Northern Kentucky University
Procurement Card Training
For MasterCard
Agenda

- Card Control
- Cardholder Responsibilities
- Using the PCARD
- Audit Review
- Best Practices Guidelines
Card Control

- **Spending Limits**
  - Monthly cycle limit – $5K
  - Single transaction limit – $1K

- **Revision to Purchase Limits**
  - Use [Account Maintenance Form](#)

- **Card Cancellation**
  - Cardholder’s termination of employment with the University
  - Cardholder’s transfer to another position within the University
  - The revocation of the card by the cardholder’s supervisor or
  - Procurement Services due to misuse by the cardholder
Card Renewal
  ◦ Renewal cards will be automatically mailed to Procurement Services two years from the issue date.

Lost or Stolen Card
  ◦ If your PCARD is lost or stolen, notify Procurement Services at (859) 572–5171 or Fifth–Third Bank at (513) 579–5642
Receipt of Materials and Services
  ◦ Responsible for ensuring receipt of materials and services
  ◦ Resolve any delivery problems or discrepancies

Record Keeping
  ◦ Responsible for retaining all itemized receipts and business purpose of charges

Meal Documentation
  ◦ NKU Meals and Entertainment Form
  ◦ Foundation Meals and Entertainment Form
  ◦ Itemized receipts for meals
Reconciliation is **REQUIRED**
- No monthly paper statement
- Login to the [Fifth-Third SDOL](#) website to reconcile charges
- All reconciled charges will be uploaded to SAP the next business day
- Supervisor review

Failure to reconcile may result in suspension of procurement cared privileges
Disputed Transactions
- Erroneous charges
- Defective merchandise
- Failure to receive goods

Fraud Transactions
- In the case of fraud, notify Procurement Services at (859) 572-5171 immediately
Using the PCARD

**Telephone, Fax, and Internet Orders**
- Caution should be used when giving out your card number
- General guideline: make sure you know with whom you are doing University business

**Sales and Tax Exempt**
- NKU is exempt from payment of Kentucky sales tax
- Cardholder should emphasize tax-exempt status at the time of purchase
- Tax exempt number is A9029 and is shown on the second line of all PCARDS
**DOS**

- Use the card for University purchases
- Maintain security of the card
- Obtain itemized receipts from vendor at the time of purchase
- Reconcile statement on Fifth-Third website
- Recruitment expenses: airline tickets, lodging, and meals for candidates
- Gift cards associated with Grants, Research, and Student Contests

**DON’TS**

- Use the card for personal expenses
- Submit a request for expense reimbursement for PCARD charges
- Split purchases
- Use PCARD for gifts for faculty (use Foundation Funds, if allowable)
- Services subject to personal services contracts and entertainment contracts
Using the PCARD for Travel

DOS
- Use the card for:
  - Hotels
  - Airlines
  - Airport Parking (AAA Contract)
  - Registration fees
  - Car rentals and gas for car rentals
  - Membership fees and dues

DON’TS
- DO NOT use the card for:
  - Meals when travelling to a conference or seminar
  - Gas for personal car
Periodic Review

Audit Review

- Receipts
- Supervisor reviewed
- Allowable purchases
- Report is to summarize findings
- Time to respond
- Final report and response
- Provided to Dean/VP
Cardholder Best Practices Guidelines

- Record keeping and monthly reconciliation must be completed to ensure that all transactions are correct and ensure proper cost allocations (i.e., G/L codes and proper cost center or grant, etc.)

- No personal purchases with the Procurement cards are allowed

- Keep the card in a secure location. Having the whole card numbers on invoices or papers in a file in your office can put the University at financial risk

- Contact the Procurement Card Administrator at (859) 572–5171 if your card has been lost, stolen, or compromised
University policy prohibits split purchases to evade the $1,000 per transaction limit. Please fill out the Procurement Card Account Maintenance Request Form with the approved signatures for increases to your card limit.

NKU is a tax-exempt organization and all transactions should exclude any sales tax. The University’s tax-exempt number is printed on the PCARD. Let the vendor know of the tax-exempt number.
- For additional assistance, please contact Procurement Services at (859) 572–5171 so proper measures can be taken.
Cardholder Best Practice Guidelines

- An itemized receipt is required for all food purchases, including meals on and off campus, as well as from grocery stores with your PCARD.
  - When using Operating or Foundation Funds, an IRS Meals and Entertainment Form must be filled out and kept with your Procurement Card records (including itemized receipt).

- Procurement Services must be notified when employment status (i.e., transfer, termination) changes. If you transfer to a new department, DO NOT leave your PCARD in your old department; that can be a financial risk.
Other Information

- Procurement Services Main Website
- Procurement Services Pro–Card Website
- Procurement Services Resources
- New Vendor Setup form
- Process for Suspension of Pro–Card Privileges
Questions?

Thank you!