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
- 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 and 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

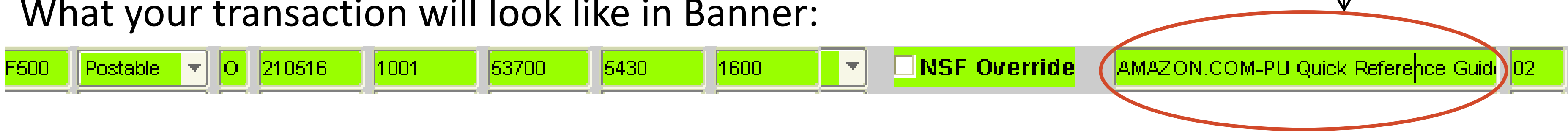
Anything that needs to be changed from the default Index and Account Code will require a Journal Entry

When reallocating you are required to provide:

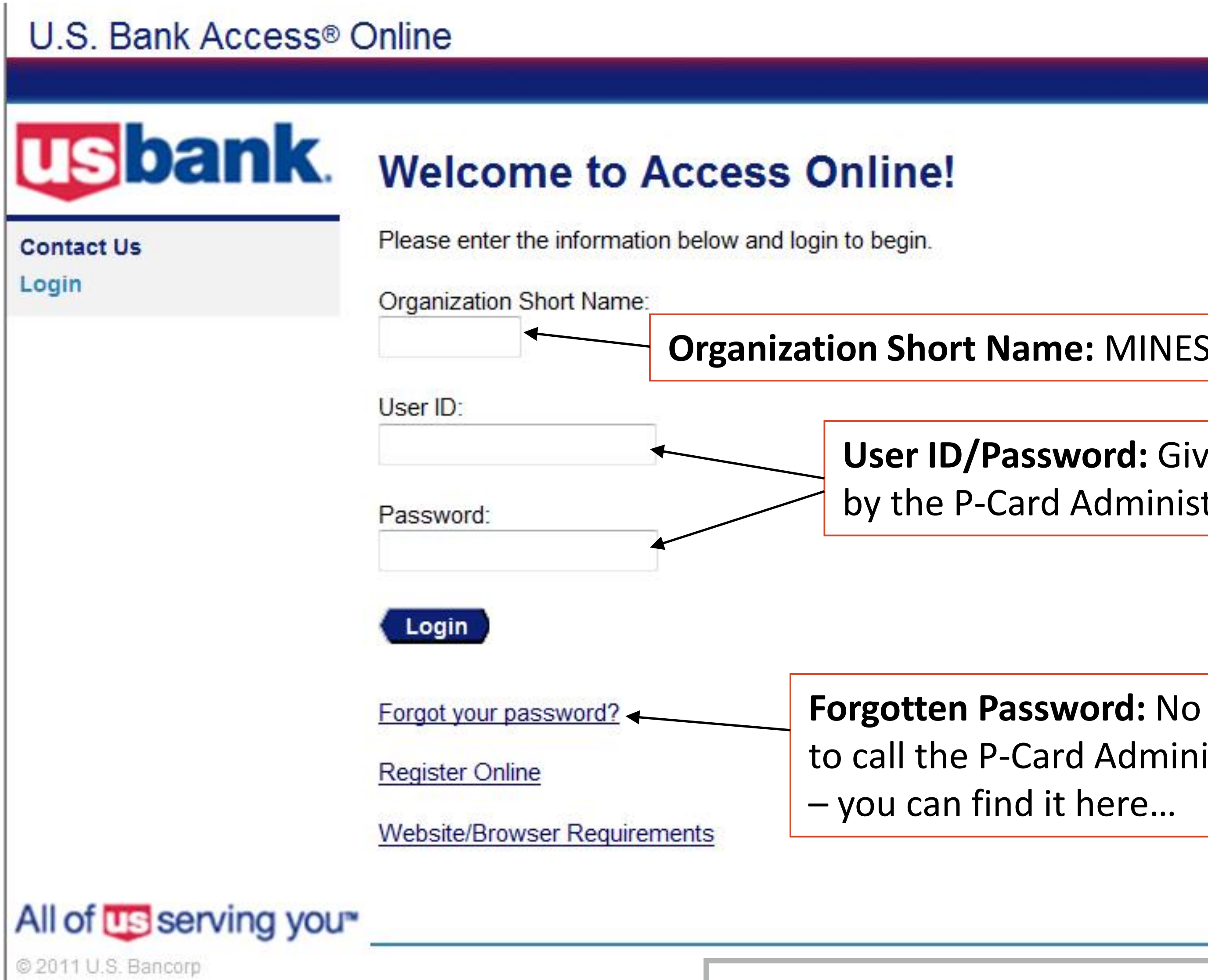
- 6-Digit Index Code
- 4-Digit Account Code
- Up to 24-Character Description of the transaction

