

S T A T E O F N E B R A S K A

DEPARTMENT OF ROADS

# ***PURCHASING CARD PROGRAM***



***Purchasing Card Administrator***

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**Attachments:** *(numbered forms are available on-line)*

- (1) State of Nebraska Purchasing Card Request
- (2) Cardholder Agreement
- (3) Purchasing Card Training Report *(DR Form 398)*
- (4) Certification of Lost Receipt *(DR Form 403)*
- (5) Visa Purchasing Card Dispute Form
- (6) Returned Card Receipt *(DR Form 409)*

# Purchasing Card Program

## Introduction

The Department of Administrative Services is responsible for the statewide Purchasing Card Program. The Department of Roads' Purchasing Card Administrator is the contact point for purchasing card policies and procedures. The Administrator is responsible for updating the polices and procedures.

The purchasing card will enable DOR employees to make small purchases with the convenience of a credit card, while maintaining control over those purchases. The use of the card will improve efficiency and effectiveness by reducing costs associated with processing small dollar purchases and payments and will provide for immediate payment to vendors.

Purchasing card purchases are governed by the same statutes and procurement rules that apply to all other purchases paid by state warrant.

Cardholders, approving officials, and reconcilers play a critical role in ensuring the success of the purchasing card program. Having a purchasing card is the DOR's demonstration of confidence in its employees. Although the card lists the individual employee's name, it is actually issued to the state. The DOR is responsible for the use and payment of purchases with the card. However, cardholders have primary accountability for the card's security and use. Approving officials monitor the cardholder's use of the card and ensure accurate recording of expenditures.

UMB Bank issues the Visa card for the State of Nebraska. The cards are embossed with the State of Nebraska logo, the cardholders name, account number, and state tax exemption. Each card has multiple controls such as allowable merchant codes and single and cycle spending limits. Every cardholder and reconciler must attend training on the proper use of the card. An agreement stating adherence to program policies and procedures is to be signed by each cardholder.

## Roles and Responsibilities

### Cardholder

- Safeguards VISA Purchasing Card issued in his/her name.
- Reports lost or stolen cards immediately to UMB Bank, approving official, and Purchasing Card Administrator.
- Complies with all policies and procedures relating to the use of the card.
- Enters equipment/building/project number, signature, and proper coding on original supporting documentation and forwards to reconciler at least weekly.
- Makes copies of supporting documentation.

- Reviews monthly account statements and immediately reports any discrepancies to the reconciler, approving official, and Purchasing Card Administrator.
- Initials monthly statement and forwards to reconciler.
- Resolves any discrepancies directly with the vendor.
- Employee Recognition designated cardholders are the only cardholders who may purchase ER related award items included in their respective approved ER Program.

### **Reconciler**

- Receives supporting documentation from the cardholder.
- Reconciles cardholder's submitted information to electronic file from UMB Bank.
- Prepares the document (*receipt*) for coding.
- Reviews and resolves discrepancies with the cardholder/vendor/Purchasing Card Administrator.
- Prints on-line Journal Voucher for signature of cardholder's approving official.
- Maintains all archived purchasing card payment documentation in accordance with DOR records retention policy.

### **Approving Official**

- Approves cardholder purchases.
- Issues email to cardholder for split purchase or single purchase exceeding the \$1,499.99 limit.
- Collects purchasing cards from employees who terminate employment or transfer and no longer need cards, cuts them in half, and forwards the cards to District administrative assistant or Division reconciler.
- Reviews weekly purchases and signs the printed Journal Voucher to indicate approval of the purchases.

### **District Administrative Assistant and Division Reconciler**

- Acts as contact with the DOR Purchasing Card Administrator.
- Maintains copies of cardholder applications, agreements and card numbers.
- Forwards applications and agreements to the Purchasing Card Administrator.
- Receives destroyed cards from approving official and forwards them to Purchasing Card Administrator.
- Conducts training sessions for new cardholders and reconcilers and 3-year renewal refresher courses (*Districts only*).
- Distributes new cards to cardholders (*Districts only*).

