

BFGuide

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Responsible Official: Assistant Vice President, Business Services

Responsible Office: Procurement Services

Purpose

The purpose of this purchasing card guideline is to provide parameters in the areas of program administration, file management, proper purchasing card usage, and to promote compliance with University Policies and Guidelines. This Guideline is subject to regular update, revision and improvement.

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Related Forms

- [Purchasing Cardholder Enrollment Form](#)
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Links

- [Purchasing Card Policy UM1817](#)
- [Procurement and Contract Services Policy UM1507](#)
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- [USBank Access Online System](#)

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Definitions

Agency	The University of Memphis is the agency in the relationship between USBank and the University for P-Card services.
Purchasing Card	The Purchasing Card (P-Card) is a Mastercard credit card issued by USBank that works similarly to a personal credit card, except the charges are billed directly to the University. The P-Card contains the cardholder's name and "The University of Memphis." The University's tax exempt number is embossed on the face of the card.
Cardholder	An employee of the University who is approved by their Organization Financial Manager department head to use the P-Card to execute purchase transactions on behalf of the University. Cardholders are expected to make sound business decisions in the best interest of the University, perform their duties competently, and comply with this guideline and related policies and procedures.
Card Issuer	USBank is the card issuer in the relationship between the University of Memphis and the bank and is primarily responsible for issuing Mastercard purchasing cards to University-approved employees, billing the University for all purchases made on the cards, and collecting payment from the University on behalf of the merchants.
Merchant	A retailer, or any other person, firm, or corporation that, according to a Merchant Agreement, agrees to accept credit cards, debit cards, or both, when properly presented.
Organization Financial Manager	University official who must approve employee's request for a P-Card, assign a card administrator and card reviewer, designate a default account number for purchases on the P-Card, and submit application for a P-Card to the Procurement Card Administrator. The Organization Financial Manager approval delegates transaction authority to the cardholder; therefore, the Organization Financial Manager is expected to make reasonable efforts to select appropriate employees as cardholders and ensure that these employees use the card in a proper manner and in compliance with University policies. Report any questionable purchases to the Procurement Card Administrator. Report actual fraud to University Internal Audit. The Organization Financial Manager agrees to notify Procurement and Contract Services within seven (7) business days of the termination or transfer of the cardholder, card reviewer and/or card administrator and to abide by other policies and guidelines pertaining to the University P-Card. If the Organization Financial

Manager is the cardholder, the next level of authority must notify Procurement and Contract Services in accordance with the previous sentence.

Card Administrator

An employee within each department/college approved by their Organization Financial Manager to be responsible for verifying that all charges against the cardholder's account are substantiated by a business purpose and supporting documentation, reallocation of charges are made to department FOAP/account codes, and the documentation is retained within the system for audit purposes.Â If possible, the card administrator should be an employee other than the cardholder and is normally an administrative associate or office coordinator.Â Depending on the size of the department and with Organization Financial Manager approval, the cardholder and card administrator may be the same person.

Card Reviewer

An employee within each department/college who is in a position of authority and can objectively question any and all cardholder purchases and is actively involved in the business management aspect of the department.Â The card reviewer is responsible for the final independent review and electronic approval of P-Card transactions and receipts monthly.Â Typically, this position is a business manager or the next level of authority to the cardholder.Â A cardholder may have more than one card reviewer.Â If a card reviewer or administrator is also the cardholder, then the cardholder cannot be his or her own card reviewer.Â The next level of authority must provide independent review and electronic approval on the cardholder's monthly transactions.

Procurement Card Administrator

The University's official who coordinates the Purchasing Card Program for the University and acts as the University's intermediary in correspondence with the card issuer.

Merchant Category Code (MCC)

A numeric code designating a grouping of one or more individual suppliers/merchants who sell similar merchandise. It is an industry-provided code that categorizes all suppliers based on the goods and services sold.

USBank Access Online

A web-based software program that provides users on-line access to transaction information via the Internet to analyze data, attach and approve receipts, enter notes, analyze reports, change budget account codes and approve monthly cardholder transactions. The Access Online user guides are located on the procurement website [Purchasing Card Policies & Forms](#). **USBank Customer Service - Card Service Center** - The Card Service Center provides assistance to cardholders and card administrators 24 hours a day, 365 days per year. Call 1-800-344-5696.

