



COLORADO SCHOOL OF MINES

Procurement Card Program

Who Can Have a P-Card

- Faculty and staff
- Graduate Students with a stipulated contract start and end date
- Other Persons of Interest

All users must be approved by their Department Head, Vice President, or Director

Why Use the P-Card

- ❑ **It is the preferred method of purchasing items under \$4,500 for Mines**
- ❑ The Procurement Card is an easy way to make purchases for Colorado School of Mines
- ❑ There is less paperwork involved in P-Card transactions than there is with the other purchasing methods on campus
- ❑ Allocations of transactions are simple

Allowable Purchases

EXAMPLES

- Office Supplies
- Lab Supplies
- Reference Materials
- Conference Registrations
- Software
- Postage
- Tools
- Office Furniture

Unallowable Purchases

- Restaurant and Fast Food
- Travel for CSM Employees/Students
- Lab Chemicals
- Gift Cards
- Alcohol
- Logo/Trademark

For Official Policy regarding these purchases please refer to the Colorado School of Mines **Propriety of Expenditures Policy** found on the Controller's Website:

http://inside.mines.edu/UserFiles/File/policies/FIN/FIN_Appendix_D.pdf

Tests of Propriety

- ❑ Is the purchase for official School business?
- ❑ Is the purchase reasonable?
- ❑ Is it in the best interest of the School?
- ❑ Is it the most effective way to accomplish the business?
- ❑ Is it in compliance with policies, procedures, and rules?
- ❑ Do we have the available resources for this purchase?
- ❑ Is it directly beneficial to the department?
- ❑ Is it in compliance with the School's Conflict of Interest Provisions?

If you have any questions about the appropriateness of a purchase please contact the Procurement Card Administrator: Cathy Daniels 303.273.3264

Policies

As a Procurement Card holder you are responsible for following CSM policies and procedures including but not limited to the ones found in the:

- Colorado School of Mines Financial Policies
(http://inside.mines.edu/Financial_policies)
- Procurement Rules (http://inside.mines.edu/Financial_policies)
- Direct Charge Policies (for purchases related to Sponsored Projects) (http://inside.mines.edu/Research_policies)
- Procurement Card Handbook
(<http://inside.mines.edu/Procurement-Card-Information>)

Transaction Documentation

All transactions must have an *Itemized Receipt* with the following:

- ❑ Description of items purchased
- ❑ Quantity of items purchased
- ❑ Price of items
- ❑ Total amount of transaction
- ❑ Shipping charges if applicable
- ❑ Date of purchase
- ❑ Transaction ID Number
- ❑ Vendor Name

Transaction Documentation

- You must have your receipts on file for 3 years unless you are purchasing under a Sponsored Project which you are required to keep receipts for 10 years. (Per State Financial Records Retention Guidelines)
- Each month your Approving Official (Supervisor/Department Head) must sign off on your credit card statement. This will be checked during audits.

Useful Tip: An easy way to do this is to create a folder for each month's transactions and place any receipts into the folder whenever you make a purchase. By the time your statement comes in the mail you'll know where all of your receipts are for that billing cycle.

Missing a Receipt?

- Contact the vendor to see if you can obtain another copy of the receipt.
- If this cannot be done please fill out the *Unavailable Documentation Form*

<http://inside.mines.edu/Procurement-Card-Information>

Reallocations

Reallocating is the process that we use to determine which Index and Account the purchase will be charged to.

The School uses a web-based program called **Access Online** for all reallocations of transactions made through the Procurement Card.

Reallocations

All reallocations must be completed within 10 days of the transaction being posted in Access Online. All transactions that are not reallocated within that time period will be posted to your default Index and Account code

Anything that needs to be changed from the default Index and Account Code will require a Journal Entry

When reallocating you are required to provide:

- 6-Digit Index Code
- 4-Digit Account Code
- Up to 24-Character Description of the transaction

Note: The Description now appears in Banner!!!

What your transaction will look like in Banner:



Access Online Log In

U.S. Bank Access® Online



Welcome to Access Online!

Contact Us

Login

Please enter the information below and login to begin.

Organization Short Name:

Organization Short Name: MINES

User ID:

User ID/Password: Given to you by the P-Card Administrator

Password:

Login

[Forgot your password?](#)

Forgotten Password: No need to call the P-Card Administrator – you can find it here...

