SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
PURCHASE CARD EMPLOYEE AGREEMENT FORM
And Receipt of Purchase Card

Date issued: _____ Card issued to: _____

Card # (Last 4 digits) _____Credit Limit$_____ Single Trans limit: $_____

This SWOSU purchase card is issued to you in order to simplify purchases for your department. You are encouraged to use this card as payment for small purchase order items as much as possible. It is your direct responsibility to know and understand the limitations associated with using this card.

By signing this agreement, you are stating that you have read and understand the policies regarding use of this card. For your convenience and future reference, the SWOSU website contains the purchasing and procurement card policies, and a FAQ's information sheet. Be aware there are expenditures that are either restricted or prohibited.

Using a Card in Place of a Small Purchase Order

The credit card and the receipt are intended to reduce paperwork and transaction costs for low dollar purchases to the extent possible. The credit card receipt that you receive from the vendor is designed to replace the small order in your department. This means that the number normally assigned to the small order will be assigned to each credit card receipt. This receipt is the key to the payment system and will essentially replace the vendors invoice in the credit card system. Please note the following guidelines:

- The card may be used in person or by telephone
- All purchases are tax exempt
- Only authorized personnel may use the card
- The department will settle all disputes directly with the vendor

Types of Purchases

Currently this card can be used for items that are authorized under the small order system. The athletics cards can be used for student travel. This card is authorized to purchase items under the student group advance policy of the Regional University System of Oklahoma. This card cannot be used for travel, registration, memberships, postage or shipping, professional or personal services and other restricted items.

Process for Payment

It is the responsibility of the cardholder to complete the following:

1. Print the monthly statement
2. Attach all purchase receipts to the statement
3. Verify that the departmental code is correct
4. Record the GL account, small order number, and description of purchase, on the transaction log provided by the Business Services office
5. Obtain the account sponsor's approving signature on each receipt, transaction log and bank statement, as well as the cardholder's supervisor's approval on the transaction log and statement
6. Deliver the statement and the attached receipts to the Business Services office

Termination

Any department that demonstrates that it cannot ensure continued compliance with these guidelines will have their card canceled.

1. **Transaction Limits? -**
   - No single transaction shall exceed $2,500 (exceptions granted on a departmental basis).
2. **Multiple purchases to the same vendor or multiple vendors for the same product? -**
   - State law prohibits splitting purchases in order to decrease the amount of purchase below $2,500.
   - Split purchasing is a felony when done to evade the bidding process.
3. **Fiscal year-end spending?** –
   - The card is not to be used for expendable items and low-value spending to liquidate an expiring budget.
4. **Sales tax exemptions?** –
   - All purchases are sales tax exempt.
   - If sales taxes are charged, cardholders are responsible to get the tax charges reversed or reimburse the University.
   - Wal-Mart requires their sales tax exemption card be presented before the items are scanned.
5. **Amazon, Staples, Quill, PayPal, EBay and other .com site purchases? –**
   - Purchases must be made on the established University accounts.
   - If purchasing from an online supplier that charges sale tax, contact the Business Services office to create an account in the University's name and register for the supplier's tax-exempt program before making the purchase.
   - Stocking up on office supplies at fiscal year-end is prohibited.
6. **Restricted items?** –
   - Travel and entertainment expenses
   - Registrations
   - Postage
   - Cash or ATM transactions
   - Gift certificates
   - Items intended or construed as personal items
   - Gasoline
   - Meals, food or beverages
   - Professional/personal services
   - Transactions requiring signed contracts
   - Computers or printers connected to the network
   - Capital equipment
   - Memberships
   - Controlled substances
   - Tips exceeding 15%
   - Alcoholic beverages
   - Firearms & ammunition
   - University department purchases
   - Other unallowable purchases per University policy
7. **Purchase Card Authorization/Request Form?** –
   - Use to obtain the business services office's authorization to purchase from a supplier whose purchases could potentially exceed the limits established for an individual card during a month, describing why the multiple purchases are not made with the intent of or for the purpose of evading the limits established for the individual card.

- Use to obtain the Business Services office's authorization to purchase restricted items, i.e., items that can be construed as personal, food and beverage when appropriate, etc.
- Use to request the Business Services office purchase a restricted item with the Admin or travel credit card.

8. **Receipts?** –
   - An itemized receipt for each transaction is required. Do not use a supplier that cannot issue a receipt.
   - The receipt must clearly indicate the 1) merchant name, 2) date of purchase, 3) items purchased, 4) quantity and price. Packing slips are not acceptable.
   - Use the Final Details document for Amazon purchases.
   - Write the general ledger number, departmental purchase-card order number, and sign each receipt. Hold the receipts until you get the monthly statement.
9. **Monthly statements?** –
   - Print the bank's monthly statement, complete the log sent by Business Services, and **sign both documents**.
   - **Attach the receipts and send them with the bank statement and log to the person you report to for signature.** The merchant and purchase amount on the receipts must match the bank statement.
   - Submit the signed documents and receipts to the business office no later than the **tenth** of each month or prior to leaving during semester breaks, please.
10. **Safekeeping of card**? –
    - Cardholders are responsible for all charges processed on their card.
    - Sharing the card or card number with other individuals is strongly discouraged.
    - The card should remain on campus in a safe locked unit unless being used. It should not be carried in a purse or billfold unless the user is going to be making an imminent purchase or is in travel status.
    - Photocopies should not be given to others. Doing so could subject the University to full liability of any fraudulent charges on that account.
11. **Lost cards or unauthorized charges?** –
    - Lost cards must be reported immediately to the Bank of America (888-449-2273) and to the Business Services office (580-774-3021.)
12. **Other issues?**
    - Please call the business services office, most issues can be handled through the card administrator; do not call the card issuer directly.

I have read and understand the policies regarding the purchase card and I have received my purchase card:

_____ _____
Signature Print Name

_____
Date