Procedures

General Policies and Procedures

- Procurement and Contract Services is responsible for managing the purchasing card program. For assistance, contact the Procurement Card Administrator at 901-678-3775.
- Card administrators and card reviewers are responsible for managing their cardholder accounts.
- Cardholders are responsible for assuring accuracy of credit card charges, maintaining receipt documentation, and keeping the P-Card and account number in a secure location at all times.
- P-Cards are only issued to University employees, in the employee's name. P-Cards are not transferable between individual employees. Department cards are prohibited.
- All purchases made with the P-Card must be for official University business in accordance with University procedures and must NEVER be used for personal purchases.

- Total value of any one charge may not exceed \$4,999, including shipping and handling.
- The P-Card cannot be used if the purchase requires a signed contract or agreement. See [University's Contract and Signatory Authority Policy](#).
- Charges are accumulated monthly and charged to "default" FOAP (Fund, Organization, Account, Program) codes and data is transmitted to the Banner Financial System.
- Cardholders, card administrators, and card reviewers must follow University "Record Retention" procedures. See **Record Retention** section of this guide.
- If the P-Card is lost, stolen, or damaged, cardholder must notify USBank immediately at 1-800-344-5696.
- Emergency transactions over \$4,999 may NOT be handled with the P-Card. Contact Procurement Services for assistance.
- Credits - The merchant should issue a credit to a cardholder's P-Card account for any item accepted for return. This credit will appear on a subsequent purchasing card statement. Cardholders cannot accept cash in lieu of a credit to the P-Card account.
- Merchant participation - If a merchant/retailer will not accept the P-Card, the Procurement Card Administrator will assist in recruiting the merchant to take steps to begin acceptance of the card.
- All documentation pertaining to P-Card transactions shall be available for review by Procurement and Contract Services, Internal Audit, State/Federal Audit, and Legal Counsel.
- The University prohibits the use of the P-Card with out-of-country vendors.
- A Cardholder who makes an unauthorized purchase with the P-Card or uses the card in an inappropriate manner will be subject to disciplinary action including possible termination of employment at the University and criminal prosecution.

Applying for a Purchasing Card

- **Eligibility** - Any full time employee of the University can apply for a P-Card upon the approval of their department head or responsible departmental official.
- **Purchasing Card Enrollment** - Eligible employees may apply for a P-Card by completing the [Purchasing Cardholder Enrollment Form](#). The completed form must be approved by the official responsible for the default account listed on the enrollment form and forwarded to the Procurement Card Administrator in Procurement and Contract Services for further action.
- **Training Program for Card Utilization** - All prospective cardholders must attend a training session and sign an [Agreement to Accept the Mastercard Purchasing Card Form](#) prior to receiving a P-Card. The Procurement Card Administrator will conduct the training on cardholder responsibilities such as activating the card, spending limitations, prohibited charges, safeguarding the card, and record retention.

Using the Purchasing Card

- **Activating the Purchasing Card** - The cardholder should call the number on the sticker of the P-Card to activate the card. The automated line will prompt the cardholder for the necessary information.
- **Renewing the Purchasing Card** - The P-Card will automatically be renewed before the expiration date. The Procurement Card Administrator will notify the cardholder by e-mail upon arrival of the new card. When picking up the new card, the cardholder will attest by signature that University purchasing policies will continue to be followed. If the cardholder would like to review policies related to the use of the P-Card, the cardholder will make arrangements with the Procurement Card Administrator. The cardholder **MUST** destroy the old card and call to activate the new one.
- **Canceling the Purchasing Card** - Notify the Procurement Card Administrator who will then contact the bank for cancellation.
- **Purchasing Card Limitations** - The P-Card has three spending limits determined by the University of Memphis and each department. The University decides the individual transaction limit (currently \$4,999) and the responsible departmental

official decides the monthly and daily dollar limits. The monthly cycle ends on the 25th of the month. The monthly billing cycle resumes the following day.

