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* These forms will be posted to the Purchasing website mid-June 2005.
I. Overview

A. Introduction

The Procurement Card Program offers to all Midwestern State University departments a simplified way in which employees may purchase and pay for goods. The Procurement Card program is a fast, flexible method for processing small purchases from suppliers that accept MasterCard.

The purpose of the Procurement Card Program is to establish a more efficient, cost-effective method for purchasing and paying for small orders currently processed on Purchase Requisitions, and to delegate the authority and capability to make these purchases to the end-user. This program is intended to compliment the existing processes available.

The terms and conditions of the Procurement Card contract were specified and awarded by the Texas Building and Procurement Commission for the State of Texas. In addition to internal policies and procedures, Midwestern State University will comply with the terms and conditions of the state contract in the implementation of this program.

B. Definitions

1. **Agency** is Midwestern State University. The University arranges with Bank One *(current provider)* to have procurement cards issued to approved University employees. In doing so, the University agrees to accept departmental liability for the employees’ use of the cards.

2. **Cardholder** is a permanent employee, to whom the University assigns a credit card. The Supervisor and the Vice President/Provost approve the initial request for a procurement card. The Supervisor approves the employee’s use of the procurement card on behalf of the University. Cardholders must treat the University’s procurement card with at least the same level of care as their own personal credit cards. The Cardholder will maintain the procurement card in a secure location and will carefully guard the card account number. The Cardholder is the only person allowed to use the procurement card.

3. **Card Issuer** is Bank One, *(currently the vendor is Bank One but this can and may change depending upon the award of the next contract period by the State of Texas)* which contracted with the University to issue Master Card procurement cards to University employees. The bank bills the procurement card transactions directly to the University.

4. **Departmental Approver** *(Supervisor)* could be the President, a Dean, Department Head, Director, Provost or Vice President. He/She is responsible for approving purchases, monitoring charges and signing the Transaction Log envelope. The Departmental Approver must be in an organizationally superior position to the departmental Cardholders.

The Departmental Approver will appropriately discipline Cardholders that do not adhere to procurement card procedures, in compliance with the University’s Fiscal Regulations and Procedures Manual and the Purchasing Manual/Procurement Card Program Guide.
5. **Procurement Card** is a Master Card credit card issued by Bank One (current contracted vendor). At minimum, the procurement card allows the Cardholder to purchase supplies up to a single purchase value of $1,000. The Cardholder must use the card for official University purchases only. Bank One issues the procurement card in the Cardholder’s name. The State of Texas seal and the phrases “For Official Use Only” and “Midwestern State University” are clearly indicated on the procurement card. The procurement card is not the same and does not have the same use as the University Travel Card.

6. **Procurement Card Administrator** is the Purchasing Department staff member who coordinates and manages the Procurement Card Program for the University. The Procurement Card Administrator acts as the University’s intermediary with Bank One. The Procurement Card Administrator works closely with Cardholders in training, dispute resolution, statement reconciliation, auditing and support issues.

7. **Vendor** is the merchant from whom a Cardholder makes a purchase. If a Cardholder frequently purchases supplies from a vendor that does not accept the University’s procurement card, the Cardholder should contact the Purchasing Department and the Procurement Card Administrator will assist in recruiting the vendor to accept the card

II. Approval

A. **Cardholder Eligibility** – The applicant must be a permanent employee of the University. In the event that a Departmental Approver needs to assign a procurement card to a temporary university employee, the Departmental Approver will e-mail the supervising Vice President and the Procurement Card Administrator asking for authorization.