[Register Online](#)

[Website/Browser Requirements](#)

All of **us** serving you™

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<https://access.usbank.com>

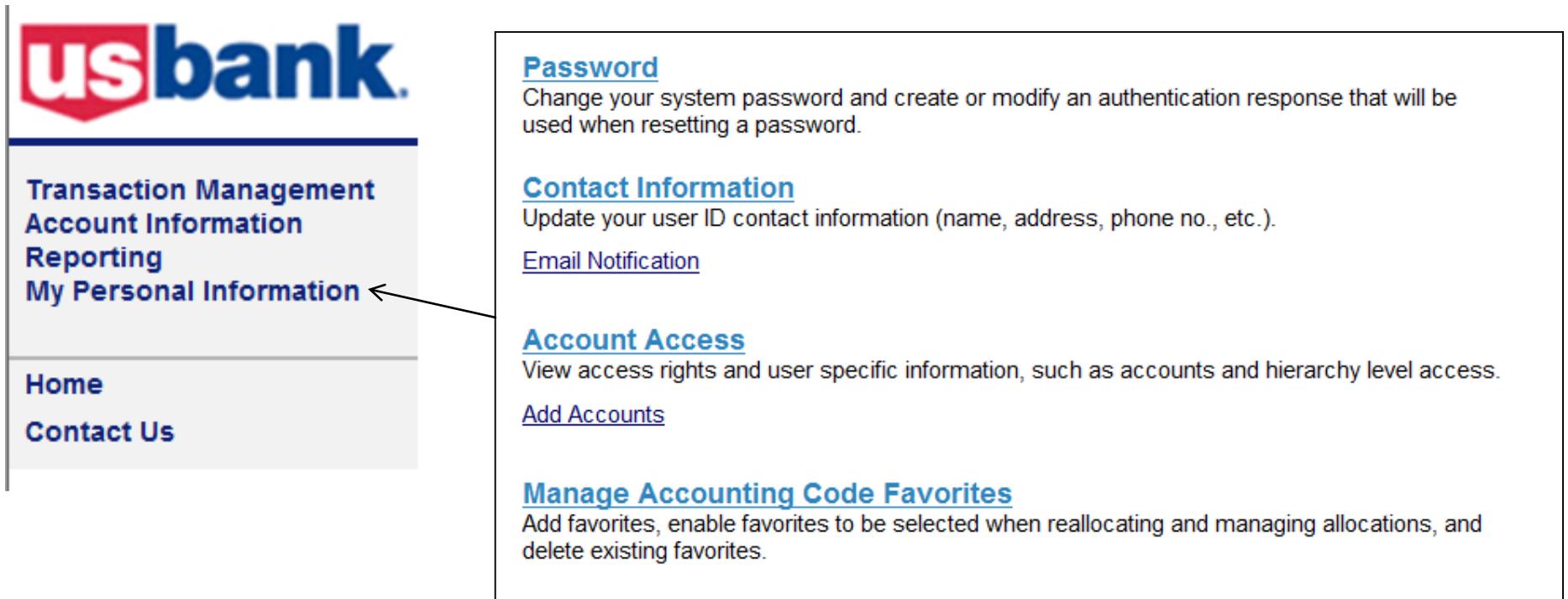
First Time Log-In

- The first time you log in to Access Online you will be prompted to change your password.

Valid Passwords are 8-10 alpha/numeric characters. You must use at least one of each.

- There will be a Licensing Agreement that you will need to scroll to the bottom of and click “I Accept” to continue.

First time User Information



The image shows a screenshot of the US Bank website. On the left is a navigation menu with the US Bank logo at the top. Below the logo, the menu items are: Transaction Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. An arrow points from the 'My Personal Information' menu item to a large box on the right. This box contains a list of user information options, each with a title and a brief description:

- Password**
Change your system password and create or modify an authentication response that will be used when resetting a password.
- Contact Information**
Update your user ID contact information (name, address, phone no., etc.).
- Email Notification**
- Account Access**
View access rights and user specific information, such as accounts and hierarchy level access.
- Add Accounts**
- Manage Accounting Code Favorites**
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Password: You can update your password and change your security question

Contact Information: Address, email, and phone numbers. This helps you be able to reset your password and helps us know where you wish to have information sent to you.

Transaction Management

usbank.

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.

This helps you view transactions from the current billing cycle (The 11th of each month to the 10th of the next month) and up to six months back. If you need to see transactions older than six months please contact the P-Card Administrator.