- **Purchasing Card Restrictions** - The University prohibits the purchase of alcoholic beverages; membership dues; travel-related expenses (includes food, lodging, transportation, etc.); cash; gift cards; items for personal use; items for non-University purposes, personal, professional, consulting, and other services that would require a signed contract; and any other items prohibited according to University and individual departmental policies. See **Prohibited/Unauthorized Purchasing Card Use** and **Blocked Merchant Category Codes** sections of this guide. The University prohibits the use of the P-Card with out-of-country vendors.
- **Split Purchases/Invoices** - Cardholders may not split single transactions in excess of \$4,999 into smaller transactions, unless items are purchased under an existing University-approved contract. Cardholders may not make multiple purchases or request multiple invoices for single purchases of like items in order to bypass standard procurement procedures, unless items are purchased under an existing University-approved contract. For more information about what constitutes a split purchase and whether items should be bid, contact the Procurement Card Administrator.
- **Making a Purchase Using the Purchasing Card** - Present the P-Card and inform the merchant that the card is a University of Memphis card (logo and name are embossed on the face of the card) and exempt from paying sales tax. The cardholder is responsible for obtaining itemized receipts for all purchases and attaching in the sys. Each department is solely responsible for maintaining receipts or other supporting documentation for audit purposes.
- **Using the Purchasing Card for Local and Out-of-Town Conference/Seminar Registration Fees, When No Other Travel-Related Expenses, e.g., food, lodging, transportation, membership dues, etc. are Associated with the Registration Fee** - 1) a travel purchase order must be created and approved before a University P-Card is used to pay registration fees for conferences/seminars, 2) The travel purchase order must be referenced on the registration receipt, 3) a copy of the detailed/itemized registration receipt must be stored with the purchasing card statement, 4) the registration must be captured on the [Claim for Traveling Expense Form](#) as a pre-paid item and accompanied by a detailed/itemized copy of the receipt, and 5) a copy of the completed and approved [Claim for Traveling Expense Form](#) must be stored with the corresponding monthly purchasing card statement showing the conference charge.
- **Sales Tax Exemption**- Always request tax exemption when making a purchase on the P-Card. The University's tax exempt number is embossed on the face of the card. Exception: Some states outside of Tennessee will not accept a TN sales tax exemption.
- **Amazon.com Purchases** - The University has an Amazon Business account set up with a sales tax exemption. For details on how to use the Amazon account, contact the Procurement Card Administrator. For other Amazon.com purchases, obtain a copy of the University's tax exemption certificate from Tax Accounting, log on to Amazon.com and then complete a one-time upload of this form before making any purchases. Some states outside of Tennessee will not accept a TN sales tax exemption.
- **Phone and Internet Orders** - The P-Card may be used to place orders over the phone or on the Internet. On phone orders, the cardholder should request a copy of the itemized invoice by facsimile/email to ensure prompt documentation of charges to be reconciled. On Internet orders, the cardholder should print a copy of the invoice or confirmation when the order is placed. Cardholders should direct the merchant to include the following information on the shipping label and packing slip: 1) cardholder name and phone number, 2) department name, and 3) complete campus delivery address.
- **Purchasing Card Inactivity** - To protect system integrity, the system will lock user IDs that are inactive after sixty (60) days from the setup date, last use date, or date the application is first installed (as a grace period). The user has 30 days from the lock date to reactivate the user ID. Contact the Procurement Card Administrator, to

reactivate a user ID. The system will delete user IDs not accessed within ninety (90) days from the setup date, last use date, or date the application is first installed. Contact the Procurement Card Administrator if your card is deleted and it should be reinstated.