### **Purchasing Card Administrator (or Alternate)**

- Acts as contact with DAS Purchasing Card Administrator.
- Acts as contact with UMB Bank.
- Develops and enforces DOR purchasing card policies and procedures.
- Receives purchasing card applications and agreements and submits them to DAS.
- Maintains primary copy of cardholder applications and agreements.
- Receives cards from DAS.
- Schedules training for Division cardholders and reconcilers.
- Issues cards to District administrative assistants and Division cardholders.
- Monitors DOR purchasing card activity to include:
  - Cardholder activity
  - Unreconciled activity
  - Disputed transactions
  - Card expiration dates
- Cancels purchasing cards.
- Reconciles/reviews purchasing card data entered by reconcilers with UMB Bank weekly billing.
- Remits payment to UMB Bank.
- Processes Journal Voucher after agency reconciliation is complete.

### **Requesting a Card**

DOR employees are eligible to become purchasing card cardholders based on job responsibilities and their need to make purchases. Cardholders are selected by their approving officials.

Requests for purchasing cards (*new, change of name or address*) are to be made to the Purchasing Card Administrator using the application form (*"State of Nebraska Purchasing Card Request"*). (*Attachment 1*) The employee should complete the following information on the form:

- Type of Request
- Employee name
- NIS Address Book Number
- Address (*employee office address*)
- Telephone numbers (*employee office and home*)
- Employee signature and date

The employee will route the form through his/her approving official and the District administrative assistant or Division reconciler who will forward it to the Purchasing Card Administrator.

The Purchasing Card Administrator will complete the form and forward it to DAS for creation of the card. The Purchasing Card Administrator will retain the primary copy of the application.

The purchasing card will be sent to the Purchasing Card Administrator who will retain it in safekeeping until such time as it is distributed to the District Administrative Assistants or to Division cardholders when the cardholder has completed training.

### **Training and Agreement**

All new cardholders and reconcilers are required to attend training on the use of the purchasing card. The training includes:

- Description of the program.
- Obligations of the cardholder, reconciler, and approving official.
- Limitations of the purchasing card.
- Allowed and prohibited purchases.
- Statement review.
- Penalties for misuse.

Cardholders are also required to sign a "Cardholder Agreement" (*Attachment 2*) following completion of training before the card will be issued. The agreement outlines card uses, cardholder responsibilities, and consequences for misuse of the card. The Purchasing Card Administrator will forward the original signed agreement to DAS and will retain the primary copy. Those taking training will sign the "Purchasing Card Training Report" (*Attachment 3*). This form will be used for both initial and refresher training. Cardholders will be required to attend refresher training when the card is renewed every 3 years before they receive a replacement card. All District training will be conducted by the Administrative Assistants and by the Administrator for the Division cardholders. The trainer will sign the form and return it to the Administrator adhering to the instructions on the form.

### **Card Distribution, Activation, and Custody**

Purchasing cards will be distributed to the cardholder upon completion of training and signing of the agreement. The cardholder must safeguard the card by signing it immediately. Each card must be activated in accordance with instructions explained on the card. If a card has been inactive for six months prior to the card's expiration date, UMB Bank will not process that card with a new expiration date. The card will be changed to a closed account.

The cardholder is responsible for the purchasing card and its use at all times. The DOR is liable and responsible for payment of all transactions unless they are successfully disputed.

The person issued the purchasing card is the only one authorized to use that card. The card will not be given to or shared with any other person.

### **Lost or Stolen Cards**

Cardholders are to report lost or stolen cards to UMB Bank (1-888-494-5141) and the Purchasing Card Administrator immediately. The cardholder should also inform his/her approving official and administrative assistant.

## Credit Limits

Credit limits and controls are established when the card is authorized and approved. The purchasing card may not currently be used for single purchases from one vendor during the same visit in excess of \$1,499.99 (*including delivery, shipping, etc.*) A single purchase can include any number of items. The same visit means purchases within a 4-hour period. Charges **will not** be split in order to exceed the limit. Purchases of \$1,500 or more should be made in accordance with the established procurement procedures. All transactions are approved or declined based on the following purchasing card criteria:

- Single purchase limit not to exceed \$1,499.99.
- Monthly purchase limit not to exceed \$10,000.00.
- Merchant category coded restrictions.

Cardholders should contact their approving official if card limits or merchant codes are restricting purchases that are required to perform job responsibilities. The approving official will request approval of a change in limits or codes from the Purchasing Card Administrator.

