

MUW Procurement Card Guidelines

Resources Management
662.329.7126 | Welty Hall

The Basics:

- Cardholders should NEVER allow individuals within their department borrow their card. If it's a department card, you will need to have a sign out sheet for who used the card, when, vendor, amount, and to sign the card back in once returned.
- A student worker is not authorized to make purchases with the Procurement Card
- P Cards should be kept in a secure location – locked office cabinet or vault
- P Card should be kept separate from personal credit cards
- P Card purchases through a grant will require additional documentation
- The new card sends the monthly statement to your E-mail address – they will no longer come through the mail
 - You are responsible for printing off the statement each month
 - Send statement, receipts, and other required documentation to Resources Management by the 10th of the month
- State Sales Tax should NEVER be charged to the Procurement Card
 - ★ YOU are responsible to making sure, before 'checkout', that this charge isn't on your card
 - ★ YOU are responsible for paying this back or having it credited back to your card

Before Using the Procurement Card:

Know if the item you are purchasing is a commodity or service

Commodity is something that you will use (think copy paper or supplies)

Service is work performed by someone

Services will require a contract to be uploaded into Contract Safe. This should be done before anything. W-9 is also required.

There is a daily spending limit for every card and a monthly transaction limit. Be mindful of these before making a purchase.

Splitting purchases to circumvent the card limits or a contract is prohibited.

Personalized items are not allowed to be purchased with the Procurement Card

Procurement Cards are NOT AUTHORIZED to be charged a convenience or service fee

- ★ If the card is charged this fee, YOU are responsible for having the charge credited back to the card or pay for the fee out of pocket.
- ★ It is important that you make sure you will not be charged this fee BEFORE swiping the card or keying in the card number.

ORDERING FROM AN ONLINE VENDOR

If the vendor is out-of-state - request the taxes be removed from the order.

**State of Mississippi taxes NEVER be charged to the
Procurement Card**

even for online, in-state orders.

Purchasing with the P Card:

Competitive Contracts

You are required to purchase from an approved vendor if your item is on a competitive contract

Copy paper – Imperial Bag & Paper Co.

Office Supplies – Barefield Workplace Solutions and Mississippi Industries for the Blind

Barefield Workplace Solutions – Laundry List – State Contract.

[search bar ‘state contract’ does not work for this site]

If the item you need to purchase is on the state contract list, you are required to order that particular item.

If the item you need isn’t on this Laundry List, check Mississippi Industries for the Blind

Mississippi Industries for the Blind – type in ‘State Contract’ in the search bar

If your item isn’t listed as a state contract item (red bold STATE CONTRACT font), check Barefield. If it’s not on Barefield, you may shop around but be mindful of your spending.

Negotiated Contracts

There are some vendors where you are able to negotiate your price for certain items

It is strongly encouraged to purchase items from these vendors if your item isn’t on state contract

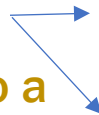
If the item is not on State or Negotiated Contract, follow basic procurement card and purchasing laws

Contracted vendors are found on the following site:

<https://www.dfa.ms.gov/bureau-purchasing-and-contracting>



Clickable links will take you to a list of categories that fall under that contract



CONTRACTS

Competitive Contracts

Established on the basis of written specifications and sealed competitive bids with a contract being awarded to the vendor that has submitted the lowest bid that meets the specifications.

Negotiated Contracts

Entered into when a commodity is used by multiple state agencies and a standard specification fails to meet the needs of a majority of the state agencies.

Statewide Agency Contracts

Established on the basis of competitive bids or negotiation by a specific agency. These agency contracts are approved by the Office of Purchasing and Travel for use by all state agencies and governing authorities to purchase specific products from the vendor.

Cooperative Contracts

Procurement conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity.

The Mississippi Industries for the Blind is a state agency and body politic and corporate. Miss. Code Ann. Section 43-3-101. It was created to establish industries, businesses and shops for the employment of the blind and other persons, to employ blind persons whose training is not otherwise provided for and to market their products, and to furnish materials, tools and books for use in rehabilitating blind persons for employment, and to do any and all other things for blind persons as it deems advisable. Sections 43-3-107. Miss. Code Ann. Miss. Code Ann.

Section 31-7-13 (m) (xxiv) exempts from advertising and bidding requirements set forth in the statute, purchases made by state agencies or governing authorities involving any item that is manufactured, processed, or produced by the Mississippi Industries for the Blind.

COMPETITIVE CONTRACTS

Competitive Contracts are established on the basis of written specifications and sealed competitive bids with a contract being awarded to the vendor that has submitted the lowest bid that meets the specifications.