Resolving Purchasing Card Issues

- **Disputes of Purchasing Card Charges** - If the cardholder disputes a charge, the cardholder must first try to resolve the dispute directly with the merchant. The nature of the dispute and the final resolution must be documented. This documentation must be retained with the cardholder's monthly statement on which the disputed charge appears. If the dispute cannot be resolved directly with the merchant, the cardholder must file a Dispute with USBank within thirty (30) days of the date of the periodic billing statement upon which the transaction alleged to be in error or dispute first appeared.
- **Lost/Stolen Purchasing Cards** - If a P-Card is lost, stolen or compromised in any way, the cardholder should notify USBank Client Services immediately at **1-800-344-5696 for 24-hour assistance**. Cardholders must also notify the Procurement Card Administrator, within 24 hours after reporting the incident to the bank. After the above notification procedures have been completed, the Procurement Card Administrator will issue a new P-Card to the cardholder. A P-Card that is found after it has been reported lost or stolen must be destroyed.
- **Erroneous Declines** - There may be certain situations when a merchant receives a decline message when processing a cardholder's P-Card transaction. If you do not know the reason for the decline, contact USBank Customer Service at 1-800-344-5696 for an explanation. If the decline was in error, the cardholder should immediately contact the Procurement Card Administrator for assistance. If the purchase is being made outside of normal University business hours, the employee must find an alternate payment method or terminate the purchase and contact the Procurement Card Administrator during normal University hours. The following reasons may decline a card: wrong billing address; exceeding the monthly credit limit; exceeding the single transaction limit; or, the Merchant Category Code (MCC) is blocked.

Cardholder's Responsibilities

- Purchases must be made in accordance with this guideline, Purchasing Card Policy UM1817, [Procurement and Contract Services Policy UM1507](#), Procurement Guideline 10952, and Contract Guideline 10953
- Utilizes sound business decisions in making small-dollar purchases for University use and for checking all transactions against supporting documentation to verify accuracy and propriety
- Ensures the merchant does not charge sales tax (Tax exempt number is printed on the face of the P-Card). Exception: Some states outside of Tennessee will not accept a TN sales tax exemption.
- Warrants that P-Card will not be used to make split purchases.
- Safeguards the P-Card and associated account number in a secure location at all times.
- Certifies that no one else will be allowed to use his or her P-Card and account number.
- Obtains itemized receipts and detailed information for each purchase transaction and electronically attaches them in the US Bank Access Online system. Smart phones or mobile devices can be used to take pictures of the receipts and supporting documentation to electronically attach them in the system. Cardholder must review and approve each transaction and receipt before the Card Administrator can approve. After the cardholder and Card Administrator approves the transactions, the card reviewer shall provide final independent review and approval. See [Purchasing Card Webpage](#) for specific details related to user guides. (Receipts are critical to the success and integrity of the P-Card Program).

- Resolves all incorrect charges and product returns with the vendor as quickly as possible (If a particular charge or credit does not appear on the statement, it should be checked against future online transactions on the statement. If the charge or credit does not appear within sixty (60) days after the original charge was made, notify the Procurement Card Administrator for guidance)
- Statements may be downloaded and forwarded to the card administrator to retain in department files a minimum of three (3) years for audit. If no purchases are made during the billing cycle, a statement will not be available.
- Under very limited circumstances, some cardholders may be granted an exception by the Controller or AVP of Finance to purchase food items with the P-Card strictly for business purposes. If such approval is granted, a written copy of the approved justification must be forwarded to the Procurement Card Administrator. **Cardholders must adhere to Policy UM1311: Purchase of Meals** and attach a [Request for Meal Reimbursement](#) form, agenda, and list of attendees in the system each time the card is used to purchase meals. Maintain a copy of the approved form and supporting documentation in your P-Card folder for audit review. Catering purchases of \$200 or more (faculty / staff groups) or \$500 or more (student groups) per event must be purchased through the University's food service vendor.
- If the cardholder is also the card administrator, forwards transactions and receipts to the card reviewer for final independent review and approval
- Immediately report a lost or stolen card to USBank at 1-800-344-5696 and then report the incident to your card administrator, card reviewer, and Procurement Card Administrator
- Upon termination of employment with the University, return your P-Card to your card administrator or card reviewer

