# Table of Contents

1.0 PURCHASING CARD OVERVIEW .................................................................................................................. 1

2.0 CARD FINANCIAL POLICY .......................................................................................................................... 1

2.1 Terms: ....................................................................................................................................................... 1

2.2 Limits: ......................................................................................................................................................... 1

2.3 Allowable and Prohibited Uses/Transactions: ......................................................................................... 2

3.0 CARD CONTROL POLICY .......................................................................................................................... 3

3.1 Cardholder’s Application and Agreement .................................................................................................. 3

3.2 Requesting a Change to Credit Limits ..................................................................................................... 3

3.3 Canceling a Card ....................................................................................................................................... 3

3.4 Card Renewal ........................................................................................................................................... 4

3.5 Revising “Default Account Number” Information .................................................................................. 4

3.6 Card Security ............................................................................................................................................ 4

3.7 Cardholder Responsibilities for Receipt of Goods/Services and Recordkeeping ...................................... 4

3.8 Supervisor’s Responsibilities ................................................................................................................... 5

3.9 Lost or Stolen Card .................................................................................................................................. 5

3.10 State of Nevada Sales Tax ....................................................................................................................... 6

3.11 Resolving Errors, Disputes, Returns, and Credits: ................................................................................ 6

3.12 Declined Transactions ............................................................................................................................ 6

4.0 CONTACT INFORMATION ....................................................................................................................... 6

5.0 LINKS TO FORMS AND INFORMATION ................................................................................................. 7
1.0 PURCHASING CARD OVERVIEW

The purpose of the University of Nevada, Reno Purchasing Card Program is to establish a more efficient and cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The purchasing card (p-card) may be used at any merchant or service provider that accepts MasterCard (with certain limitations). The purchasing card can be used for in-store purchases, mail orders, phone orders, internet, or fax orders. All cards are issued at the request of department chair and dean or vice-president. Card usage may be audited and/or rescinded at any time.

The purchasing card is NOT intended:

• To avoid or bypass appropriate purchasing or payment procedures. Rather it complements the existing processes available.
• For personal use.

This manual provides the requirements under which purchasing cards may be used. All cardholders are expected to understand and adhere to the rules contained in this manual and must acknowledge this by signing the Cardholder Agreement (see Section 5).

2.0 CARD FINANCIAL POLICY

It is the cardholder’s responsibility to use the purchasing card in a manner that does not violate the card financial policies as outlined below.

2.1 Terms:
All cardholders must sign and accept the terms and conditions of the purchasing card cardholder agreement.

2.2 Limits:
Each card has been assigned credit and transaction limits by the Controller’s Office, not to exceed the following.

**Individual Cards:**
- Dollar amount per transaction: $4,999
- Dollar amount per month: $10,000
- Number of transactions per day: 50
- Number of transactions per month: 500

**Departmental Cards:**
- Dollar amount per transaction: $2,000
- Dollar amount per month: $5,000
- Number of transactions per day: 50
- Number of transactions per month: 500
Individual limits are based upon the individual needs of the cardholder in consultation with the Purchasing Card Administrator and the department chair/director. Any changes to the transaction and/or monthly limits must be approved by the cardholder’s department chair/director on the Purchasing Card Application and Agreement form. Requests for monthly limits greater than $10,000 for individual and $5,000 for departmental cards may be approved by the Purchasing Card Administrator if the request is appropriate and justifiable.

2.3 Allowable and Prohibited Uses/Transactions:

Allowable Uses/Transactions

Purchases must be for the use and benefit of the university, must have an identified business purposes, be within the card limits, and not be prohibited transactions (see below).

The purchasing card may be used for university purchases from the ASUN Bookstore, Chemistry Stores, Library and Campus Catering Services.

The UNR campus card program has created a restricted department printing/purchasing card that may only be used for printing and copying on campus. The UNR p-card may be used to add money to this department printing/copying card.

Prohibited Uses/Transactions

- Splitting transaction(s) to avoid the limits, including splitting transactions between multiple cards within the same department
- Items for personal use
- Cash advances
- Independent contractor expenses other than airfare
- Printing/copying service over $100 must be approved by Marketing & Communications and a release authorization number given (does not apply to departments outside the Reno/Sparks area)
- Travel expenses for employee’s hotels, meals and personal travel expenses.
- Traveler checks
- Recurring transactions exceeding $25,000 in the aggregate in a fiscal year with a single vendor should be requisitioned through the Business Center North.
- Purchasing gift cards for employee(s) is the equivalent to giving the employees cash and is not permitted. Payments to employees, other than reimbursement of expenses, can only be made through payroll.
- Additional goods or services may be specifically excluded for individual cardholders (see the cardholder agreement for a complete list of exclusions).
- To add money to other WolfCards, including guest cards.

