



Procurement Card FAQs

Where is the Procurement Card Policy located?

The [Procurement Card Policy](#) can be found by going to Forms on the Supply Chain Management website or the Division of Finance and Administration website.

How do I get a procurement card?

The link to the procurement card applications can be found under Forms on the Supply Chain Management website or the Division of Finance and Administration Forms website:

[Procurement Card Applications](#)

I am a new record keeper. How can I get training for the procurement card?

Contact the Procurement Card Office for training information: pcard.admin@wku.edu.

Can I be my own record keeper?

It is not recommended that a card holder is his/her own record keeper. Should a card holder request to be his/her own record keeper, an explanation must be provided with the card application and approved by the card holder's supervisor.

Who is a Financial Manager?

In Banner, every index or fund has a Financial Manager who is responsible for the budget.

What can be purchased with a procurement card?

The procurement card has been dedicated for most small dollar purchases less than \$2,000 and travel. For information on prohibited purchases, please consult the policy: [Procurement Card Policy](#)

How do I know when to use a procurement card or when to go through TopShop?

Some Premium Suppliers accept a credit card through TopShop; look for the credit card symbol in the supplier's logo. These contracts should be utilized first. If an item doesn't fall under a contracted vendor, and the purchase is acceptable for procurement card use, then you can use a card for the payment with a non-contract vendor.

Who must sign a card monthly statement?

A department card statement must be signed by the card record keeper and the card supervisor. An individual card statement must be signed by the card holder and the card holder's supervisor.

What constitutes a receipt?

A receipt can be an invoice or a cash register receipt tape. It could also be a confirmation email or screen print from the internet (such as an airfare confirmation) or a packing slip or statement with line-item details. A receipt (regardless of format) MUST contain the vendor's name, date of purchase, and line-item detail, such as description, unit cost, quantity (FAP 111-58-00).

What if the receipt has been lost?

Contact the vendor and request a duplicate receipt. If the vendor can't provide a duplicate complete the [Procurement Card Missing Receipt Form](#) and maintain it with the card statement.

What documentation should be kept with the monthly card statement?

Documentation is considered to be the invoice/receipt with line item detail. It can also be any other backup information that explains the purchase. Examples are approval emails, packing slips, Hospitality form, Account Maintenance form, roster of participants, event flyer, etc.

What is the record retention for procurement card documentation?

Record retention for procurement card documentation is 5 years per the policy. If purchases have been made with grant funds, please check with Grant Accounting to determine record retention for the grant information.

When can procurement cards be used for grant purchases?

Procurement Cards can be used for supplies and materials up to \$2,000. Anything over \$2,000 should be requisitioned through TopShop.

If I have a new grant, how do I get the Index added to the drop-down in PaymentNet?

Send an email to the [Procurement Card Office](#) requesting that it be added.

How long do I need to keep procurement card records related to grants?

All records should be kept for 3 years after the audit date. [Check with Grants and Contracts Accounting](#) on the audit date. All records should be kept with the record keeper.

How do I request a temporary limit or MCC change?

Use a [Procurement Card Account Maintenance Form](#) to request a temporary limit or MCC change. The form must be approved by the Financial Manager of the index to be charged. Backup documentation for the requested purchase must be sent with the form for single transaction limit increases and MCC changes.

What do I do if a transaction declines?

The card record keeper can review the Authorizations/Declines screen in bank's system to determine the reason for the decline. Once the reason is known contact the vendor to correct the misinformation or complete a [Procurement Card Account Maintenance Form](#) to request the necessary change to allow the charge to be authorized.

When should I request a limit or MCC change request (not declined)?

For a single transaction limit increase or MCC change complete the documentation and email it to pcard.admin@wku.edu at least 2 days in advance of payment date.

For a monthly credit limit change the documentation can be submitted at any time during the month. A card record keeper can review the available balance on the card at any time in the bank's system.

Complete a [Procurement Card Account Maintenance Form](#) to request the changes and provide all backup documentation for the purchase.

How can I find out the available balance on a card?

A card record keeper can see the available balance on a card in PaymentNet on the Home Screen by selecting the card in the Account Summary section.

What information should be listed in the Transaction Notes once a charge has posted in PaymentNet?

Transaction notes should describe the purchase. The description should contain what was purchased, the reason for purchase, for whom was it purchased, etc. The notes should be brief but specific.

When I reconcile the transactions in PaymentNet is it ok to leave the account code at 71119?

Account codes provide a description of the type of commodity purchased. This not only delineates the expenses for a budget, but also assists Supply Chain Management in determination of contracts for the university. 71119 is a clearinghouse account code which means it is to be cleared to a zero balance at the end of the fiscal year. It is also generic, providing no details about the purchase. Transactions must always be reconciled to the appropriate account code describing the purchase.

The only exception which allows for the use of 71119 is when a credit will post to the index for the exact amount that the debit transaction was. These two transactions will cancel each other in the budget.

What do I do if sales tax is listed on the receipt?

Contact the vendor and ask for a refund. Most vendors are willing to do this. However please note that vendors do have the right to refuse to refund sales tax after the transaction has occurred.

Occasionally sales tax will show up on the transaction in PaymentNet but no sales tax is listed on the receipt. In cases such as this, NO sales tax was charged. The vendor's merchant bank has coded the transaction incorrectly. The best way to handle this situation is to add a transaction note that states, "no sales tax charged, see receipt".

In which states is WKU exempt?

WKU is sales tax exempt in the following states. Contact the Procurement Card Office to obtain a certificate: pcard.admin@wku.edu.

Alabama
Colorado
Connecticut
Florida
Idaho
Illinois
Indiana
Iowa

Kansas
Kentucky
Maine
Massachusetts
Michigan
Minnesota
Mississippi
New York

North Dakota
Ohio
Tennessee
Texas
Utah
West Virginia
Wisconsin
Wyoming

The following states do not have a state sales tax.

Alaska
Delaware
Hawaii
Montana
New Hampshire
New Mexico
Oregon

I need to make a purchase which will use Foundation funds. Can I use the procurement card to make this purchase?

The procurement card is only for purchases using state funds.

The [Discretionary Spending Policy](#) describes what types of purchases are allowed with state funds and foundation funds.

What is a Hospitality card?

A Hospitality (or T & E) card is usually held in the dean's offices and is to be checked out when a department within the college has need of restaurant purchases, such as faculty/staff prospective candidates or guests of the university.

Where can the Hospitality card guidelines be found?

These guidelines can be found on the Supply Chain Management website: [Hospitality Card Guidelines](#). The [Food Request Form](#) can be found on the Division of Finance and Administration website under Forms.

What is a Study Abroad card?

Study abroad cards are used for the sole purpose of expenses for study abroad course through FLSA or KIIS. The guidelines for this type of card can be found on the Supply Chain Management website under Purchasing – Procurement Card: [Study Abroad Card Guidelines](#).