Card Administrator's Responsibilities

- Logs in to Access online to verify that all charges against the cardholder's account are substantiated by receipts and supporting documentation. See [Purchasing Card Webpage](#) for specific details related to user guides.
- Supporting documentation (sales receipt, original invoice, credit receipt, order copy etc.) should indicate the relevant details for each item purchased, including quantities, amounts, a description of what was purchased, the total charge amount, and the vendor's name and address.
- Reviews each transaction and makes any necessary changes such as reallocation of charges to departmental FOAP/account codes. Reallocation changes can be made at any time after the cardholder reviews/approves a transaction, but all on-line allocation adjustments must be made within two (2) business days after the last business day of the preceding month)
- Reviews and approves each transaction and receipt before the card reviewer can provide final independent review and approval.
- Retains cardholder's monthly statements and supporting documentation for audit purposes
- Records must be retained for three (3) years after the fiscal year-end. Receipts for purchases paid from federal funds are to be maintained for grant specified years. Questions about record retention for grant and contract purchases should be referred to Grants Accounting.
- Canceling cards: In the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card, the card administrator or card reviewer is responsible for immediately collecting and destroying the card. The card administrator or card reviewer must provide a memo or email to the University Procurement Card Administrator within seven (7) business days reporting that the card was destroyed and an explanation of why the card should be canceled. The Procurement Card Administrator will notify the bank/card issuer of the cancellation.
- Other P-Card changes: For other P-Card changes, e.g., transaction limits, card administrator, card reviewer, etc., complete the Purchasing Cardholder Change form and forward it to the Procurement Card Administrator

- If possible, the card administrator should be an employee other than the cardholder and is normally an administrative associate or office coordinator. Depending on the size of the department and with department head approval, the cardholder and card administrator may be the same person.

Card Reviewer's Responsibilities

Card reviewer's responsibilities:

- Logs in to Access online to verify that all charges against the cardholder's account are substantiated by receipts and supporting documentation. See [Purchasing Card Webpage](#) for specific details related to user guides.
- Reviews each transaction, adds notes and makes any necessary changes such as reallocation of charges to departmental FOAP/account codes .
- Provides final independent review and approval of his or her cardholder's P-Card transactions and receipts. Cardholder and card administrator must have approved each transaction before the card reviewer can provide final independent review and approval.
- Monitors P-Card transactions each month to ensure that purchases comply with this guideline, policies, and procedures.
- Reports any questionable purchases to the attention of the department head. Reports actual or suspected fraud to University Internal Audit.
- Must be in a position of authority and can objectively question any and all cardholder purchases and be actively involved in the business management aspect of the department.
- If a card reviewer is also a cardholder, then the cardholder cannot be his or her own card reviewer. The next level of authority must provide independent review and approval of each of the cardholder's transactions and supporting documentation.
- Card administrator retains cardholder's monthly statements and supporting documents for safe-keeping and audit.
- Canceling cards: In the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card, the card reviewer or card administrator is responsible for immediately collecting and destroying the card. The card reviewer or card administrator must provide a memo or email to the University Procurement Card Administrator within seven (7) business days reporting that the card was destroyed and an explanation of why the card should be canceled. The Procurement Card Administrator will notify the bank/card issuer of the cancellation.
- Other P-Card changes. For other P-Card changes, e.g., transaction limits, card administrator, card reviewer, etc., complete the Purchasing Cardholder Change form and forward it to the Procurement Card Administrator.

Procurement Card Administrator's Responsibilities

- Reviews and approves completed P-Card Enrollment forms
- Distributes P-Cards to cardholders and obtains cardholder's signature/certification that this guideline, policies and procedures will be followed and that P-Cards were picked up
- Stores new P-Cards in a secure location until picked up by the cardholder
- Provides training sessions to cardholders, card administrators, and card reviewers related to compliance with this guideline; [Purchasing Card Policy UM1817](#); [Procurement and Contract Services Policy UM1507](#); Procurement Guideline 10952 and Contract Guideline 10953.
- Maintains P-Card database, including current cardholders, card administrators, and card reviewers
- Keeps Internal Audit informed of changes to the P-Card database.
- Administers the P-Card Program through the use of USBank's Access online purchasing card software services. See [Purchasing Card Webpage](#) for specific details related to user guides. Acts as liaison between the University and USBank.
- Reconciles monthly P-Card account statements and forwards to Accounts Payable

