



Purchasing Department

Purchasing Card Newsletter



New P-card Office



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We have moved! In November we moved into one of-
 fice space. Now we are all together in our own office
 to better work with you. Pam and Marci are now both
 in **Room 126** in the Supply Services Building. Our
 door is located right across the hall from the Accounts
 Payable window. Stop in and see the new space!

New Credit Cards!

We have some exciting news to share! Many have not-
 ed that they disliked the "UK Blue" color of PNC's
 standard issue cards. We have learned recently that we
 are now able to customize our procards. The process of
 ordering the new cards and switching them out will oc-
 cur after Christmas Break. Stay tuned for an email re-
 garding this update in the near future.

Account Codes

Account codes are chosen by the type of item(s) that was purchased. When reconciling if you are unsure of what account code to use you can determine the account code by the following:

- If item has been purchased in the past, look back in the budget to see what account code was used
- Choose the account code that best fits the item

Common account codes usage:

Membership dues	71801
Subscriptions	71810
Promotional Products	73508



71119 - Supplies Procurement Card

This is a clearinghouse account code. This account code does not describe what was purchased. *Please make sure to choose the account code that best describes what had been purchased.*

This is important because we must comply with state purchasing laws regarding contracts. In order for us to be in compliance, we must know what is being purchased. The purchasing card program has decentralized purchasing small dollar items, but the responsibility for compliance is still the same. Record keepers are now responsible for this information by choosing the correct account code when reconciling ActivePay. Purchasing then utilized the information to research for potential contracts.

Record Keeper Training

New record keepers are required to complete the Purchasing Card Policy training and in-person ActivePay training prior to receiving access to ActivePay. Please contact Pam Davidson to schedule these trainings.



Cardholder Training

All new cardholders are required to complete the Purchasing Card Policy training program prior to receiving the card. This program will be emailed to you when the card is ordered. You will be able to email your score to pam.davidson@wku.edu at the end of the program.

Record Keeper or Supervisor Changes

Please contact Pam or Marci with any and all record keeper or supervisor changes. Login information to PNC ActivePay will need to be set up for the new RK and training will be scheduled. Updated record keeper and user agreements will also need to be signed.

Statements

Statements are ready by the 1st of next month

- Must print a copy
- Obtain signatures
- Attach receipts
- File for 5 years
- For grants, documentation must be kept 3 years after the audit date (typically in August)

Purchasing Card Do's...

- Primary method for all small purchases
- Airline tickets
- Car rentals
- Registration fees
- Subscriptions
- Advertising
- Books - non-library/office
- Classroom supplies
- Office supplies
- Recycled paper
- Trophies and nameplates
- Hotel/motel reservations



... and don'ts

- Printing - including quick copying
- Decorations for office or holidays
- Equipment over \$2000 - including computers
- Alcohol/tobacco/licit drugs/weapons
- Fuel - personal vehicle
- Membership dues - personal
- Flowers
- Services
- Cash advances
- Gifts/gift cards
- Clothing
- Furniture



Purchasing Card Responsibility for Card Users

- Use Contracted Vendors if available
- Seek competition and best value for non-contracted purchases
- Stay within your budget
- Obtain an itemized receipt
- Give all documentation concerning the purchase to the Record Keeper of the card
- Examples of documentation:
 - Receipts/invoices
 - Approval documentation
 - Pertinent vendor correspondence
 - Roster

Purchasing Card Responsibility for Record Keepers

- Reconcile transaction in ActivePay weekly:
 - Verify transaction information
 - Allocate correct index and account code
 - Make transaction notes
 - Check “reviewed” box
- Monitor limits of the card
- Print statement each month and obtain appropriate signatures
- Maintain card files for 5 years



1906 College Heights Blvd.,
11099
Service Supply Bldg., Rm 126
Bowling Green, KY 42101
(270) 745-3056

Phone: Pam - 270-745-4260
Marci - 270-745-6365

E-mail:

pam.davidson@wku.edu
marci.morehead@wku.edu

Reminders:

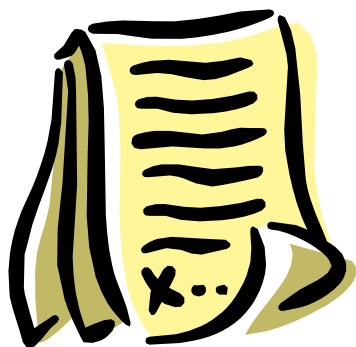
University funds are committed each time a purchasing card is utilized. The card user must abide by the University's policies and procedures which include the Purchasing Card Policy, the Discretionary Spending Policy, Purchasing Policy, and the KRS 45 A.

Purchases are for University use ONLY.

Personal purchases and Foundation purchases are prohibited.

When making a personal purchase PLEASE double check to make sure you are using the correct card.

Intentional misuse/abuse or fraudulent use may result in disciplinary action up to and including dismissal.



Important forms links:

- [Application form](#)
- [Purchasing Card Log](#) (department cards)
- [Purchasing Card Missing Receipt Form](#)
- [Purchasing Card Personal Use Reimbursement Form](#) (all personal use forms are recorded and audited)
- [Purchasing Card Purchase Form](#) (department cards)
- [Record Keeper Agreement Form](#)
- [Study Abroad Purchasing Card Application](#)
- [User Agreement Form](#)
- [Food Request Form](#) (T&E cards)