Violation of these policies will result in revocation of the purchasing card(s).

Fraudulent use of the purchasing card may result in disciplinary action and personal liability of the cardholder.
3.0 CARD CONTROL POLICY

It is the cardholder’s responsibility to assure that the purchasing card is secured at all times.

Although the purchasing card may be issued in your name or the name of your department, it is the property of the university and is only to be used for university purchases as defined in this document.

Purchasing cards should be destroyed upon termination of employment of the cardholder with the university.

3.1 Cardholder’s Application and Agreement

To obtain a card after you have read and understand the procedures outlined complete the following steps (all forms are available on the Campus Business website, see section 5 for a link):

1. Complete the Cardholder Account Form.
2. Complete and sign the appropriate Cardholder Agreement. Cards may be issued in the names of specific individuals or departments. A separate agreement exists for each type of purchasing card.
3. Your department chair, director and dean/vice-president must indicate approval by signing the Cardholder Account and Cardholder Agreement forms.
4. Forward original signed forms to the Purchasing Card Team in the Controller’s Office, Ross Hall Room 104 or MailStop-124.
5. The Purchasing Card Team will submit your purchasing card to the vendor and notify you when it is available to be picked up. You must pick it up and sign for receipt of your purchasing card personally, unless you or your department are located off campus in which case the card may be mailed to you.
6. When you receive your card, sign the back of the card immediately and always keep it in a secure place!

3.2 Requesting a Change to Credit Limits

To obtain a credit limit change, please follow the steps below:

1. Download, complete and sign an appropriate Cardholder Agreement (see Section 5). For changes to credit limits only, please complete only page 1 of the cardholder agreement. Please put a check mark in the “Change” box located at the top of the form. Indicate the new credit limit amount you want. Your department chair, director or dean/vice-president must indicate approval by signing the Cardholder Agreement form. Send the original signed form to the Purchasing Card Team in the Controller’s Office, M/S 124 or fax it 775-327-5844.
2. The Purchasing Card Team will make the necessary changes to your credit limit and notify you when it is complete (or if there is a problem).

3.3 Canceling a Card

To cancel a card upon cardholder request, upon termination of employment of the cardholder with the University, or upon request of the University, the card should be cut in half and delivered to the Purchasing Card Team at Mail Stop 0124.
3.4 **Card Renewal**
A renewal card will automatically be mailed to the Purchasing Card Administrator. The expiration date is indicated on the card. Again, you will have to personally pick up your card at the Controller’s Office and sign for receipt of it, unless you or your department is located off campus in which case the card may be mailed.

3.5 **Revising “Default Account Number” Information**
Submitting a revised Cardholder Account Form or e-mailing the revision to a Purchasing Card Team member in the Controller’s Office can change the default account number (fund, agency, org) codes for each card.

3.6 **Card Security**
University purchasing cards are considered “commercial” rather than “personal” credit cards. The University is liable for any lost/stolen/misused purchasing card transactions made before the time we notify the bank of an issue. To ensure the risk of loss is minimized the following security measures must be adhered to:

- Only the authorized cardholder may use the purchasing card for small dollar purchases within the limits set for the card.
- The department purchasing card may be used by anyone authorized by the department chair to do so for small dollar purchases within the limits set for the card.
- Purchasing cards should be secured at all times by the cardholder or the person responsible for the department card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

Additional information on the University’s and the Departments liability is available on the University Controller’s website (see Section 5).

3.7 **Cardholder Responsibilities for Receipt of Goods/Services and Recordkeeping**

*Receipt of Materials and Services*
The cardholder is responsible for ensuring receipt of materials and services and is required to follow-up with the vendor to resolve any delivery problems, discrepancies and/or damaged goods.

For telephone, internet, or catalog orders, make sure there is a complete shipping address and instruction are given along with your name (e.g., name, department name, mail stop number, city, state, and zip code).

Any purchases for supplies must be sent to a University business address. Shipments to an employee’s home address are not allowed unless the university recognizes the employee’s home address as their principal duty station.

*Cardholder Statement of Account, Record Keeping, Documentation, Reconciliation and Approval Process*
Each semi-monthly reporting cycle, the cardholder or person responsible for a department card must:

1. Generate a Statement of Account report using the PaymentNet system and print out the report.
2. Attach all receipts and other documentation, which shows what was purchased, where the purchase was made and the amount to the Statement of Account.
3. Review and edit the account numbers to be charged for each purchase and indicate the business purpose. The cardholder is responsible for ensuring that the proper university account is charged for the purchase and that sufficient funds are available in the account.
4. Sign the Statement of Account report and obtain his/her supervisor’s signature and other signatures, if applicable.
5. Send the Statement of Account report to the Purchasing Card Team by the semi-monthly PaymentNet Review date published on the Controller’s Office webpage.