- Conducts periodic review and monitoring of P-Card use, non-use, and appropriateness of charges related to compliance with this guideline; [Purchasing Card Policy UM1817](#); [Procurement and Contract Services Policy UM1507](#); Purchasing Card Guideline 10119; Procurement Guideline 10952; and Contract Guideline 10953.
- Annually reviews cardholder's credit limits against previous year's spend and if purchases are substantially below credit limits, communicate the results with the cardholder to consider lower credit limits.
- Annually monitors cards with little or zero usage and communicate the results with the cardholder to consider canceling the P-Card.
- If potential questionable transactions are identified through Bank's software tracking system, Bank blocks the card from further use and notifies the Procurement Card Administrator, who will investigate and determine if the card should be reinstated or canceled
- If the Procurement Card Administrator suspects a cardholder has made an inappropriate charge or used the card to make split purchases in order to bypass standard purchasing procedures, the Procurement Card Administrator will contact and advise the card reviewer to discuss said charge or charges with the cardholder. The card reviewer will then inform the Procurement Card Administrator of violations, if any.
- Internal Audit will conduct periodic audits of P-Card use and compliance with this guideline and related policies.
- Canceling Cards: In addition to receiving written notification from the cardholder, card administrator, card reviewer, or department head related to canceling or terminating a cardholder's P-Card, the Procurement Card Administrator receives notice via Human Resources when an employee submits a Separation and Clearance Form, as well as weekly notice of employee terminations and position changes. The Procurement Card Administrator will expedite the P-Card cancellation process with the bank/card issuer to prevent any purchases after the employee leaves or changes positions.
- The Procurement Card Administrator, upon consultation with the Director of Procurement and Contract Services, is responsible for terminating a P-Card if a cardholder: 1) transfers to another University position, 2) terminates University employment, or 3) commits fraud and misuse. See Sanctions for Fraud and Misuse of Purchasing Card section of this guideline.

Amazon Tax Exemption

The University has an Amazon Business account set up with a sales tax exemption. For details on how to use the Amazon account, contact the Procurement Card Administrator.

Federal Funding Purchases

Purchases utilizing federal funding are to follow federal guidelines regarding such purchases. Reference Title 2, Code of Federal Regulations (2 CFR), Part 215: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-voll1/pdf/CFR-2012-title2-voll1-part215.pdf>

Record Retention

- **University-Funded Purchases** - Records must be retained for three (3) years after the fiscal year-end. Records may be electronic.
- **Sponsored Programs or Research-Funded Purchases** - All supporting documentation must be retained for a period of three (3) years from the date of submission of the final expenditure report for the grant or contract. In addition, grants and contracts may have longer retention periods specified in the award terms and conditions. Departments should ensure compliance with all sponsoring agencies. Documentation standards and retention requirements should be reviewed and noted at the time the award is made to ensure compliance. **Questions about record retention for grant and contract purchases are referred to Grants Accounting.**

USBank Internet Purchasing Card Services

- **Card Management System-** With the USBank Mastercard Purchasing Card, cardholders can access their information via the Internet on Access online. Cardholders utilize this system to download their statements, view, and approve transactions, and store related documentation. Your sign on information will be provided by the Procurement Card Administrator following card activation. The Procurement Card Administrator utilizes this system to manage the P-Card process by providing real-time updates to account demographics, card limit information, increase/decrease card limit instantly, change or delete merchant category code groups, and add or delete new accounts online. Additionally, accounts can be blocked if an employee resigns or if a card is lost or stolen.
- **USBank Customer Service - Card Service Center** - The Card Service Center provides assistance to cardholders and card administrators 24 hours a day, 365 days per year. Call 1-800-344-5696.

Prohibited/Unauthorized Purchasing Card Use

- Alcoholic beverages
- Travel-related expenses (food, lodging, and transportation)*
- Break room supplies/appliances/consumables for employee use
- Cash [advances]**
- Cash refunds from returned P-Card purchases
- Personal, professional, consulting, or other services that require a signed contract
- Items for personal use**
- Items for non-University purposes which includes gifts for University employees**
- Meals
- Dues and membership fees
- Copy machines and similar multifunction devices
- Computer products or services from a computer vendor with whom the University has negotiated contracts, e.g., Dell, Apple, etc., must be purchased through the Tigerbuy eprocurement system with an on-line purchase requisition. Use of the P-Card may be used within the Tigerbuy system up to the cardholder's single spending limit. Please consult your campus Local Support Provider (LSP) for specifications of University-supported technology products. (If the LSP cannot repair your computer, repairs may be made via the P-Card through an authorized dealer, within P-Card limits)
- Moving services
- Gift cards**
- Cell phones and related accessories. Reimbursement for such expenses for personal phones (approved for business use) must go through the payroll system (via cell allowance request/change form) to meet IRS regulations. P-Card use for University-owned cell phones is permitted.
- Purchase of hazardous materials/chemicals, except in emergency situations for University researchers/employees out in the field. In those circumstances, the following guideline must be followed: [Specialized Purchasing Guideline](#) (Procedure: Purchase of Hazardous Materials).
- Construction, repair and renovation services (no labor charges are allowed).
- Apps
- Recurring data plans