B. **Application Process**
1. The applicant’s Departmental Approver will request an application from the Procurement Card Administrator. The Departmental Approver will submit the application and justification request for a procurement card to his/her Vice President/Provost. The Vice President/Provost will either approve/disapprove the request and forward the documentation to the Purchasing Department. If approved, the Procurement Card Administrator will forward the request to Bank One. Credit Cards are received within 10-14 working days. (Attachment G)
2. The applicant must attend a training session before he/she receives a procurement card.
3. The applicant must sign a Cardholder Agreement in the presence of the Procurement Card Administrator. This document will be retained in the Purchasing Department for auditing purposes. (Attachment A)
III. Accountability

A. Cardholder Liability

The procurement card is a corporate charge card. The Cardholder must use the card according to the procedures stated in this guide and the University’s Fiscal Regulations and Procedures Manual.

If the Cardholder violates the stated procedures, the Procurement Card Administrator will notify the Cardholder’s supervisor. In the case of habitual or serious violations, the Procurement Card Administrator will notify the Cardholder’s supervising Vice President. Violations of the procurement card procedures will most likely result in the University revoking the Cardholder’s procurement card privileges.

B. Terms and Conditions of Procurement Card Usage

1. The Cardholder must only use the procurement card for legitimate University business purposes.
2. The Cardholder must not use the procurement card to purchase goods or services that benefit the Cardholder, a member of the Cardholder’s family, an individual with whom the Cardholder is associated, or a business with which the Cardholder is associated.
3. When Bank One issues the procurement card the spending limit is set at $1,000 per single transaction and $7,500 for total transactions per month. The University may adjust these limits as appropriate based upon departmental needs but only with the approval of the supervising Vice President/Provost. In these cases, an annual review of Cardholder limits will be coordinated by the Procurement Card Administrator and the direct Supervisors and Vice Presidents/Provost. Documentation will be retained in the Purchasing Department for audit purposes.
4. The Cardholder must not split a purchase to circumvent the established limitations.
5. The Cardholder must not use another Cardholder’s card to circumvent his/her assigned purchase limit.
6. Only the approved Cardholder may use the procurement card. The University strictly prohibits anyone other than the approved Cardholder to use the procurement card. The procurement card is not transferable between Cardholders.
7. The Cardholder must not use the procurement card for personal or unauthorized purchases. (See Section III-C-1)
8. The Cardholder must not use the procurement card to purchase alcoholic beverages or any substance, material, or service that violates any policy, law, or regulation pertaining to the University.
9. The Cardholder may purchase items from state contract vendors using the procurement card. Midwestern State University has blocked restricted vendor types such as – Cash, Travel, Firearms, Entertainment, Transportation, Liquor, Hotels, Capital Equipment, Personal Use, Florist and Meals/Restaurants. (See Attachment J)
10. The Cardholder must provide adequate documentation for each procurement card transaction, including, but not limited to, receipts, invoices, packing slips, confirmation e-mails, etc., on a monthly basis to
the Purchasing Department. While the documentation is in the Cardholder’s possession, he/she must provide this information upon request to any one or all of the following persons: the Departmental Approver, the Procurement Card Administrator, the supervising Vice President/Provost, the University’s Internal Auditor, or any other person designated by the President.

11. The Cardholder will abide by any other rules or regulations established by the Departmental Approver relating to the use of the procurement card, provided such rules or regulations do not violate or circumvent the University policies and procedures, state, or federal law.

12. The Cardholder must sign a Cardholder Agreement whereby the Cardholder acknowledges that violations of the procurement card procedures as stated in this manual and the University’s Fiscal Regulations and Procedures Manual will most likely result in cancellation of procurement card privileges and/or disciplinary action in accordance with the University’s policies and procedures. (See Attachment A)

Additionally, the Cardholder agrees that, if the Cardholder in error makes inappropriate, personal, or unauthorized purchases with the procurement card, the Cardholder will reimburse Midwestern State University within a 48 hour time period for all costs associated with those purchase(s), unless the Cardholder’s Departmental Approver, in consultation with the Vice President, determines that other action is appropriate. (See Section III.C. 2.e.)