Contract Bid Search

<ul style="list-style-type: none"> ▼ Automotive Battery ▼ Fuel Access Card Services ▼ Fuel, Emergency ▼ Laser Printer Toner Cartridges ▼ Laundry and Linen Rental ▼ Office, Papers ▲ Office Supplies <ul style="list-style-type: none"> ▪ Barefield Workplace Solutions, Inc. ▪ Supplier Number: 3100000809 ▪ Contract Number: 8200048765 <ul style="list-style-type: none"> ▪ Mississippi Industries for the Blind ▪ Supplier Number: 3100015748 ▪ Contract Number: 8200048766
▼ Paper, Carbonless
▼ Police Vehicles Contact List
▼ Refrigerant Gases
▼ Travel Agency Services
▼ Vehicle Rental Services
▼ Vehicle

Contact Resources Management for contact information for Barefield Workplace Solutions and Mississippi Industries for the Blind. These vendors will be able to set you up with a user name and password.

Paying for a Service with the P Card:

The P Card can be used for Contractual Services ONLY IF the business is an LLC Corporation or LLC-S Corporation

LLC – limited liability company – protect the company’s owner’s personal assets from the company’s debts

LLC-S – is just a tax classification of an LLC – doesn’t pay corporate income tax like an LLC. S Corp company profits pass through the owner’s personal tax returns.

-thanks, google

It is a VIOLATION to use the P Card with contractual services to an Individual, Sole Proprietor, Partnership, or LLC-Partnership

Contracts and W-9s are required for ANY service

We now REQUIRE a W-9 for every service contract – this is to ensure the service is with an LLC or LLC-s

Contracts are to be uploaded into Contract Safe along with the company’s W-9

You must wait for full contract approval through Contract Safe before receiving and paying for the service

Food Purchases on the Procurement Card

ALL food purchases on the P Card require a Food Purchase Form and Food Memo

Food can be purchased for a business meeting or event if:

- Meeting must have a legitimate business purpose with an agenda
- No purchase of alcohol is allowed
- Gratuity no higher than 20%
- Must submit meeting agenda with statement and itemized receipt
- Food Purchase form and Food Memo are required (yes, both)
- Sign in sheet is required for all those who attend the meeting or event

P Card cannot be used for food purchase for someone traveling

Food for use and not consumption still requires a Food Purchase form and Food Memo

If food is purchased from a vendor other than SODEXO for a business meeting or training – a Sodexo food waiver is required along with your agenda, food purchase form, and food memo

Steps for P Card Purchasing:

1. Decide if the product you need is on State Contract
If a service – upload W 9 and contract into Contract Safe
MUST receive FULL approval before moving forward

Make sure your item is not on the PROHIBITED LIST

2. Order item(s)
 - Keep all receipts – receipts MUST be itemized
 - Please do not tape over the ink on a receipt that is printed from a store – the tape will fade the ink
3. Receive ordered item(s) from vendor
BACK ORDERED products are NOT ALLOWED to be charged to the P Card
Cancel the order if item is back ordered

End of the Month Process:

You should be able to sign up for email notification when your statement is available to print.

Print Statement from card website

Complete the Transaction Form (New form for 2024 – includes a transaction date column)

* Charges for shipping or freight should be a separate line on the transaction form since it will be coded to freight.

The transaction form should match the total of the P card statement

There are 2 signatures required on your P Card statement AND the P Card transaction form. The signature should be the person buying the supplies/using the card and the immediate supervisor's signature.

Additional Required Information if:

Purchase of Food

(this includes hot, dried, or canned foods) | Drinks | Water [either consumption or for use]

- Food Memo required
- Food Purchase Form required
 - These are two separate forms
 - The Food Memo requests information regarding the purchase of food (Why?)
 - The Food Purchase Form requests more detailed (Who, where, when?)

Credit receipts are required if your card was charged and you are pending a credit

Purchasing T-shirts or University Swag for recruiting purposes requires University Relations approval for logo usage – approval email from University Relations is required.

This goes for anything using the MUW logo or name – anything branded

Approved vendors for University Relations can be found at:

<https://www.muw.edu/ur/licensing/>

T-shirts/swag cannot be personalized

Prohibited and Allowed Purchases

PROHIBITED

This list is subject to change. Please contact Resources Management if you have a question about inventory/equipment items.