*Registration fees are permitted for local and out-of-town conferences/seminars, when no other travel-related expenses, e.g., lodging, membership dues, etc. are associated with the registration fee.

**The P-Card is NEVER to be used to purchase items for personal use or for non-University purposes.

A cardholder who makes an unauthorized purchase with the P-Card or uses the P-Card in an inappropriate manner will be subject to disciplinary action including possible termination of employment at the University and criminal prosecution.

Blocked Merchant Category Code (MCC) Cardholders may not use a P-Card to make purchases from the following types of merchants/retailers unless prior approval has been granted. Certain items may be unblocked as an exception based on request and usage with prior approval from the Director of Procurement and Contract Services or the Procurement Card Administrator. These requests will be reviewed on a case-by-case basis. The following is a listing of the Merchant Category Groups and/or Merchant Category Codes (MCC) whose access is blocked:

BLOCKED MCC	DESCRIPTION
3000 - 3299	Airlines
3351 - 3441	Rental Cars
3501 - 4010	Hotels
4011	Railroads
4111	Local/Suburban Commuter Transportation
4112	Passenger Railways
4121	Taxicabs/Limousines
4131	Bus Lines
4411	Steamship Lines/Cruise Lines
4457	Boat Rentals & Leases
4468	Marinas, Marine Service and Supplies
4511	Airlines, Air Carriers (not listed elsewhere)
4582	Airports, Airport Terminals, Flying Fields
4722	Travel Agencies and Tour Operators
4723	Package Tour Operators (Germany Only)
4761	Telemarketing of Travel Related Service
4784	Tolls, Road and Bridge Fees
4789	Transportation Services, Not Elsewhere Classified
4829	Wire Transfer - Money Orders
5271	Mobile Home Dealers
5422	Freezer & Locker Meat Provisioners
5441	Candy, Nut, Confectionary Stores
5451	Dairy Products Stores
5462	Bakeries
5551	Boat Dealers
5571	Motorcycle Shops and Dealers
5592	Motor Homes Dealers
5598	Snowmobile Dealers
5811	Caterers
5812	Eating Places, Restaurants
5813	Cocktail Lounges, Bars-Alcoholic Beverages
5814	Fast Food Restaurants
5921	Package Stores - Beer, Wine, and Liquor
5932	Antique Shops-Sales, Repairs, & Restoration Services
5940	Bicycle Shops - Sales and Service
5960	Direct Marketing - Insurance Services
5962	Direct Marketing-Travel-Related Arrangement Services
6010	Financial Institutions - Manual Cash Disbursements
6011	Financial Institutions-Automated Cash Disbursements
6012	Financial Institutions - Merchandise and Services