Transaction Management

If you are disputing a charge this is where the system will indicate that the dispute is in process

Indicates how much detail can be viewed on transaction

Shows you if the transaction information has been pulled into Banner

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	A	Accounting Code
<input type="checkbox"/>		11/23	11/25	ATTM*287022787616NBI	800-331-0500, GA	\$94.20	III		287022787616		201516 5430
<input type="checkbox"/>		11/23	11/25	ATTM*287021398278NBI	800-331-0500, GA	\$70.74	III		287021398278		201516 5430
<input type="checkbox"/>		11/23	11/25	ATTM*287024423175NBI	800-331-0500, GA	\$39.65	III		287024423175		201516 5430
<input type="checkbox"/>		11/16	11/21	SPECK PUMPSPOOL PROD	904-739-2626, FL	\$3,672.22	II		000002		201516 5430
<input type="checkbox"/>		11/14	11/16	OFFICE MAX	GOLDEN, CO	\$0.81	II		XXXXXXXXXXXX3904		201516 5430
<input type="checkbox"/>		11/11	11/14	OFFICEMAX CT*IN#235226	800-472-6473, IL	\$224.59	III	E+	0000000000000000		201516 5430
<input type="checkbox"/>		11/09	11/11	DEL LIGHTING	210-590-5196, TX	\$19.96	II	E+	PO120475		201516 5430
<input type="checkbox"/>		11/09	11/11	DEL LIGHTING	210-590-5196, TX	\$1,707.99	II	E+	7601		201516 5430
<input type="checkbox"/>		11/03	11/07	ATTM*287023332967NBI	800-331-0500, GA	\$209.96	III	E+	287023332967		201516 5430
<input type="checkbox"/>		10/26	10/31	ATTM*287021398278NBI	8003310500, GA	\$71.23	III	E+	287021398278	A	210302 5482 PetEngEmergencyPhone

Indicates that you have reallocated your transaction

This indicates what Index/Account/Description has been assigned to the transaction

Transaction Management

Click [Hyperlink](#) for more Transaction Information

Select	Status	Trans Date	Posting Date	Merchant
<input type="checkbox"/>		11/23	11/25	ATTM*287022787616NBI
<input type="checkbox"/>		11/23	11/25	ATTM*287021398278NBI

Available Transaction Information

Transaction Summary

Transaction

Date: 11/23/2011
 Purchase ID: 287022787616
 Total Amount: 94.20
 Memo Post: Yes

Sales Tax: 0.00
 Freight: 0.00

Merchant

Name: ATTM*287022787616NBI
 City, State/Province: 800-331-0500, GA
 Transaction Type: SALES DRAFT
 MCC Code: 4814
 MCC Description: TELECOM SVC/CRED CRD CALL

Reference Information

Billing Cycle: Open
 Posting Date: 11/25/2011
 Reference Number: 2449398132800222712529
 Authorization Number: 084772

Extract Date(s)

Most Recent Standard Financial Extract:
 General Ledger Extract:
 Payment Extract:

Currency

Billing Currency: U.S. Dollar
 Source Currency: U.S. Dollar
 Source Currency Amt: 94.20

Transaction Line Items (when provided by Vendor)

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Trans Amount	Item Commodity Code
1936220016	Windows 7 Quick Reference	2.0000	PCE	3.60	7.20	42.93%	1936220016
1936220482	Word 2011 for Mac Quick Re	1.0000	PCE	3.60	3.60	21.47%	1936220482

Detail

Transaction will have line item detail when III is indicated in the transaction summary



Transaction Management

Check next to the transactions you wish to reallocate

Select	Status Ⓚ	Trans Date	Posting Date	Merchant
<input type="checkbox"/>		11/23	11/25	ATTM*287022787616NBI
<input type="checkbox"/>		11/23	11/25	ATTM*287021398278NBI
<input checked="" type="checkbox"/>		11/23	11/25	ATTM*287024423175NBI
<input checked="" type="checkbox"/>		11/16	11/21	SPECK PUMPSPOOL PROD
<input checked="" type="checkbox"/>		11/14	11/16	OFFICE MAX
<input type="checkbox"/>		11/11	11/14	OFFICEMAX CT*IN#235226
<input type="checkbox"/>		11/09	11/11	DEL LIGHTING
<input type="checkbox"/>		11/09	11/11	DEL LIGHTING

Ⓚ Disputed Ⓜ Reallocated Ⓜ, Ⓜ Trans Detail Level Ⓜ Extracted

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 8 of 8

Click to Reallocate

Reallocate

Mass Reallocate

Transaction Management

Fields to Edit: Index/Account Code/Description

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)			Favorite	Allocation Source	Last Changed by
					INDEX (6)	ACCOUNT CODE (4)	DESCRIPTION (24)			
<input type="checkbox"/>	11/23/2011	ATTM*287024423175NBI	\$39.65	Add Alloc	<input type="text" value="201516"/>	<input type="text" value="5430"/>	<input type="text"/>	Add as Favorite	Default Acct Code	System
<input type="checkbox"/>	11/16/2011	SPECK PUMPSPOOL PROD	\$3,672.22	Add Alloc	<input type="text" value="201516"/>	<input type="text" value="5430"/>	<input type="text"/>	Add as Favorite	Default Acct Code	System
<input type="checkbox"/>	11/14/2011	OFFICE MAX	\$0.81 CR	Add Alloc	<input type="text" value="201516"/>	<input type="text" value="5430"/>	<input type="text"/>	Add as Favorite	Default Acct Code	System