## Making a Purchase

If a District or Division so chooses, the cardholder's immediate supervisor and/or approving official may advise the cardholder of how much can be purchased with or without their knowledge or prior approval. Purchases are to be for official DOR business purposes only, and are to be reasonable and necessary.

The VISA Purchasing Card functions much the same way as your personal credit card. Unlike your personal credit card, the state purchasing card is blocked by Merchant category coded restrictions. Only purchases from identified types of vendors can be made, or the purchase will be rejected. It can be used to make purchases in person (*preferred*), over the telephone, or on the Internet. If the order is placed over the Internet, make sure it is a secure site and a receipt is requested and printed.

At the time of purchase, the cardholder should notify the vendor that the purchase is Nebraska state sales tax exempt. If the vendor requests a tax-exempt number, the cardholder should provide the State's Federal Tax Identification number (*47-0491233*). If the vendor refuses to grant the exemption, the purchase may still be made, but note on the receipt that sales tax was charged. The reconciler should make note of this and notify the Purchasing Card Administrator that sales tax was paid so a refund can be obtained.

## Documentation

It is the responsibility of the cardholder to ensure that every transaction has valid supporting documentation. Valid documentation includes:

- Itemized receipt from the vendor
- Delivery packing slip for goods received
- Copy of an order form or application
- Confirmation order, screen print, or invoice supplied from an internet vendor

Source documentation must include:

- Merchant name
- Date of purchase
- Description, price, and quantity of each item purchased
- Total cost of the order
- Signature of the cardholder

Statute 81-118.02 states, “An itemized receipt for purposes of tracking expenditures shall accompany all state purchasing card purchases. In the event that an itemized receipt does not accompany such a purchase, the Department of Administrative Services shall have the authority to temporarily or permanently suspend state purchasing card purchases....”

The cardholder should contact the vendor directly if the original supporting documentation is lost or if the vendor did not provide it. If the vendor does not provide documentation, complete a “Certification of Lost Receipt” (*Attachment 4*) and submit it to the approving official who will sign it and file it with the other support documentation for that week. Excessive use of this form by a cardholder may cause purchasing card privileges to be revoked.

The original supporting documentation shall be submitted to the reconciler on a daily basis (*preferred*) or at least by the end of the Friday business day. The cardholder will note equipment/building/project number, activity, account, NIGP, and any AFE coding on the source documents. The cardholder will also sign each source document. The cardholder should make a copy of the supporting documentation and retain in order to reconcile against the monthly statement from the bank.

### **Reconciliation**

On a weekly basis, normally on Monday, the Accounting Section within the Controller Division will obtain an electronic file from UMB Bank containing all purchases made on purchasing cards and turned into the bank by vendors for processing during the prior week. This information will be sorted and distributed to the reconcilers who input the cost/informational coding into the Procurement Card System from the source documentation, and the approving officials. This electronic listing will also be made available to others as may be required to meet the informational needs of the Districts, Divisions, or the Department.

The District/Division reconciler will receive from the cardholders at least on a weekly basis all supporting documentation of purchases made during the week and enter the information with proper coding into the Procurement Card System. This data will be matched against the bank data. The reconciler will then take any appropriate action to obtain the information needed to complete reconciliation. Reconciliation will be completed by the following Monday at noon.

The approving official will receive a printout of the Journal Voucher for each cardholder assigned to him/her with the supporting documentation, and sign it to acknowledge that he/she has reviewed the cardholder charges. The reconciler will retain the signed Journal Voucher and supporting documentation.

The Controller Division Accounting Section will review reports on a weekly basis that indicate those transactions for which reconciliation has not been made.

If unauthorized or purchases not made by DOR are identified by the reconciler or the Accounting Section, the Purchasing Card Administrator will be notified so that appropriate notification can be made to DAS and UMB Bank and items questioned placed in dispute.