6051	Non-Financial Institutions-Foreign Currency, Cheques
6211	Security Brokers/Dealers
6300	Insurance Sales, Underwriting, and Premiums
6381	Insurance Premiums (thru 3/29/96)
6399	Insurance - Not Elsewhere Classified (thru 3/29/96)
6611	Overpayments
6760	Savings Bonds
7011	Hotels-Lodging (Not Listed Elsewhere)
7012	Timeshares
7261	Funeral Service & Crematories
7273	Dating & Escort Services
7276	Tax Preparation Service
7277	Counseling Service - Debt, Marriage, Personal
7280	Hospital Patient Personal Funds Withdrawal Accts
7295	Babysitting Services
7297	Massage Parlors
7299	Personal Services, Not Elsewhere Classified
7321	Consumer Credit Reporting Agencies
7361	Temporary Help Services, Employment Agencies
7393	Protective Services
7512	Car Rental Companies (Not Listed Elsewhere)
7519	Motor Home & Recreational Vehicle Rentals
7841	Video Tape Rental Stores
7992	Golf Courses - Public
7995	Betting Including Lottery Tickets
8111	Legal Services, Attorneys
8241	Correspondence Schools
8351	Child Care Services
8651	Political Organizations
8661	Religious Organizations
8675	Automobile Associations
8911	Engineering, Architectural & Surveying Services
8931	Accounting, Auditing & Bookkeeping Services
8999	Professional Services Not Elsewhere Defined
9211	Court Costs, Alimony, Child Support
9222	Fines
9223	Bail and Bond Payments
9311	Tax Payments
9411	Government Loan Payments
9700	Automated Referral Service
9701	Visa Credential Server
9702	GCAS Emergency Services

Sanctions for Fraud and Misuse of Purchasing Card

Sanctions for Fraud and Prohibited/Unauthorized Purchases: Misuse of Purchasing Card:

First Offense:

- Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer
- Provide proof that funds were reimbursed to the University

Second Offense:

- Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer
- Department Head (e.g., Dean, Director, Vice-President) is notified
- Cardholder must attend mandatory P-Card training

-Provide proof that funds were reimbursed to the University. If training is not attended or proper documentation is not provided, the P-Card will be immediately terminated

Third Offense:

-The card use is terminated. In the event that the cardholder used the P-Card to make a personal purchase, a determination as to whether taxable income should be assessed will be made by the Accounting Office. In addition, the incident will be reported to Human Resources and the cardholder's department head for the pursuit of potential disciplinary action in accordance with applicable University and TBR policies and State statutes.

"No Review" Performed on Cardholder's Monthly Purchases:

First Offense:

-Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer as part of month end reconciliation to include the following:

-Provide proof of review

-Complete all required approvals and documentation before the next month's cycle close date or card will be suspended until complete

Second Offense:

-Cardholder receives email warning from Procurement and Contract Services and copied to card administrator and card reviewer that card will be suspended if all required approvals & documentation are not completed within 15 days of warning

-Department head (e.g., Dean, Director, Vice-President) is notified

-Card Reviewer and Cardholder must attend mandatory P-Card training together

-Card will be suspended until training is completed

Third Offense:

-The card use is terminated

Fraud:

In the event that any cardholder uses the P-Card to make a fraudulent purchase, card privileges will immediately be terminated and a determination as to whether taxable income should be assessed will be made. The incident will be reported to Human Resources, Police Services, Internal Audit and Legal Counsel, along with the cardholder's department head. In addition, termination of employment will be pursued and the filing of criminal charges in accordance with applicable University and TBR policies and State statutes.

Related Forms

**Purchasing Cardholder
Enrollment Form**

<http://bf.memphis.edu/procurement/purchasingcard/pcarde.html>

**Purchasing Cardholder
Change Form**

<http://bf.memphis.edu/procurement/purchasingcard/pcard.html>

**Agreement to
Accept
Mastercard
Purchasing Card**

https://www.memphis.edu/procurement/pdf/agreement_to_accept_the_mastercard_purchasing_card.pdf

**Request for Meal
Reimbursement Form**

<https://www.memphis.edu/accounting/pdf/acct05.pdf>

Links

**Purchasing Card Policy
UM1817**

<https://umwa.memphis.edu/umpolicies/UM1817.htm>

**Procurement and Contract
Services Policy UM1507**

<https://umwa.memphis.edu/umpolicies/UM1507.htm>

**Contracts and Signatory
Policy UM1571**

<https://umwa.memphis.edu/umpolicies/UM1571.htm>

**Purchase of Meals Policy
BF4002**

<https://memphis.policytech.com/dotNet/documents/?docid=419&public=true>

**USBank Access Online
System**

<https://www.access.usbank.com/>

Contacts

**Procurement and Contract
Services Staff**

<https://www.memphis.edu/procurement/staff.php>

Revision Dates

Nov-17-2021
Aug-06-2019
(Working Guideline Number: 10119)

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