purchases are made from hotel, motel, or restaurants.
9. Assure that no cash advances are made with the card.
10. Upon receipt of the monthly statement, the cardholder shall review all charges to assure accuracy, complete applicable dispute documents; reconcile the statement with copies of receipts and order logs, and approve and sign the statement.
11. Forward the statement, copies of receipts, logs, and dispute documents to the appropriate official within the agency according to agency policy. This should be done within one day after receipt of the statement. The document may be mailed, but it is recommended that these items be sent via fax machine.

Prior to receiving a Procurement Card or authority to use a ghost account, the cardholder and the liaison officer shall sign the following statement:

I, _____ (name of cardholder), certify that I have read and fully understand the policies and procedures for use of the State of Mississippi Small Purchase Procurement Card Program and that I understand that I will be held personally responsible for all charges for any purchase which is made and is not in compliance with these procedures. I also understand that my own agency may have additional restrictions and that I will abide by any and all such requirements. In addition to being personally liable for any such charges, I understand that misuse of the program may be cause for loss of procurement card privileges as well as possible disciplinary action.

Printed Name of Cardholder

Date

Signature of Cardholder

I, _____ (name of liaison officer), certify that I have read and fully understand the policies and procedures for use of the State of Mississippi Small Purchase Procurement Card Program and that I understand that I may be held jointly responsible for all charges for purchases which I have approved but which are not in compliance with these procedures. I also understand that my own agency may have additional restrictions and that I will abide by any and all such requirements. In addition to being jointly liable for any such charges, I understand that misuse of the program may be cause for loss of procurement card privileges for our agency.

Printed Name of Liaison Officer

Date

Signature of Liaison Officer

“Attachment C”

**Department of Finance and Administration
Office of Purchasing and Travel
Small Purchase Procurement Card Program**

Policies and Procedures

The following are the minimum requirements for use of the Small Purchase Procurement Card Program. Individual agencies may decide to implement stricter or additional requirements. Agencies should develop written policies and procedures to present to cardholders prior to receipt of the card.

The card holder shall:

1. Assure that the commodities purchased are required for bona fide government purposes.
2. Assure that the prices paid are fair and reasonable.
3. Notify the merchant that the purchase is being made in the name of a government entity which is exempt from state and local taxes.
4. Assure that a list of the commodities purchased (either in the form of a detailed sales receipt or an order description) is reviewed and confirmed by the cardholder.
5. Assure that all commodities are received (no back orders allowed),.
6. Assure that state contract commodities are purchased only from the state contract vendor at or below the state contract price.
7. Assure that purchases are within the limits set by the individual agency and available budget authority.
8. Assure that no purchases are made from hotel, motel, or restaurants.
9. Assure that no cash advances are made with the card.
10. Upon receipt of the monthly statement, the cardholder shall review all charges to assure accuracy, complete applicable dispute documents, reconcile the statement with copies of receipts and order logs, and approve and sign the statement.
11. Forward the statement, copies of receipts, logs, and dispute documents to the appropriate official within the agency according to agency policy. This should be done within one day after receipt of the statement. The documents may be mailed, but it is recommended that these items be sent via fax machine.

The agency liaison officer shall:

1. Review statements and applicable documents to assure that only proper purchases have been made and that the statement accurately reflects the charges indicated on the receipts, logs, and dispute documents. If correct, the

- liaison officer will approve the statements for payment and process to the agency accounting office.
2. Submit the dispute documents to Citibank for review and will submit copies to the agency accounting office.

The agency accounting office will reconcile all statements against the master statement and submit a requisition for a single warrant to be paid. The requisition will indicate a request for payment for procurement card purchases and will use account code 62800, "Procurement Card Purchases," and/or 61800, "Procurement Card/Repair Services."

Agencies may determine to have additional checks and balances. Examples would include a requirement for an approved requisition prior to purchases being made, additional approval levels, etc.

It is required that the agency maintain a file with the statements and all applicable receipts and dispute documents.

The cardholder shall sign a statement verifying that he/she has read these minimum requirements, and any additional policies established by the agency, and that is understood he/she will be personally liable for any purchase that is made which is not in compliance with these procedures; and in addition to being responsible for any such charges, the cardholder may lose the privilege of using the procurement card.