On a monthly basis, the cardholder will receive a statement from UMB Bank at his/her office address. The statement will reflect all purchases made in the prior month by the cardholder. The cardholder should confirm all purchases made by comparing this statement to copies of purchase documentation. The statement is to be initialed by the cardholder and submitted to the reconciler for filing. Copies of purchase documentation may be retained or destroyed at the cardholder's option. If discrepancies are discovered, the cardholder should attempt to resolve them directly with the vendor. If discrepancies cannot be resolved, the cardholder will need to fax UMB Bank-Card Center. A temporary credit or chargeback credit will be processed to the cardholder account within 24 hours of notification to the Card Center Commercial Account Service Team. Disputed charges remain credited until conclusion of the inquiry. All billing inquiries should be made in writing and as quickly as possible following the billing. The process should be handled according to the following procedure:

1. Circle the charge(s) in question on the billing statement, including a comment that the cardholder is disputing the charge and would like a copy of the ticket, and fill out a cardholder dispute form (*Attachment 5*), and fax to UMB Card Center at 816-843-2485, Attention Commercial Card Services. A copy of this should be sent to the Purchasing Card Administrator and the Reconciler should keep a copy in the cardholder's file.
2. A temporary credit in the amount of the disputed item will be posted to the cardholder's account on the day of receipt, and a copy of the ticket will be ordered from the merchant. The merchant has 30 days to respond to the request for a copy of the ticket. Upon receipt, a copy of the ticket will be forwarded to the cardholder. If no other information is required and the disputed charge can be processed as a chargeback to the merchant, no other action will be required on the cardholder and the temporary credit will become permanent.
3. If the charge is determined valid, the cardholder is notified, and the temporary credit will be reversed and the charge will be re-billed to the cardholder account for payment.

### **Canceling a Card**

In the event the cardholder terminates DOR employment for any reason, the approving official will obtain the card, cut it in half, and immediately submit it to the administrative assistant. If the employee transfers to another District/Division or changes position within the same District/Division, the approving official shall contact the Purchasing Card Administrator for further instructions. The administrative assistant will complete, when necessary, a "Returned Card Receipt," (*Attachment 6*) and submit it and the destroyed card to the Purchasing Card Administrator. The Administrator will retain the original form and return signed copies to the administrative assistant and the approving official to be placed in the cardholder's file. The Purchasing Card Administrator is responsible for notifying DAS-Accounting of deactivated cards.

### **Employee Recognition**

Purchasing cards designated as ER cards can be used for any purchase but are the **only** cards that are to be used for Employee Recognition award items. This may include gifts or gift cards, plaques and engraving, tool kit items, or other items in the approved written program on file with HR. When reconciling, the description of the purchase should clearly identify the item purchased, honoree, and the reason for the purchase (*e.g., Gift Card or item, Smith, Appreciation or flashlights-tool kit items*). If there are several names, enter "see attached" and attach to the JV a separate sheet listing the names and awards. Any ER ceremony related items

(*food/beverages, paper products, tableware*), are to be purchased from the ER Petty Cash Funds, by purchase order, or by expense reimbursement.

### **Audits**

All transactions are subject to audit by the DOR auditors and the State Auditor of Public Accounts. In addition to the DOR auditors' annual audit, bank files are reviewed weekly for any over limit transactions or split purchases. If it is determined that the \$1,499.99 limit has been exceeded and no written special approval from the Administrator is on file, a note will be emailed to the applicable approving official. The approving official will be instructed to remind the cardholder by e-mail of the rules that were agreed to in the signed agreement and a copy of that e-mail is to be filed with the transaction documentation. If the approving official or the reconciler discovers an over limit transaction during the reconciliation process, the same procedure should be followed.

### **Records Retention**

Reconcilers will retain purchasing records (*receipts, packing slips, confirmation orders, any other supporting documentation, Journal Vouchers, Certification of Lost Receipt-DR Form 403,*) in accordance with the DOR records retention Schedule 37 (*5 years provided audit has been completed*). Documentation will be destroyed in accordance with the previously issued instructions. The Purchasing Card Administrator will retain documentation (*applications, agreements Statement of Questioned Item – DR Form 405, Returned Card Receipt – DR Form 409*) also according to Schedule 37 (*1 year after deactivation provided audit has been completed*). Other cardholder files maintained by cardholders, approving officials, and administrative assistants may be destroyed when the cardholder has permanently surrendered their card.

### **Use of the Purchasing Card**

The purchasing card **may not** be used for the following purposes:

- Employee travel (*includes airline tickets, lodging, food/beverage, taxi, parking*)
- Alcohol
- Food/beverage of any kind for any use (*includes bottled water*)
- Tobacco
- Gasoline
- Complete PC's
- Coffee pots and toasters
- Microwaves (*allowed for lab use only*)
- Items included in existing Statewide Contracts (*includes but not limited to*)
  - Office Supplies (*Office Depot*)
  - Janitorial Supplies (*Cornhusker State Industries – order through supply catalog*)
  - Lexmark/IBM Inkjet Printer Cartridges (*Data Source Media – order through Operations Division*)

- Entertainment (*theaters, sporting events, golf*)
- Government Services (*court costs, tax payments, fines*)
- Professional Services (*legal, accountant, engineering*)
- ATM/Cash advances
- Rental or lease of land or buildings
- Any item that exceeds the established per transaction limit
- Any merchant, product, or service normally considered being an inappropriate use of State funds.

The purchasing card **may** be used for the following purposes:

- Subscriptions
- Books, video tapes
- Conference registrations
- Photo development
- Equipment parts
- Postage
- Car washes
- Ice (*under Labor Contract*)
- Jugs of water for office water coolers (*indicate use in the description of the item*)
- Uniform cleaning
- Items contained in the supply catalog not under Statewide Contract or the State Labor Contract (*must meet specs. if applicable*)
- Lumber and hardware
- Computer hardware/software under \$500 (*must comply with IT standards*) (*over \$500 requires approval email from Bill Wehling, John Shimonek, or Joe Kellner in BTSD*)
- HP/other Inkjet Printer Cartridges
- Landscaping/nurseries
- Cameras, video equipment, and accessories
- Phones (*requires approval e-mail from Joe Hunt in Operations Division regardless of type or value*)
- Professional memberships and licenses (*Division/District responsible for tracking validity*)



— OFFICE USE ONLY —		
Card No.:	Original Expiration Date:	Credit Limit:

Nebraska Department of Roads  
**Purchasing Card Program**  
**Cardholder Agreement**

The Nebraska Department of Roads is pleased to provide you with the UMB Bank Visa Purchasing Card. It represents the Department of Roads' confidence in you as a responsible employee to safeguard and protect its assets.

I, ....., hereby acknowledge receipt of the Nebraska Department of Roads purchasing card. As a cardholder, I agree to comply with the terms and conditions of this Agreement, as well as follow the policies and procedures of the Purchasing Card Program, State and NDOR purchasing rules and regulations, and any other guidelines governing the procurement process.

I understand that by accepting this purchasing card, I will be making financial commitments on behalf of the Nebraska Department of Roads. I understand that it is in my best interests that I obtain the best value when purchasing merchandise and/or services with this card.

I agree to surrender my purchasing card immediately upon request, based upon inappropriate actions on my part, termination of employment (*including retirement*), or if reassigned to a different position whereby possession of a purchasing card is not necessary.

I agree to collect and retain any and all transaction documentation, including, but not limited to sales slips, cash register receipts, purchasing card slips, packing slips, etc., in accordance with procedures outlined in the Purchasing Card Program. Failure to do so may be considered misuse and may result in revocation of cardholder privileges.

I agree to accept responsibility for the protection and proper use of this card as outlined in the Purchasing Card Program. I will be the only person who will sign for purchases and will not allow anyone else to make purchases with this card.

I agree to use the purchasing card for only allowable purchases and to stay within my established credit limit. I agree to never split charges in order to avoid exceeding my credit limit.

I agree to **not** use the purchasing card for any employee travel purposes, including, but not limited to airline tickets, gasoline, hotel/motel accommodations, food, alcohol, etc.

I also agree to **not** use the purchasing card for any cash advances, ATM's, or anything that would benefit me as a person.

I understand that if my card is lost or stolen, I shall **immediately** notify UMB Bank. I will report the loss or theft to my approving official and the Purchasing Card Program Administrator at the first opportunity.

I understand that transactions involving my account are subject to audit at anytime by officials of the State, including the Department's Controller Division Audit Section, the Purchasing Card Program Administrator, and the Auditor of Public Accounts, or designated representative.

I acknowledge that any violation of established guidelines will be grounds for my immediate surrender of the purchasing card and permanent loss of my purchasing card privileges. Violations may also be grounds for personal liability; disciplinary action (based upon Human Resource's Policies and Procedures), up to and including dismissal; and criminal sanctions. Willful fraudulent abuse will be cause for immediate termination and reimbursement of any and all inappropriate uses of the card, including related legal expense incurred on behalf of the Department. Amounts not properly reimbursed by me can be withheld (in total) from my paycheck. I agree that my acceptance of the purchasing card authorizes the State to make such withholding automatically from any amount due me by the State, subject to due process.