- Weapons
- Two-way radio equipment
- Lawn maintenance equipment
- Cellular telephones (cell phones)
- Computers
- Chainsaws
- Air compressors
- Welding machines
- Generators
- Motorized vehicles
- Travel related costs
- Cameras/camera equipment (priced over \$250)
- Televisions (priced over \$250)
- CPUs (priced over \$250)
- Hard drives (priced over \$250)
- Printers (priced over \$250)
- Mississippi Sales Tax
- ATM or Cash withdrawals
- Radioactive or Hazardous Materials
- Backordered products
- Rental vehicles
- Gasoline purchases
- Liquor Stores
- Items for personal use
- Gifts, incentives, or awards
Party favors, Christmas cards, flowers, birthday cards, etc.
- Products or Services with a recurring monthly charge

ALLOWABLE

- Memberships
- Software [provided you are NOT signing a licensing agreement]
- Freight | Shipping charges
- Postage
- Subscriptions | Publications
- Reprints
- Advertising
- Office Supplies
- Space Rental at Conferences | Conventions
- Registration fees for travel

[approved travel authorization form and conference information is required to be attached to receipt and statement]

Procurement Card Violations and Consequences

VIOLATIONS

- Personal purchases
- Personal travel expenses
- Cash or cash type transaction [including cash back]
- Split purchases
- Not purchasing from competitive contract vendor
- Lack of supporting documentation [itemized receipts]
- Overspending budget, daily transaction limit, monthly card limit
- State taxes, convenience, service, or processing fees
- Allowing unauthorized personnel use of your card
- Not providing required documentation [food memo, food purchase form, meeting agenda and signatures, University Relations approval, etc.]
- Not receiving University Relations approval for logo items

CONSEQUENCES

Resources Management will REVOKE a Procurement Card after two [2] violations within a 6-month period

- Will be required to go through training again in order to have your P card back
- Card will be revoked for 30 days

Incorrect purchase of equipment – the P card will be revoked after one [1] violation

Online Account Setup

STEP 1

Setting Up Online Account:

1. Visit www.access.usbank.com
2. Click **Activate Your Card**

us bank Access[®] Online

[Contact Us](#)

[Login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)



Activate Your Card - Information

Enter Card Information

Complete the fields below to activate your card.

All fields required unless noted as *(optional)*.

Card Number

Expiration Date

Work Phone

Last 4 digits

Submit

Enter Card Number

Exp. Date and Year

Last 4 digits of work number (this was provided on the spreadsheet Resources Management asked you to fill out)

Click submit

You will then receive two emails

One with a link to verify your email address (this is the one that was one the spreadsheet sent to Resources Management)

The second with a passcode to enter into the link from the first email

You will then create a new pin number and be redirected back to the main “Welcome” page

DON'T MISS THIS STEP – You are not finished, yet!

STEP 2

usbank Access[®] Online

[Contact Us](#)

[Login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

Now you have to register online for an account
Don't miss this step

The account number is your card number

Organization Short Name is STOFMS

You will need to create a User ID and password

Make sure you remember your User ID and
password



Activating the card and registering the card are TWO [2] separate steps

Once you have registered the card, you should now have full online access to your account.

Fraudulent Charges

With having full access to your account online, you will be able to see all pending and posted transactions.

If there is a charge on your card that is fraudulent and not authorized by the cardholder or authorized department member, click the TRANSACTION DATE link on your online statement

Transaction List Return to top

Records 1 - 8 of 8

Check All Show | Uncheck All Show

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique
<input type="checkbox"/>	Pending			03/23	03/26	GRAYBAR ELECTRIC	CLAYTON, MO	\$388.00		0305917249
<input type="checkbox"/>	Pending			03/21	03/22	UNIVERSAL RADIO INC				
<input type="checkbox"/>	Pending			03/14	03/16	DELL MARKETING L.P.				
<input type="checkbox"/>	Pending			03/13	03/15	CTI TRUCK SERVICE INC.				
<input type="checkbox"/>	Pending			03/13	03/15	CTI TRUCK SERVICE INC.				
<input type="checkbox"/>	Pending			03/02	03/14	BEST BUY 00009746				
<input type="checkbox"/>	Pending			03/11	03/13	DELL MARKETING L.P.	800-727-1100, TX	\$2,393.61		0305917249

Disputed
 Matched
 Exception
 Reallocated
 Trans Detail Level
 Upload Attachments

Check All Show | Uncheck All Show

Records 1 - 8 of 8

1. Click the transaction date link for the transaction you want to dispute.

Transaction Management
Transaction Detail

Card Account Number: *****5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324004

Create | Manage | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail
		03/23	03/26	GRAYBAR ELECTRIC	CLAYTON, MO	388.00	

Disputed
 Matched
 Exception
 Reallocated
 Upload Attachments

Summary | Match | Allocations | User Line Items | Comments | Approval History | Client Data | Custom Fields

The Summary tab shows high-level transaction information.
The review status cannot be changed because the review day limit has been reached.
To approve and forward the transaction, click "Approve."
To initiate a dispute, click the "Dispute" button.

