

SUPPLEMENT TO THE UNIVERSITY OF MISSOURI
MASTERCARD PURCHASING CARD PROGRAM
PURCHASING CARD POLICY MANUAL

STUDENT PURCHASING CARD MANUAL

Revised October 7, 2004

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1.0 PROGRAM OVERVIEW

1.1 PURPOSE

The Student Purchasing Card is designed to provide a more efficient means of allowing students in selected departments to make small dollar in-store university purchases. The information and policies in this supplement are in addition to, not in replacement of, the information and policies in The University of Missouri Purchasing Card Policy Manual. All policies and requirements as stated in The University of Missouri Purchasing Card Policy Manual apply to the student purchasing card program unless specifically stated otherwise.

Student Purchasing Cards are MasterCard purchasing cards issued to a campus department instead of an individual. **Student Purchasing Cards may be used only by STUDENTS.** Faculty / staff needing to make university purchases should be issued an individual purchasing card.

The Student Purchasing Card will be managed by, and checked out through a designated individual within the department that will be responsible for monitoring its use as well as maintaining its security. It will be important that each student using the card understands and agrees to the policies and procedures of card use, knows what items are considered inappropriate purchase items, is aware of and communicates to the merchant the tax exemption status of the University, retains each receipt, and returns both the card and receipt to the card manager immediately following the required purchase.

1.2 ELIGIBILITY

Participation is limited to departments where a large number of small dollar university purchases are made by a large variety of students. Each department requesting Student Purchasing Cards must submit in writing an explanation of why a Student Purchasing Card is needed and how the cards will be used by the requesting department. Campus Procurement reserves the right to approve or reject any or all requests for Student Purchasing Cards.

1.3 ISSUANCE / CANCELLATION OF STUDENT PURCHASING CARD

- The Student Purchasing Card will be in the name of the campus department responsible for the card (requesting department).
- The Student Purchasing Card Application Form, including the Student Purchasing Card Agreement, must be completed, approved, and returned to Campus Procurement before the card is ordered.
- The requesting campus department must participate in training before a card is issued.
- Cards must be picked up by the card's Approving Official in person at Procurement Services.
- The back of each Student Purchasing Card is to be marked "REQUEST UNIVERSITY STUDENT ID".
- Multiple Student Purchasing Cards may be issued to a campus department, based upon the department's needs.
- The Purchasing Card Change / Cancellation Form must be used when requesting a card to be changed or canceled.

2.0 STUDENT PURCHASING CARD CONTROLS

2.1 INTERNAL CONTROLS

Each department should establish internal controls sufficient to regulate the Student Purchasing Card activities within that department. The responsibility for the appropriate use of the card lies with the student signing out the card, the Approving Official responsible for the card, and the department administrative head.

2.2 RESPONSIBILITIES OF DEPARTMENT ADMINISTRATIVE HEAD

- Ensure that all students using a Student Purchasing Card and all employees delegated responsibilities under the Student Purchasing Card Program meet all program requirements.
- Ensure the Cardholder Statement of Account is reviewed and signed by any combination of two of the following: Approving Official, Department Head, and Delegated Individual. All purchases must be reviewed by a minimum of two individuals to provide the required separation of duty for auditing purposes.

2.3 RESPONSIBILITIES OF APPROVING OFFICIAL OR DELEGATED INDIVIDUAL

- Secure each Student Purchasing Card when it is not in use.
- Collect, verify, and complete required fields on Student Purchasing Card Request Form submitted by the student checking out a card. Forms must be kept with purchasing card records in campus department. (Form attached at end of manual.)
- Make students aware of policies and procedures, including prohibited purchases and purchases requiring additional documentation.

2.4 RESPONSIBILITIES OF APPROVING OFFICIAL

- Verify purchases made follow the purchasing card and Student Purchasing Card policies.
- Submit Statement of Account Report as required for the purchasing card.

2.5 RESPONSIBILITIES OF STUDENT

- Review the list of prohibited purchases and purchases requiring special documentation.
- Follow all instructions / policies of the Student Purchasing Card and the campus department responsible for the card.
- Submit a Student Purchasing Card Request Form, completely filled out including student's name and ID number, signature, vendor(s), item(s) to be purchased, estimated cost, and any other information required by the department responsible for the card. By submitting a signed Student Purchasing Card Request Form, the student acknowledges the responsibilities of using the Student Purchasing Card and agrees to abide by all Student Purchasing Card policies and procedures when making a purchase.
- Ensure the physical security of the purchasing card and protect the account number.
- Make only purchase(s) authorized when card is checked out by campus department. **NO PERSONAL PURCHASES ALLOWED.**

- Immediately report lost or stolen cards to JPMorgan Chase, the campus department responsible for the card, and Procurement Services.
- Return the Student Purchasing Card at the appointed time and place.
- Provide required documentation for each purchase.
- Abuse or misuse of a Student Purchasing Card requires immediate repayment and will result in the matter being turned over to the campus student judicial officer.

2.6 STUDENT PURCHASING CARD LIMITS

The maximum single purchase limit shall not exceed \$500 per transaction and the monthly maximum limit is \$5,000. Higher limits may be requested if a business need exists. Any requests for higher limits must be submitted in writing for approval by Procurement Services. Each department is responsible for setting the single purchase limit and monthly transaction limit commensurate with the students' needs.

Student Purchasing Cards may not be given transportation services privileges.

Annually, Procurement Services will provide each department with a Purchasing Card Utilization Report. The report will provide, by department, each cardholder's name or card name, card limits and previous calendar year transaction history. The purpose of the report is for departments to manage their purchasing card / student purchasing card program including, for example verifying that card information is correct, ensuring that card limits are appropriate relative to card activity, and canceling any inactive or unneeded cards. Departments must respond to Procurement within 30 days of receiving the report, verifying that all cards are needed and limits are set appropriately. Card cancellations and change requests are to be made using the Purchasing Card Change/Cancellation Form. Departments not responding to Procurement will have cards temporarily suspended until verifications have been made. Annually, Procurement will analyze card activity to determine that spending limits are consistent with usage. Where exceptions are noted, Procurement will work with the Departments to set appropriate limits.

2.7 STUDENT PURCHASING CARD SECURITY

The University Student Purchasing Card should always be protected. The card should be kept in a secure location. Only students authorized by the department responsible for the card may make purchases using the Student Purchasing Card. Under no circumstances may the Student Purchasing Card be used for personal purchases or by someone not authorized by the department responsible for the card.

2.8 DEPARTMENT LIABILITY

If a card is lost, stolen, or misused, the campus department may be responsible for payment of all charges made on the lost, stolen, or misused card.

Student Purchasing Cards have dispute rights which allow the campus department to submit information to the issuing bank when discrepancies in billing occur. If the bank can resolve the disputed transaction, the campus department may not be held responsible for payment of the disputed charges. If the merchant repudates the dispute, the campus department is responsible for payment.

2.9 SIGNATURE AND IDENTIFICATION

The back of each Student Purchasing Card is to be marked "REQUEST UNIVERSITY STUDENT ID". Each student making a purchase with a Student Purchasing Card must show their university issued student ID card and must sign the receipt with his/her name.

Student Purchasing Card Application and Agreement

Missouri University of Science and Technology
G5C Campus Support Facility
Rolla, MO 65409-0070
(573) 341-4266

Card Information

Department Name

(Line 1 printed on card)

_____ (Maximum 32 characters)

Department Name #2

(Optional – Line 2 printed on card)

_____ (Maximum 25 characters)

Business Address

_____ (Maximum 25 characters)

Business Address

Line # 2 (optional)

_____ (Maximum 25 characters)

City

_____ (Maximum 25 characters)

State

_____ (2 Character State Code)

Zip Code

_____ (Use 9 digit Zip Code)

Contact Person

Phone ()

E-mail

Approving Official

Approving Official's Name:

Approving Official's Title:

5 Digit MoCode

6 Digit PS Account

Card Controls

Billing Cycle Limit	\$	Not to exceed \$5,000.00 without Procurement Approval
Single Purchase Limit	\$	Not to exceed \$500.00
Number of Transactions Per Day		Default is 5

Purchasing Card Administrator Use Only

Hierarchy Level _____ Hierarchy Number _____ Central Bill Number _____ Rolla PCard

User ID _____ Password _____ Role Access Level _____

MCC _____ Group(s) 471 Include _____ (Add to PaymentNet Account Field 1)

Purchasing Card Administrator's Name _____ Date _____

Purchasing Card Administrator's Signature _____

Student Purchasing Card Agreement

If a card is lost or stolen, it is the Campus Department's responsibility to notify JP Morgan at 1-800-270-7760 and the Rolla Purchasing Card Program Administrator in the MST Procurement Services Office at 573-341-4266 **immediately**. Under these circumstances, the campus department is responsible for payment of all charges made on the lost or stolen card up to \$1,000. Otherwise, the Campus Department is responsible and will be held accountable for all charges made to the Student Purchasing Card.

Failure to adhere to any of the above responsibilities and the procedures detailed during training for the Student Purchasing Card and as listed in the Student Purchasing Card Manual will result in revocation of Student Purchasing Card privileges and may result in revocation of all department Student Purchasing Cards. Use of the Student Purchasing Card for non-University, personal purposes, excluded items, or allowing the use of the Student Purchasing Card by an unauthorized individual may result in discipline, up to and including dismissal from employment and may in some circumstances also constitute a criminal act punishable by law. A list of categories of excluded items, for which the Student Purchasing Card is not to be used, will be provided to each Campus Department during training and/or when the card is issued.

Campus Department

As the Campus Department responsible for this Student Purchasing Card, we agree to accept the responsibility and accountability for the protection and proper use of this Student Purchasing Card, as enumerated above. If non-University charges are placed on the Purchasing Card by a student who signed out the card, UMR Campus Procurement Services will be contacted immediately.

Approving Official and Dean, Department Chair or Director

As Department Approving Official and Vice Chancellor, Dean, or Department Head I take full administrative responsibility for the action of the department issued the card and the students who sign out the card and I approve the limits set forth for this card on the previous page.

Approving Official Signature	Date
_____	_____

Vice Chancellor, Dean, Department Head	Date
_____	_____

Required: Attach an explanation of why your department requires a Student Purchasing Card and a list of procedures your department will follow for securing, issuing, reclaiming, and reconciling a Student Purchasing Card.

Student Purchasing Card Application & Agreement Instructions

This form is to be used as an application when requesting new Student Purchasing Cards. Changes may be requested using the Purchasing Card Change / Cancellation Form. Instructions for completing the application and agreement are listed below. Forms must be typed, written in legible handwriting, or printed.

Requesting a NEW card:

1. Complete the following Information:
 - Department Name (32 characters or less: will be embossed on the card)
 - Department Name # 2 (Optional - 25 characters or less: will be embossed on the card)
 - Business Address Line 1 & 2 (line 2 is optional but can be used if necessary)
 - City, State, Zip Code (provide full 9 digit zip code if available)
 - Business Phone
 - Contact Person
 - Phone
 - E-mail
2. Complete the following Approving Official Information:
 - Name of Approving Official (This field must contain the name(s) of the authorized signer(s) for the Student Purchasing Card's statement of account.)
 - Title of Approving Official
 - 5 Digit MoCode (required as a default; number can be edited during transaction reconciliation)
 - 6 Digit PS Account (required as a default; number can be edited during transaction reconciliation)
3. Complete the following Card Controls:
 - Billing Cycle \$ Limit (not to exceed \$5,000 without Procurement approval)
 - Single Purchase Limit (not to exceed \$500.00 but can be less)
 - Number of Transactions Per Day

The \$5,000 Billing Cycle and \$500.00 Single Purchase limits are listed only as maximum amounts allowed. Departments are strongly urged to consider the purchasing needs of the individual department and set limits accordingly.
4. Purchasing Card Administrator Use Only section is to be filled in by Procurement.
5. The second page of the application is a Student Purchasing Card Agreement, which must be signed by the Approving Official and the Vice Chancellor, Dean or Department Head before the application will be processed. The Vice Chancellor, Dean or Department Head may give the authority to sign the agreement on his/her behalf to the Division Fiscal Officer as long as he/she submits a letter to the Procurement Services Department stating such authority has been given.
6. Department must attach a separate sheet which includes an explanation of why your department requires a Student Purchasing Card and a list of procedures your department will follow for securing, issuing, reclaiming, and reconciling a Student Purchasing Card.

STUDENT PURCHASING CARD REQUEST FORM

All purchases made on a Student Purchasing Card must be made in compliance with the Purchasing Card Policy Manual and Student Purchasing Card Manual. The Student Purchasing Card may only be used for university purchases (NO PERSONAL PURCHASES). Prohibited purchases are listed in the Purchasing Card Manual which is available on-line at

<http://www.umssystem.edu/ums/departments/fa/management/procurement/card/policy.shtml>

Date: _____ Last 4 digits of card # _____

Print Name: _____ Student ID #: _____

Organization's Name / Title: _____

Phone #: _____ MO Code / Account: _____

Vendor: _____ Est. Amt. of Purchase _____

List item(s) to be purchased: _____

List business purpose (include names / # of attendees for food purchases): _____

By signing the form below, I accept the responsibility and accountability for the protection and proper use of this Student Purchasing Card. I understand the Student Purchasing Card may only be used for the transaction noted above and that should I misuse or allow others to misuse the Student Purchasing Card, I am responsible for immediate repayment and the matter will be forwarded to the campus student judicial officer for review and possible additional disciplinary action.

Signature: _____

Following section to be completed by Approving Official

Date / Time Issued: _____ Amount of Purchase: _____

Date / Time Returned: _____