C. Unauthorized Purchase Procedure

1. An unauthorized purchase includes, but is not limited to, the following:
   a. The Cardholder purchases alcoholic beverages or any substance, material, or service that violates University policies or procedures, or Texas laws or regulations.
   b. The Cardholder allows another individual to use his/her card.
   c. The Cardholder splits a purchase to circumvent the established limitations (i.e., obtains more than one receipt from the same vendor at the same time).
   d. The Cardholder uses another Cardholder’s card to circumvent the purchase limit assigned to the Cardholder.
   e. The Cardholder makes personal purchases using the procurement card.

2. When a purchase is determined to be unauthorized:
   a. The Cardholder who made the unauthorized purchase must send an e-mail of explanation to the Procurement Card Administrator stating the facts and circumstances surrounding the purchase of the item(s) and what corrective actions the Cardholder is taking to prevent this from happening again.
   b. The Cardholder who made the unauthorized purchase will copy the e-mail of explanation to the Cardholder’s Departmental Approver and to the Cardholder’s Vice President/Provost.
   c. The Cardholder’s Departmental Approver and the Procurement Card Administrator will review the purchase.
d. If the Cardholder’s Departmental Approver and the Procurement Card Administrator verify the purchase is appropriate:
   (1) and the University has paid the charge, no restitution will be required, or
   (2) and the University has not paid the charge, it will proceed with payment.

e. If the Cardholder’s Departmental Approver and the Procurement Card Administrator verify the purchase is inappropriate, then:
   (1) If possible, the Cardholder will return the goods, or
   (2) If the Cardholder cannot return the goods, then the Cardholder will be liable to the University, within 48 hours of the decision, for the cost of the goods purchased.

3. In the event that the Cardholder makes a personal purchase with the state procurement card in error, the Cardholder who made the unauthorized purchase must send an e-mail of explanation to the Procurement Card Administrator. The Cardholder will state the facts and circumstances surrounding the erroneous purchase. The Cardholder will contact the vendor and request that the vendor issue a credit to the Cardholder’s procurement card and charge the purchase to the Cardholder’s personal credit card. If this process is not possible then the Cardholder will promptly reimburse the University (within 48 hours) of the purchase and submit the receipts reflecting the reimbursement to the Purchasing Department.

D. Audit Assistance
The Procurement Card Administrator will assist the University’s Internal Auditor, the Comptroller of Public Accounts and State Auditor’s Office external auditors, and other appropriate agencies in periodic audits of the Cardholder’s compliance with the procurement card procedures.

IV. Transactions

A. Summary
The procurement card works just like a personal credit card, except the University pays all charges. The Cardholder will use the card only for the purchase of materials to carry out University business. Midwestern State University’s spending parameters for each procurement card issued are set at $1,000 per transaction with a maximum of $7,500 per month per card.

B. Completing a Procurement Card Transaction
1. Before making a purchase with the procurement card, the Cardholder must determine that the intended purchase is within spending and vendor guidelines, as outlined in this manual.
2. When the Cardholder makes a purchase, he/she must get a copy of the charge slip, a sales receipt, and/or a packing slip. If the Cardholder is making a purchase on the internet, he/she will be sure to print a copy of the on-line order/invoice and/or the confirmation e-mail.
3. If the Cardholder is ordering supplies by telephone or fax, and the vendor does not provide an order form, the Cardholder will use the Telephone Order form provided in this manual or a reasonable substitution. (See
Attachment B) The Cardholder will include a copy of the order form in the monthly Transaction Log envelope. (Attachment I)

4. The Cardholder must obtain appropriate written documentation for all of his/her procurement card transactions. Proper documentation would include receipts, invoices, packing slips, confirmation e-mails, or fax confirmation. This documentation will be submitted monthly to the Purchasing Department. It is also extremely important that the Cardholder document receipt of the goods he/she purchased. The Cardholder can document receiving as follows:
   a. If a packing list accompanies the shipment, the Cardholder will note on the packing list the date the department received the shipment and initial next to the date. Include the packing slip in the documentation attached to the monthly billing statement. 
      **Note: The Packing List is not a substitute for a receipt.**
   b. If a packing list does not accompany the shipment, then the Cardholder will keep a copy of the Equipment Delivery Receipt that he/she will sign when Midwestern State University Warehouse/Central Receiving personnel deliver the shipment to the department. Include the Equipment Delivery Receipt in the documentation attached to the monthly billing statement.
   c. If the Cardholder purchases an intangible product from the internet (i.e. a software download), he/she will print a copy of the order or order confirmation, sign it, date it, and make a note on it that the department successfully received the product or service. Include the order or order confirmation in the documentation attached to the monthly billing statement.
   d. If the Cardholder purchases an intangible product via a telephone order or fax, he/she will sign and date a copy of the telephone order or the fax order. When the goods/services arrive in the department, the Cardholder will write the delivery date on the order form and add a note stating that the department successfully received the intangible product or service. Include the telephone order or fax order in the documentation attached to the monthly billing statement.
   e. If the Cardholder has questions regarding documentation, he/she will call the Procurement Card Administrator at 397-1109.

5. If the Cardholder has lost/missing receipts he/she must document on departmental letter the information pertinent to the purchase. The letter must be initialed or signed by the supervisor acknowledging the missing information and approving the purchase. Include the letter in the Transaction Log envelope sent to the Purchasing Department.

6. It is the Cardholders responsibility to make sure the vendor is aware the University is Tax Exempt. If sales tax is charged to a purchase in error, then it is the Cardholders responsibility to work with the vendor to get the sales tax refunded. Contact the vendor to credit the sales tax back to your procurement card. A copy of the Sales Tax Exemption Certificate is available upon request from the Purchasing Department and available on the Purchasing website.
C. **Vendor Decline of Procurement Card**
If a vendor declines a Cardholder’s procurement card and the Cardholder does not know the reason for the decline, he/she should contact Bank One for an explanation using the customer service phone number on the back of the procurement card. Declines are most likely due to blocked Merchant Category Codes (MCC). Valid vendors often choose incorrect merchant category codes. Therefore, valid transactions may be blocked at the point of sale. The Cardholder should give the vendor name and the date of the decline to Bank One. If the decline is due to a blocked MCC, the Cardholder should ask Bank One for the MCC number. If the Cardholder needs to have that particular vendor unblocked, he/she should refer to Section IV-G of this handbook.

If the vendor does not accept the University procurement card, a purchase requisition must be submitted to the Purchasing Department.

If the Cardholder tries to make a purchase outside of normal University business hours, and the vendor declines the procurement card, the Cardholder will make the purchase by some other appropriate method or terminate the purchase.

D. **Emergency Transactions**
The Cardholder may not make emergency procurement card transactions that exceed his/her single transaction spending limit. If the Cardholder needs to make a purchase that does not meet the procurement card spending controls, he/she must contact the University’s Purchasing Department for assistance.

E. **Credits and Returns**
If the Cardholder returns an item to a vendor, the vendor should issue a credit to the procurement card account for the cost of that item. This credit will appear on a subsequent bank statement. If the Cardholder returns goods purchased with the procurement card, **he/she must not accept cash for the returned goods**. The vendor must issue a credit to the procurement card account.

F. **Disputes & Billing Errors**
The Cardholder will attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the procurement card account. If the Cardholder cannot reach an agreement with the vendor, he/she should contact Bank One using the customer service phone number on the back of the procurement card. Nearly all issues can be resolved using this process. If the Cardholder is unable to resolve the dispute, he/she will contact the Procurement Card Administrator for assistance. The Cardholder will e-mail the Departmental Approver and the Procurement Card Administrator with a situation update no later than 30 days after the first notice of a dispute or discrepancy. The Cardholder will continue sending these update emails at 30-day intervals until the dispute or discrepancy is resolved. *(Attachment H)*

The University will charge the total amount billed by Bank One to the individual departmental accounts. Additionally, the University will post credits for disputed transactions that appear on the Bank One billing statement to the individual departmental accounts.
G. Blocked Vendors
The State of Texas requires Bank One to block certain types of vendors from procurement card use. Bank One blocks these transactions at the point-of-sale level. These transactions include, but are not limited to; travel expenses, entertainment, professional services, or cash transactions. (See Attachment J) If a Cardholder needs to purchase from a blocked vendor, he/she must obtain the Departmental Approver’s approval. If the Departmental Approver approves, the Departmental Approver will make a request to unblock the vendor to the Procurement Card Administrator. (See Attachments C&D) The Procurement Card Administrator will respond to the Departmental Approver’s request with either an approval or another method to achieve the purchase.

H. Spending Limits
If a Cardholder believes the University should increase his/her spending limits, he/she must obtain the Departmental Approver’s approval for the increase. If the Departmental Approver agrees with the Cardholder, the Departmental Approver must request approval from the supervising Vice President/Provost. If the Vice President approves the increase then an e-mail request for increased spending limits should be submitted to the Procurement Card Administrator. The Procurement Card Administrator will respond to the Departmental Approver’s request via e-mail or phone within 48 hours. (See Attachments E)

I. Purchases of Controlled Assets
A Cardholder may not purchase items such as fax machines, stereo systems, cameras, desktop CPU’s, printers (not portable), portable CPU laptops, video recorders/laserdisk players (TV/VCR combinations, Camcorders and Television Sets) with their procurement card if the item is $500.00 or more. These items are considered Controlled Assets by the University and the State of Texas and must be purchased and reported through proper procedures. (See Attachment J)

V. Cancellation
A. Lost, Misplaced, or Stolen Procurement Cards
The Cardholder must report any lost or stolen procurement card immediately to Bank One at 1-800-890-0669. Bank One representatives are available to assist the Cardholder 24 hours a day, 365 days a year. The Cardholder must notify the University Procurement Card Administrator about the lost or stolen card at the first opportunity during normal business hours.

B. Cancellation of Procurement Cards:
1. In the event that the University places a procurement Cardholder on disciplinary or investigatory leave, the Departmental Approver should temporarily cancel the Cardholder’s procurement card. This is done by notifying the Procurement Card Administrator of the request. If the employee returns to work, his/her Departmental Approver can, at his/her discretion, reactivate the returning employee’s card.

2. The Procurement Card Administrator will submit a request to cancel a Cardholder’s procurement card to Bank One. The Cardholder must
return the procurement card to his/her Departmental supervisor within two working days.

3. The Departmental supervisor must return all cancelled procurement cards to the Procurement Card Administrator within a timely manner.

C. Circumstances for Cancellation

1. The University Procurement Card Administrator is required to cancel a procurement card if a Cardholder:
   a. moves to a new job in which a procurement card is not required,
   b. terminates University employment.

2. The University Procurement Card Administrator may cancel a procurement card with the knowledge of the Departmental Approver and Vice President/Provost for any of the following reasons:
   a. the Cardholder uses the card for personal or unauthorized purposes,
   b. the Cardholder uses the card to purchase alcoholic beverages or any substance, material, or service that violates any policy, law or regulation pertaining to the University,
   c. the Cardholder consistently splits purchases to circumvent the established limitations,
   d. the Cardholder uses another Cardholder’s card to circumvent the purchase limit assigned to the Cardholder,
   e. the Cardholder consistently fails to provide the Procurement Card Administrator with required documentation, within the time period specified, by the Purchasing Department,
   f. the Cardholder consistently fails to provide, when requested, information about any specific purchase,
   g. the Cardholder consistently does not adhere to the procurement card procedures,
   h. the Cardholder consistently fails the audits performed by the Procurement Card Administrator,
   i. Departmental Approver or Vice President/Provost deems it necessary.

VI. Monthly Statement Reconciliation

A. Cardholder

1. Each month the Cardholder will receive a billing statement from Bank One.

2. The Cardholder will match his/her receipts and other documentation he/she has collected for the listed purchases or credits on the Bank One statement.

3. If the Cardholder is unable to provide proper documentation for a transaction or transactions by the Purchasing Department's deadline, the Cardholder must contact the Procurement Card Administrator, explaining why the documentation is missing.

4. If there is a disputed transaction, the Cardholder should notify the Procurement Card Administrator. (See Section IV-F)
5. If the Cardholder needs a transaction posted to a different account number, he/she will note the account number change on the Transaction Log envelope.

6. When the Cardholder has gathered the receipts and other documentation, and the Bank One statement, he/she will attach them all together enclose them in the Transaction Log Envelope and make the appropriate notations on the outside of the Transaction Log Envelope. The Cardholder will then give the Transaction Log Envelope to the Departmental Approver for review and signature. It is recommended that the Cardholder keep copies of all receipts and documentation submitted to the Purchasing Department.

If the Cardholder makes inappropriate, personal, or unauthorized purchases with the procurement card, the Cardholder will reimburse Midwestern State University for all costs associated with those purchases, unless the Cardholder's Departmental Approver, in consultation with the Vice President/Provost, determines that other action is appropriate.

B. Departmental Approver
1. When the Departmental Approver receives the Transaction Log Envelope, he/she will review the cover information as well as the enclosed documentation. The Departmental Approver will not only verify that all of the necessary documentation is present, but he/she will also verify that the Cardholder made each purchase in compliance with the University's procurement card procedures. If the Departmental Approver agrees that all of the necessary documentation is present, and that all purchases are appropriate and in compliance, then he/she will sign the Transaction Log. The Departmental Approver’s signature on the Transaction Log Envelope represents that the Departmental Approver has reviewed and approved all items purchased with that Cardholder’s procurement card.

2. If the Departmental Approver is also a Cardholder, he/she will submit their Transaction Log Envelope to his/her immediate supervisor for review and approval.

3. The Departmental Approver and/or the Departmental Approver’s supervisor may temporarily designate someone else to review and approve departmental procurement card documentation in their absence. The Procurement Card Administrator must be notified of the temporary authority.

C. University Procurement Card Administrator
1. Each month, the Purchasing Department will receive a bank statement from Bank One reflecting all transactions made by each Cardholder. The Procurement Card Administrator creates a Purchase Requisition and processes the payment to Bank One.

2. The Procurement Card Administrator then begins the process of auditing Transaction Log Envelopes and designating charges by account fund.
3. The Procurement Card Administrator works closely with Cardholders on locating and submitting missing receipts, documenting specific purchases and addressing inconsistencies.

4. The Procurement Card Administrator completes the audit of the Transaction Logs, inputs the data into the SmartData system designating each expenditure by Object Code and account fund.

5. The Procurement Card Administrator then downloads the completed file from Bank One, reorganizes the report and prepares the upload file for FRS. This process allows expenditures to be charged against the appropriate University fund and reimburses the origination account for payment of the monthly statement to Bank One.

D. Vice Presidents
The supervising Vice Presidents/Provosts will ensure that Departmental Approvers and Cardholders within their divisions comply with procurement card policies and procedures by taking the following actions:
1. The supervising Vice Presidents/Provosts will promptly respond to any communication from the Purchasing Department regarding a violation of procurement card procedures.
2. The supervising Vice Presidents/Provosts will ensure that Departmental Approvers promptly and appropriately discipline Cardholders in their divisions who do not adhere to procurement card procedures. Additionally, supervising Vice Presidents/Provosts will ensure compliance of their Departmental Approvers when managing Cardholders under their supervision.

VII. Miscellaneous

A. Procurement Card Program Guide Updates
The Procurement Card Administrator and Director of Purchasing are responsible for maintaining and updating the Procurement Card Program Guide. The Procurement Card Administrator will ensure that the most current version of the Procurement Card Program Guide is available to all employees via an appropriate electronic format. The Procurement Card Administrator will send an “all subscribers” e-mail whenever updates are made to the Procurement Card Program Guide.

B. Records Storage
The Purchasing Department will store all procurement card documentation in accordance with state and federal regulations. In order to facilitate internal and external audit and review, the records will be stored in chronological order by month and then by year. The Procurement Card Administrator will also produce a summary spreadsheet each month that will be stored with the procurement card documentation indicating individual monthly activity.

C. Training
1. The Procurement Card Administrator will ensure that all new procurement Cardholders attend training before they can begin using the University procurement card. The Cardholder must sign a Procurement Card Training Acknowledgement Form when he/she has completed
training. This document will be retained in the Purchasing Department for audit purposes. **(See Attachment F)**

2. The Procurement Card Administrator will provide updated training to all Cardholders and Departmental Approvers as necessary.
ATTACHMENT A
Midwestern State University
Procurement Card Agreement

**Midwestern State University** is pleased to present you with this procurement card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect University assets.

I, ____________________________, hereby acknowledge receipt of a **Midwestern State University** MasterCard Procurement Card, No. ____________________. As a cardholder, I agree to comply with the terms and conditions of this agreement and the procurement card procedures.

I acknowledge receipt of said agreement and confirm that I have read and understand its terms and conditions. I understand that **Midwestern State University** is liable to Bank One and MasterCard for all University charges.

I agree to use this card for **Midwestern State University** approved purchases only and agree not to charge personal purchases. I understand that **Midwestern State University** will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. I agree to reimburse the University for any costs not associated with the University, even if I am no longer employed by the University.

I understand **Midwestern State University** may terminate my right to use this card at any time for any reason. I agree to return the card to **Midwestern State University** immediately upon request or upon termination of employment.

**CARDHOLDER:**

Signature: _______________________________________ Date: ______________

Print Name: _______________________________________

Location: _________________________________________

**APPROVAL:**

Signature: _______________________________________ Date: ______________

Print Name: _______________________________________ Phone: ______________
ATTACHMENT B

TELEPHONE/INTERNET ORDER FORM

TO BE POSTED TO PROCUREMENT CARD PROGRAM GUIDE MID-JUNE 2005.

WILL ALSO BE POSTED AS A LINK ON PURCHASING WEBSITE.
ATTACHMENT C

EXEMPTION FOR BLOCKED PURCHASES

From: Departmental Approver
To: Procurement Card Administrator
cc: Cardholder
    Supervising Vice President
    Director of Purchasing
Subject: Request to Purchase Goods Normally Excluded from the Procurement Card

I am requesting permission for (Credit Cardholder's Name) to purchase the following goods and/or services that are normally on the excluded list for procurement card transactions:

<table>
<thead>
<tr>
<th>MCC#</th>
<th>Category Description</th>
</tr>
</thead>
</table>

Please notify me of your approval or disapproval via e-mail. If you have questions, please do not hesitate to call me.

Thank you.
ATTACHMENT D

EXEMPTION FOR BLOCKED VENDORS

From: Procurement Card Administrator
To: Departmental Approver
cc: Cardholder
    Supervising Vice President
    Director of Purchasing
Subject: Request to Unblock a Normally Blocked Merchant Category Code

(Credit Cardholder’s Name) has asked the Purchasing Department to unblock the following Merchant Category Code(s) that the University normally blocks for procurement card transactions:

<table>
<thead>
<tr>
<th>MCC#</th>
<th>Category Description</th>
</tr>
</thead>
</table>

This will enable the cardholder to purchase goods and/or services from the following vendor:

________________________________________________________________________

In the interest of time, we have requested Bank One unblock this MCC to allow this purchase, as it appears to be a reasonable purchase for your department. The MCC will remain unblocked for 24 hours to allow the Cardholder to make the required purchase.

If you have questions, please do not hesitate to call me or the Director of Purchasing.

Thank you.
ATTACHMENT E

AUTHORIZATION TO INCREASE PROCUREMENT CARD TRANSACTION LIMIT

From: Departmental Approver
To: Procurement Card Administrator
cc: Cardholder
Supervising Vice President/Provost
Director of Purchasing

Subject: Request to Increase Procurement Card Transaction Limit

I am requesting the Purchasing Department increase (Credit Cardholder’s Name) spending limit as follows:

Justification for increase in transaction limit: ____________________________________________
                                                                                       ____________________________________________
                                                                                       ____________________________________________

$__________ per transaction

$__________ per month

The request has been approved by the supervising Vice President. Please notify me of your response.

If you have questions, please do not hesitate to call me.

Thank you.
ATTACHMENT F

PROCUREMENT CARD TRAINING ACKNOWLEDGEMENT FORM

I, __________________________, attended Midwestern State University’s (Please Print)
Procurement Card Training on ______________________. As part of the training session, I received a copy of the Purchasing Manual and the Procurement Card Program Guide.

Cardholder Trainee Signature: __________________________

Date: __________________________

Instructor’s Signature: __________________________

Procurement Card Administrator

Date: __________________________
ATTACHMENT G

BANK ONE PROCUREMENT CARD ACCOUNT APPLICATION FORM

TO BE POSTED TO PROCUREMENT CARD PROGRAM GUIDE MID-JUNE 2005.

WILL ALSO BE POSTED AS A LINK ON PURCHASING WEBSITE.
ATTACHMENT H

DISPUTE RESOLUTION FORM

TO BE POSTED TO PROCUREMENT CARD PROGRAM GUIDE MID-JUNE 2005.

WILL ALSO BE POSTED AS A LINK ON PURCHASING WEBSITE.
ATTACHMENT I

TRANSACTION LOG ENVELOPE EXAMPLE

TO BE POSTED TO PROCUREMENT CARD PROGRAM GUIDE MID-JUNE 2005.

WILL ALSO BE POSTED AS A LINK ON PURCHASING WEBSITE.
ATTACHMENT J

MIDWESTERN STATE UNIVERSITY
PROCUREMENT CARD PROGRAM GUIDE

RESTRICTED EXPENDITURES

Cardholders may be unable to complete purchasing transactions due to the exclusion of certain types of supplies or merchants. Purchases exceeding spending or transaction limits on the card will be declined at the point of sale.

- Listed are restricted vendor types and categories –

<table>
<thead>
<tr>
<th>Cash</th>
<th>Travel Expenses</th>
<th>Firearms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment</td>
<td>Transportation</td>
<td>Liquor</td>
</tr>
<tr>
<td>Hotels</td>
<td>Capital Equipment</td>
<td>Personal Use</td>
</tr>
<tr>
<td>Florist</td>
<td>Meals/Restaurants</td>
<td></td>
</tr>
</tbody>
</table>

- Limited restriction –

  Gift Cards – Gift cards may be purchased using the Procurement Card if and only if the reason is for the promotion of the university and students. All gift card charges must be made against a 4-4XXXX account with Vice President level approval prior to the purchase. You must document why the purchase was made and who received the gift card.

- Restricted Fund Account –

  No charges may be made using the Procurement Card that will be charged against HEAF fund (8-811XX) accounts. All charges against HEAF accounts must be processed through the standard purchase requisition process.

- All items listed below must be purchased using a purchase requisition if the value of the item is $500.00 or more. These items are considered Controlled Assets by the University and State of Texas and must be purchased and reported through proper procedures. Do not purchase these items with the procurement card if over $500.00.

<table>
<thead>
<tr>
<th>Fax Machines</th>
<th>Stereo Systems</th>
<th>Cameras</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop CPU</td>
<td>Printers (not portable)</td>
<td>Portable CPU Laptop</td>
</tr>
<tr>
<td>Video Recorder/Laserdisk Players (TV/VCR Combinations, Camcorders, Television Sets)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Personal Use

  The wording “For Office Use Only” is indicated on the Procurement Card. The Procurement Card is for business purposes only and may not be used for personal or travel transactions.