The agency liaison officer shall sign a statement verifying that he/she has read these minimum requirements and that it is understood he/she may be held jointly liable for any purchase that is approved by the liaison officer but is not in compliance with these procedures; and in addition to being responsible for any such charges, the agency may lose the privilege of using the procurement card program.

“Attachment D”

SPECIAL INVENTORY ITEMS

In compliance with the State of Mississippi’s Auditors office, all agencies and universities are required to maintain a complete and current inventory list of each property item (Section 23-9-21), which costs \$500.00 or more unless the items purchased, fall within the groups listed below. These items will be reported as equipment, regardless of their purchase value.

- Weapons
- Cameras and camera Equipment
- Tape Recorders
- Two-way Radio Equipment
- Typewriters
- Appliances-(refrigerators, freezers, air conditioners, stoves, microwave ovens, etc.)
- Televisions/VCRs
- Lawn Maintenance Equipment
- Sterling Silver
- Cellular Telephones
- Computers
- Major Computer Components
- Chain Saws
- Air Compressors
- Welding Machines
- Generators
- Motorized Vehicles
- Dictating Equipment
- Antiques

“ATTACHMENT E”

**JACKSON STATE UNIVERSITY
PROCUREMENT CARD
MISSING DOCUMENT AFFIDAVIT**

CARDHOLDER: _____, ACCOUNT NUMBER: _____

Signature of Department Supervisor: _____

Item Description	Date of Purchase	VENDOR	Cost
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Detailed explanation of missing documentation:

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge:

DATE: _____; SIGNATURE OF EMPLOYEE: _____

This Date Personally appeared before me, the undersigned authority, in and for _____ County, State of Mississippi, the above named employee, who, being first duly sworn, state on his/her oath that the above facts are true and correct to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the ____ day of _____ 20

Notary Public

NOTE: This affidavit shall be attached to the Cardholder’s statement and filed with the Approving Official.

“Attachment F”

**Processing of Payments
for Small Procurement Card Purchases**

1. Submit requisitions to establish an Purchase Order to encumber funds prior to the use of the card for proposed purchases. Requisitions should be made out to Citibank with a dollar amount for proposed spending on either a quarterly, semi-annual or annual basis.
2. Attach the receipts for purchase to the Account summary Log (Attachment G). The receipts attached should total the amount of the Citibank statement.
3. After all supporting documents are attached and signatures of the department head, the Account Summary Log along with the receipts should be submitted to the Purchasing Office for auditing.
4. After all discrepancies are corrected, Purchasing Office will submit the paperwork for payment to Financial Services.
5. All payment requests should be submitted no later than the 10th of each month.

I, _____ have read and understand the procedures for the use of the Small Purchase Procurement Card.

Signature

Date

“Attachment G”

Jackson State University

Department Name: _____

Card #: _____

Date: _____

VENDOR	AMOUNT	PURCHASE ORDER #

Citibank Total: _____

Amount Paid: _____

Balance: _____



JACKSON STATE UNIVERSITY

P.O. Box 17029
Jackson, MS 39217

University Strategic Sourcing Services
Purchasing
Travel/Requisitions
Central Receiving/Delivery

Phone: (601) 979-3193
Phone: (601) 979-4181
Fax: (601) 979-2181

“Attachment H”

HAND RECEIPT
Citibank Small Purchase Procurement Card
Jackson State University
University Strategic Sourcing Services

This is to certify that the University Strategic Sourcing Services Citibank Small Purchase Procurement Card issued to Mrs. Elma M. Wade is in the possession of the person listed below, and is being used to purchase merchandise for University business only.

The recipient understands that the card is to be returned with the original vendor invoice and receipt and a requisition for purchase made payable to Citibank.

Printed Name of Recipient: Date Printed Name of Issuer: Date

Signature of Recipient: Signature of Issuer:

COMMENTS: _____

VERIFICATION OF RETURN

I certify that the Citibank Small Purchase Procurement card listed above has been returned with the original vendor receipt, invoice and a requisition for purchase made payable to Citibank.

Signature of Recipient: Date: Signature of Receiver: Date: