

## Master Card Policy as of October 29, 2009

### Process for the Suspension of Procurement Card Privileges

As a cardholder it is your responsibility to reconcile your monthly Master Card Statement, and to make sure that you are using the correct cost center, grant number, internal order and G/L account. It is also important for every purchase you make to have a receipt. All receipt and backup documentation must be retained in the Summary envelopes provided, by Procurement Services. If the master card is in your name it is your responsibility to make sure the card is reconciled monthly. It is not the responsibility of the Procurement Services to reconcile your master card.

**NOTE:** All cardholder will receive an email from the Procurement Services reminding them to complete the reconciliation for the current month on [5/3 SDOL website](#). The monthly cycle cut off date is the 25th of each month. Failure to reconcile the card on the [5/3 SDOL website](#) by the 25th of the month will result in an “incident”. The Procurement Card should not be used to bypass the budget checking process. The failure of any monthly transactions to post in SAP due to insufficient funds will be considered an “incident” for the month.

- 1st incident - A warning letter will be sent via email/inter-office mail to the cardholder, department head and the internal audit department to informing them of the violation.
- 2nd incident – A second warning letter will be sent via email/inter-office mail to the cardholder, department head, VP and the internal audit department informing them of the violation.
- 3rd incident – A letter will be sent via email/inter-office mail to the cardholder, department head, audit department and the finance department to inform the cardholder that the card has been turned off. The cardholder will still be responsible for reconciling the previous month’s statements. The cardholder then must attend a training session on the process and importance of reconciling the credit card statements. Once the training session is complete the card will be turned back on pending VP approval. Further violations will result in indefinite suspension of Procurement Card privileges.

If the cardholder receives 3 incidents in a 6 month period the MasterCard will be turned off. It is not the intention of the Procurement Services to turn off any Master Card. We are here to service you the cardholder and to assist you in whatever way we can to make the reconciliation process simple and easy. If you are having problems with reconciling your monthly charges please let us know. If you need a cost center, grant number, internal order number or G/L added to the 5/3 database, please use the [maintenance request form](#).

**REMINDER NOTICE:** All cardholders that use their master card for business Meals/Entertainment must fill out the appropriate meals and entertainment form. Please reference [acceptable uses](#) of the Procurement Card for meals charged to university accounts.

For business meals or entertainment charged to university accounts, use the [meals and entertainment form](#). Fill out the form completely and attach the receipt to the form and retain it in your files in the summary envelope provided.

For meals or entertainment charged to an NKU Foundation account, the NKU Foundation meals and entertainment form must be completed. Attach original receipts to the form and submit to Accounts Payable for review and approval. You may wish to keep a copy of the form and receipts in your files.

**TAX EXEMPT PURCHASES:**

NKU is exempt from payment of Kentucky sales tax. Most states recognize the University's tax exempt status for items to be delivered to the University; however use of the card in person, out of state, may result in non-acceptance. The cardholder should emphasize this tax-exempt status at the time of purchase. The University's tax-exempt number is A-9029 and is shown on the second line on your card. Vendors may obtain a copy of our tax exemption certificate, by calling Procurement Services at (859) 572-5265.

**PURCHASING GIFT CARDS WITH PROCUREMENT CARD:**

The only time you or your department can use the Procurement Card for the purchase of gift cards is for students. If you are using the Procurement Card to purchase gift cards for students the department must fill out a form and have the student sign the form at the time he or she receives the gift card. The form should be kept in the white summary envelope provided by Procurement Services. Some examples of purchasing gift cards for students would be the following:

- To increase interest in completion of a survey
- A contest
- The department has a grant that allows this purchase

**USE OF CONTRACTS:**

**AAA Corporate Travel Services**

The preferred travel agent of Northern Kentucky University is AAA Corporate Travel Services. The [Trip Manager Site](#) will allow you to book your travel arrangements. Agent assisted reservations: Domestic 513-763-8820, International 513-763-8870. If another travel agency or site is used please indicate the reason.

**Cardinal Office Products**

Cardinal Office Products has an exclusive office supply contract with Northern Kentucky University. On-line Catalog and orders can be placed at on [Cardinal Office Products' website](#). Phone Number: 1-800-589-5886. Please use Cardinal Office Products when purchasing office supplies for your departments. All other offices supply vendors should be used only in an emergency situation.

**PLEASE NOTE:** Failure to abide by any of the above listed scenarios may be considered an "incident".