If associated receipts or purchase documentation are not available when submitting the semi-monthly Statement of Account, provide an explanation on the statement form and submit the receipts at a later date. Receipts submitted at a later date must clearly indicate the semi-monthly period to which the receipt is for, cardholder name and the cardholder number.

To obtain a copy of a charge or credit slip, call the bank’s Customer Service Department at 1-800-316-6056. There is a $5.00 charge for each copy, which will be billed to your card.

The Statement of Account report must be signed by:
   1. The Cardholder (or each individual receipt must be signed by the cardholder)
   2. The Cardholder’s supervisor
   3. If necessary, an authorized account signer for each budget account charged if the cardholder or supervisor are not authorized signers on these accounts.

If a cardholder is unable to file the Statement of Account timely due to unforeseen circumstances, the Purchasing Card Team should be notified immediately. Failure to timely process the Statement of Account can result in revocation of the purchasing card(s).

3.8 Supervisor’s Responsibilities
The following items must be reviewed by all supervisors or authorized account signers before signing any Purchasing Card Statement of Account report:

1.) All purchasing card transactions must be for an appropriate business purpose.
2.) All purchases are in compliance with the university purchasing and p-card policies.
3.) Expense documentation exists and is appropriate for each p-card transaction.
4.) The purchasing card statements must be signed by the cardholder or the card administrator before the cardholder’s supervisor/manager or an appropriate review authority.

3.9 Lost or Stolen Card
It is the cardholder’s responsibility to report the loss of the card immediately to the issuing bank and the University’s Purchasing Card Manager. If your purchasing card is lost or stolen, immediately notify JP Morgan Chase at 1-800-848-2813 and the Purchasing Card Manager at 775-784-1203. Charges to the card are the employee’s responsibility until the card has been reported as missing/stolen.
3.10 **State of Nevada Sales Tax**
The University of Nevada, Reno is an agency of the State of Nevada and is exempt from payment of State of Nevada sales or use tax on its purchases as provided by NRS 372.325, NRS 374.330 and NRS 377, when applicable. **It is the cardholder’s responsibility as an agent of the University to ensure State of Nevada sales tax is not charged.** The State of Nevada Sales Tax exemption letter for UNR is available on the Controller’s Office Website.

3.11 **Resolving Errors, Disputes, Returns, and Credits:**
- The cardholder is responsible for following up with the vendor or bank on any erroneous charges, disputed items or returns as soon as possible.
- The cardholder will contact the vendor first to resolve any outstanding issues (most exceptions can be resolved this way).
- If the cardholder is unable to reach agreement with the vendor, the next step is to contact the bank’s Customer Service Center (1-800-316-6056 ext. 7640) or to fill out an electronic dispute form in the PaymentNet system.
- The bank may ask the cardholder to complete a dispute form and fax or mail the completed form to the bank (see Appendix 5). Please note on the form the reference number the customer service representative gave to you.
- A copy of the dispute form should be sent to the Purchasing Card Auditor in the Controller’s Office.
- The bank must be notified of any disputed item within 60 days in which the item was charged. The bank will credit the cardholder’s account and conduct an investigation.
- Upon completion of the investigation, the cardholder is notified of the resolution. If the dispute is not settled in the cardholder’s favor, the account is charged for the disputed transaction amount.
- If the cardholder is still unable to reach an acceptable solution, call the Purchasing Card Administrator.
- Disputed billing can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. In the event of fraud, notify the Purchasing Card Administrator as soon as possible.
- Documentation should be kept explaining each credit received for returns or exchanges.

3.12 **Declined Transactions**
If a p-card transaction(s) is declined and you feel the decline should not have occurred or need to know why the transaction was declined, you may contact your UNR p-card auditor. The UNR p-card auditor can usually determine if:
1. You were declined because of the merchant blocking.
2. You were declined because you may have exceeded the monthly credit limit.
3. You were declined because you may have exceeded the single transaction dollar limit imposed.

4.0 **CONTACT INFORMATION**

The Purchasing Card team is available to help with PaymentNet User ID's and password resets, p-card questions, statements of accounts, reminder notices, PaymentNet help and training.

Please contact your auditor assigned to your specific agency if you have any questions or concerns:
5.0 LINKS TO FORMS AND INFORMATION

The forms and information that are necessary to request, manage and understand the p-card can be found at the following link http://www.unr.edu/campus-business/all-forms#551. Information and forms include:

- Purchasing Card Application and Agreement - Individual
- Purchasing Card Application and Agreement - Department
- Business Purpose P-Card List
- Purchasing card expenditures relating to travel
- Information on the University and department liability for purchasing card purchases
- NSHE best practices instituted by the Board of Regents
- PaymentNet information and guides
- PaymentNet Problem form
- PaymentNet schedule
- Purchasing card contacts
- Statement of Disputed Items form