

Montana State Library Procedures

Purchasing Cards

It is the policy of MSL to encourage employees to use purchasing cards to save the agency money, to purchase items not otherwise available through purchase orders, or to expedite the receipt of services or products.

MSL employees must use purchasing cards according to agency procedures. Failure to do so may result in the loss of this privilege.

Purchasing Card Coordinator: Kris Schmitz – 444-3117.

Obtaining a Procurement Card

1. Read the **Procurement Card Program Acceptable Use Policy**
http://gsd.mt.gov/docs/procard_policy.doc.
2. Complete and sign the Procurement Card New Account Information Record (http://gsd.mt.gov/docs/procard_new.doc), Employee agreement form (http://gsd.mt.gov/docs/procard_agreement.doc) Submit to your supervisor for an authorized signature. Supervisor will then turn forms into Agency Purchasing Card Coordinator.
3. Upon receipt of the card, activate card.
4. Comply with MSL's purchasing and expenditure policies.

Caring for the Card

1. Treat the Pro Card with a level of care that will reasonably secure the card and account number. The card should be treated in the same manner as a personal credit card. Keep your Pro Card in an accessible but secure location. Guard the account number carefully. Do not post it at your desk or write it in your daily planner.
2. Do not give the account number out over the Internet unless you're on a secure site.
3. The only person entitled to use the Pro Card is the person whose name appears on the front of the card. **DO NOT LEND YOUR CARD TO ANY OTHER PERSON FOR USE.** This will result in a loss of Pro Card purchasing privileges. If you are going to be absent from the office for an extended period, you may put a temporary hold on your card.
4. Immediately report lost or stolen cards to US Bank (1-800-344-5696). Report the loss or theft to your supervisor and the Department of Administrations Purchasing Card Program Administrator (444-2575) at the first opportunity.

Making Purchases with Card (Under \$5,000)

1. Contact vendor and arrange for purchase and delivery of items. Make sure a receipt is attached to the item(s).
2. Explain to the vendor that you will be paying with your State Purchasing card. Give your name, card account number and expiration date if by phone, fax or mail order.
3. Request an itemized receipt. Once you receive the receipt give the receipt to your supervisor for processing.
4. If the cardholder is not available at the time of delivery, the receipt can be signed and dated by an authorized individual. Give the receipt to the Purchasing Card Coordinator.
5. Retain a copy of receipts, invoices, and purchasing card slips for your own record. Payment cannot be made without proper documentation.
6. If a valid purchase is denied, contact US Bank Customer Service. Toll free number on back of card. Provide merchant's name, the date, dollar amount, and time of purchase. US Bank will investigate.

Program Reconcile Purchases

1. The Accounting Technician will review the items in the online procard SABHRS module periodically throughout the month. All expenses are posted by the 22nd of each month. Employees are encouraged to turn in the original receipt promptly. An expense claim form is attached to the receipt and given to the supervisor to assign an org and approve the form for payment. If the Accounting Technician does not have a claim form for an item that is listed online the Accounting Technician will

contact the employee and ask for a receipt. Items will be charged against the default ORG and project set up for the cardholder if no documentation is received.

2. Verify purchases as they are received.
 - a) If there is a disputed charge on the report, contact the vendor in an attempt to resolve the dispute and notify Corporate Payment Systems of all disputed charges in writing within 60 days of the date of the transaction. Use the Cardholder Dispute Form located at http://gsd.mt.gov/docs/procard_dispute.doc. Also, note this action on the original receipt. Contact the MSL Purchasing Card Coordinator if acceptable resolution cannot be reached.
 - b) **If a receipt is missing**, request a duplicate from the vendor. Note on the hard copy of the report that a duplicate invoice was requested. (State policy does not allow us to make a payment without a receipt.)
3. If merchandise was returned, contact vendor to request a credit. Make a note of this action on the original receipt. In some cases where there is no original receipt, a photocopy with the correct information written on it will be accepted.

Reviewing Personal Cardholder Statement

1. Receive personal cardholder statement directly from US Bank around 1st of each month.
2. Review personal cardholder statement, ensuring items include valid purchases.
3. Retain cardholder statements on file for at least one year.