Remove Trans

Save Allocations

Click to Save

Enables you to split charges between multiple Indexes/Account Codes. Click to add as many splits as you need

Remove Trans	Trans Date	Merchant	Remove Alloc	Amount	Alloc %	Accounting Code - Segment Name (Length)		
						INDEX (6)	ACCOUNT CODE (4)	DESCRIPTION (24)
<input type="checkbox"/>	11/23/2011	ATTM*287024423175NBI	<input type="checkbox"/>	\$39.65	Add Alloc	<input type="text" value="201516"/>	<input type="text" value="5430"/>	<input type="text"/>
			<input type="checkbox"/>	\$ 0.00	OR	<input type="text" value="201516"/>	<input type="text" value="5430"/>	<input type="text"/>
			<input type="checkbox"/>	\$ 0.00	OR	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Amount Remaining		\$ 0.00		<input type="text"/>	<input type="text"/>	<input type="text"/>

Disputing charges

In the Transaction Detail screen click the Dispute button at the bottom of the screen



The screenshot shows a section of the Transaction Detail screen. On the left, under the heading "Dispute", there is a paragraph: "Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History." Below this text is a blue button with the word "Dispute" in white. To the right of this section, under the heading "Sales Draft Requests", the word "none" is displayed. At the bottom of the section, there is a link labeled "[+] Dispute History". An arrow from the text box above points to the "Dispute" button.

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

You will receive this notice along with a step by step guide to dispute the charge

Monthly Approvals

At the end of each billing cycle you will receive a paper statement from US Bank detailing the transactions made (or you can print your own statement at any time). Please keep this with your receipts that are in that billing cycle.

All Statements provided by the bank **must** be signed by the appropriate Department Head, Director, or Vice President.

P-Card Violations

Violations are monitored on a point based system. Violations are issued on a weighted system (from 15-150 points per violation).

If a cardholder receives 150 points within two fiscal years, the card will be suspended for a minimum of 6 months pending completion of P-Card re-training.

Continued misuse of the P-Card beyond a two year period of time may result in the permanent suspension of the card at the discretion of the Controller.

P-Card Violations

□ Purchasing Violations

- Card Abuse/Employee Fraud – **150 Points**
- Contract without authorized signature – **75 Points**
- Inappropriate purchase – **50 Points**
- Non-Mandatory Price Agreement Vendor – **25 Points**
- Taxes Charged – **15 Points**

P-Card Violations

- **P-Card Specific Violations**
 - Split Purchases – **75 Points**
 - Cash or Cash-Like Transactions – **75 Points**
 - Liquor Purchase – **50 Points**
 - Travel/Travel-Related Expenses – **50 Points**
 - Sharing Credit Card/Number – **25 Points**
 - Documentation Failure – **15 Points**
 - Inadvertent personal purchase – **15 points**

Exceptions

Exception Forms must be filled out and signed by:

- Approving Official
- Controller

Exceptions May Include:

- Restaurants
- Cycle Limit over \$20,000
 - Telecom
 - Multi-User Log

Changes to Cards

If for some reason you need to have your card changed please ask your Approving Official to fill out the Cardholder Update form and send it to the Procurement Card Administrator.

Changes might include:

- Single Purchase Limit (Max \$4,500)
- Spending Limit per Cycle
- Departmental Changes
- Location Change
- Default Index/Account Code Change

P-Card Administrator:

Cathy Daniels

cdaniels@mines.edu

303-273-3264

Activating the P-Card

- Call the phone number on the face of your card:
800-344-5659
- Enter in Card Number
- Enter in the billing zip code: 80401
- When asked for your Social Security Number –
enter the *last four digits of your CWID*
- Enter in your Phone #

Card Lost or Stolen?

If your card is lost or stolen
immediately call

US Bank: 1-800-344-5696

Then notify the P-Card Administrator:
303-273-3264

Remember: Any time you talk to the bank and they request the last 4-digits of your social security number give them the last 4-digits of your CWID. This is the number they have on file.

Questions?



If you have any questions please contact the
Procurement Card Administrator:

Cathy Daniels

cdaniels@mines.edu

303.273.3264