Transaction Date: 03/23/2024 Purchase ID: 55132 Total Amount: 388.00 Memo Post: Yes	Reference Information Billing Cycle: Open Posting Date: 03/26/2024 Reference Number: 55457375357279017625069 Authorization Number: 031736
Sales Tax: 0.00 Freight: 46.34	Most Recent Extract Dates Financial Extract: General Ledger Extract: Payment Extract:
Merchant Name: GRAYBAR ELECTRIC City, State/Province: CLAYTON, MO Transaction Type: MASTERCARD MC PURCHASE	Currency Billing Currency: U.S. Dollar Source Currency: U.S. Dollar Source Currency Amt: 388.00
Merchant Category Code (MCC): 5065 MCC Description: WHOLESALE ELEC PARTS	

Dispute Sales Draft Requests (1)

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

[Dispute History](#)

2. Review the transaction details.

3. Select additional tabs to view more detail, such as line items and tax information.

4. Click Dispute.

By clicking on the transaction date, you will be taken to a more detailed page regarding that one charge.

If it's fraud, click dispute

By clicking dispute, you are brought to another page with a phone number to call

Transaction Management
Select a Dispute Reason

The definition of a **fraud** transaction is defined as third party unauthorized use of a card. If the transaction in question is fraud, please call 1.800.523.9078.

The definition of a **dispute** transaction is defined as a disagreement between the merchant and the cardholder where the cardholder is asking for their issuer's assistance.

Card Account Number: **** *1332, PAULINE WILLIAMS PRUITT
Card Account ID: 00251324004

Trans Date	Statement Date	Merchant	Amount	Reference Number
03/23/2024		GRAYBAR ELECTRIC	588.00	554573753572790

Select a dispute reason from the list below.

Unrecognized transactions should be treated as fraudulent transactions. If you don't recognize a charge, please call 1.800.523.9078.

My account was charged for this transaction and...

Reason	Additional Items Required
<input type="radio"/> Merchandise Returned ...I have not received credit for the returned merchandise.	
<input checked="" type="radio"/> Merchandise Not Received ...I have not received the merchandise.	
<input type="radio"/> Services Not Received ...I have not received the services.	
<input type="radio"/> Credit Not Received ...I have not received credit toward my account.	Print, Copy of Receipt
<input type="radio"/> Cash Not Received ...I did not receive cash from the ATM.	Print, Copy of Receipt
<input type="radio"/> Alteration of Amount ...the receipt does not match the amount posted.	Print, Copy of Receipt
<input type="radio"/> Inadequate Description ...the description does not give enough information.	
<input type="radio"/> Not As Described ...the merchandise I received does not match the description from the merchant.	Print, Copy of Documentation
<input type="radio"/> Quality of Service ...the service I received does not match the description from the merchant.	
<input type="radio"/> Duplicate Processing ...it has been charged for this transaction more than once.	
<input type="radio"/> Paid by Other Means ...I had paid by other means such as a cash or check.	Print, Copy of Receipt
<input type="radio"/> Credit Posted as a Purchase ...it should have been a credit to my account.	
<input type="radio"/> Cancelled - Merchandise Returned ...I had cancelled the purchase. The merchandise has been returned to the merchant.	
<input type="radio"/> Cancelled - Recurring Transaction ...I had cancelled the purchase. This is a recurring transaction such as a monthly service.	
<input type="radio"/> Cancelled ...I had cancelled the purchase.	
<input type="radio"/> Transaction Posted to Closed Account - Recurring Transaction ...this account has been closed. This is a recurring transaction such as a monthly service.	
<input type="radio"/> Transaction Posted to Closed Account ...this account has been closed.	
<input type="radio"/> Defective - Shipped/Returned ...the shipped merchandise I received was defective. The merchandise has been returned to the merchant.	Print, Copy of Shipping Invoice
<input type="radio"/> Defective - Shipped ...the shipped merchandise I received was defective.	Print, Copy of Shipping Invoice
<input type="radio"/> Defective ...the merchandise I received was defective.	
<input type="radio"/> Other ...none of the above reasons fit my need to dispute this transaction.	

Select

5. Select the reason.

6. Note the additional information the bank needs for your reason.

7. Click Select.

If you do not recognize a charge, then you should call us to report the charge as fraud.

The *Additional Items Required* column tells you what additional information you need to provide when you submit your dispute request, based on Visa and MasterCard dispute rules.

If your card is ever lost or stolen

You are required to contact

USBank

800.344.5696

701.461.2010

and Resources Management

662-329-7126