I acknowledge completion of procurement card training (date: ..... ) in the proper use of the purchasing card and receipt of the Purchasing Card Program. I acknowledge I have read the Purchasing Card Program and this Agreement and understand the contents of both.

**DO NOT SIGN THIS AGREEMENT UNTIL TRAINING HAS BEEN COMPLETED.**

<b>— CARDHOLDER INFORMATION —</b>	
Signature:	Date:
Print Name:	Phone:
Division/District:	Approving Official:
Location ( <i>City/Town</i> ):	Trainer:

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Purchasing Card Administrator Signature:	Date:
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## VISA PURCHASING CARD DISPUTE FORM

### ACCOUNT INFORMATION

_____ Name	_____ Account Number
_____ Company Name	_____ Business Phone

### TRANSACTION INFORMATION

_____ Merchant Name	\$ _____ Amount of Dispute
_____ Date of Transaction	_____ Reference Number of Transaction from Statement

### DISPUTE DETAILS

Please mark the appropriate dispute reason listed below and if indicated, provide the requested documentation.

- Need a copy of the transaction in order to submit payment.
- I do not recognize the above merchant. I am asking that the merchant provide me with more information to help identify whether or not the charge is valid. All valid cards issued to this account are in my possession.
- Although I did engage in the above transaction, I am \_\_\_\_\_ of the above charge. I have disputing \$ \_\_\_\_\_ contacted the merchant and attempted to resolve the matter. I have provided the details below.
- Amount is to be billed to a different UMB card number. UMB card number: \_\_\_\_\_
- Incorrect Amount. *Must provide copy of receipt.* I was \_\_\_\_\_ but should have been billed billed \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Duplicate Posting. The original transaction posted to my statement \_\_\_\_\_ on \_\_\_\_\_ date. for \$ \_\_\_\_\_
- I returned the merchandise to the merchant \_\_\_\_\_ date. The reason for return is listed below. *Must provide proof of return.* on \_\_\_\_\_
- I have a credit slip and the credit has not posted to my account. *Must provide copy of credit slip.*
- To best of my knowledge I, nor anyone authorized by me, received the goods or services represented by the charge. I also certify \_\_\_\_\_ that I, nor anyone with my permission, engaged with the above merchant in any manner.
- I have not received the merchandise and it was to be \_\_\_\_\_ date. delivered on \_\_\_\_\_  
*Must give dates when the merchant was contacted to check on the status of the order & their response below.*
- I cancelled a guaranteed late arrival hotel \_\_\_\_\_ date \_\_\_\_\_ time & cancellation # reservation on \_\_\_\_\_ at \_\_\_\_\_ is: \_\_\_\_\_
- Other. Details of the dispute have been provided below.

### ADDITIONAL INFORMATION REGARDING THE DISPUTED CHARGE

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SEND THIS FORM TO:  
 UMB Bank Card Center  
 ATTN: PURCHASING CARD DISPUTES  
 P.O. BOX 419734  
 KANSAS CITY, MO 64141  
 FAX: 816-843-2485

\_\_\_\_\_  
 Cardholder's Signature & Today's Date



# Returned Card Receipt

*This form is to be completed for employees who turn in their purchasing card upon transfer, termination, retirement, or cancellation of the card. The Administrative Assistant will complete this form and submit it and the destroyed card to the Purchasing Card Administrator. The Administrator will, upon receipt of the card, sign this form and retain it. Copies will be submitted to the employee's Administrative Assistant and approving official.*

District/Division:	O.E.:
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***This is to acknowledge the receipt of the State of Nebraska Purchasing Card No. \_\_\_\_\_***  
***from \_\_\_\_\_ on \_\_\_\_\_***  
*(Employee Name)*
*(Date)*

\_\_\_\_\_  
*(Administrative Assistant Signature)*
*(Date)*

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***This card was cancelled immediately and destroyed in accordance with DOR program guidelines.***

\_\_\_\_\_  
*(Administrator Signature)*
*(Date)*