Note: The Description now appears in Banner!!!

What your transaction will look like in Banner:



Access Online Log In



Organization Short Name: MINES

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

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

https://access.usbank.com

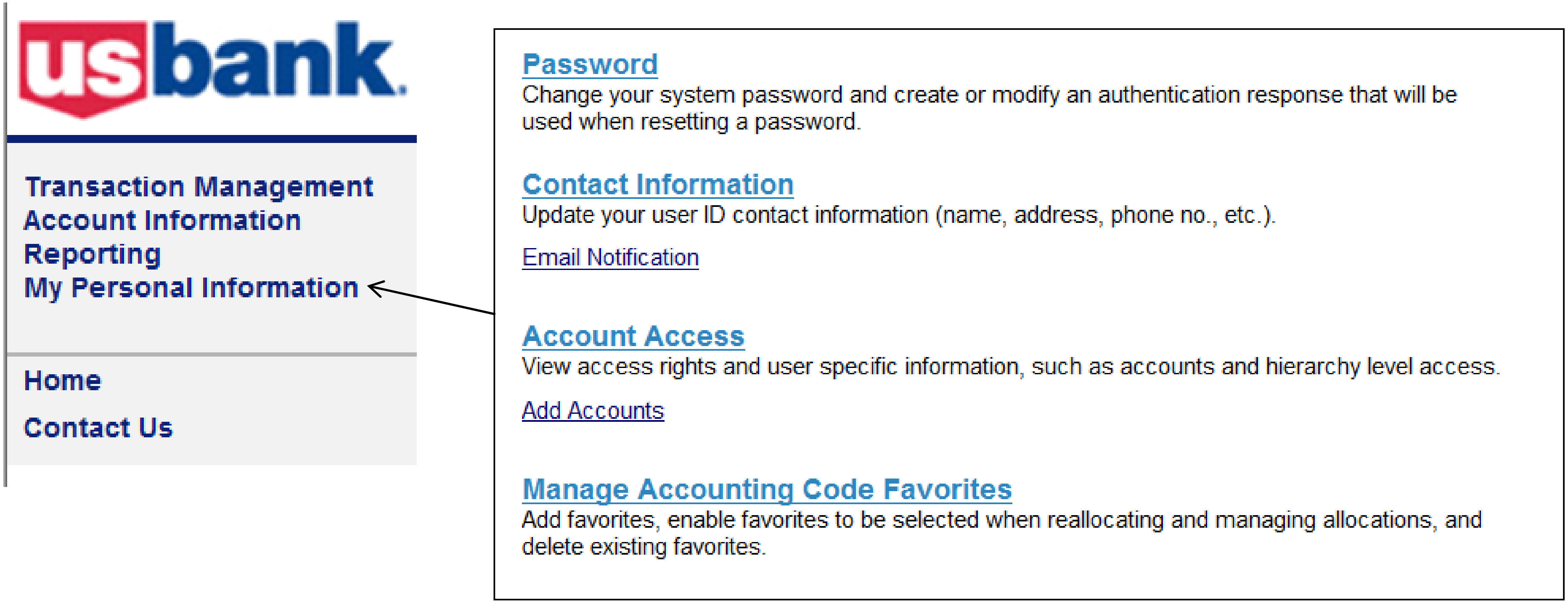
First Time Log-In

- 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 and one special character. You must use at lease 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.

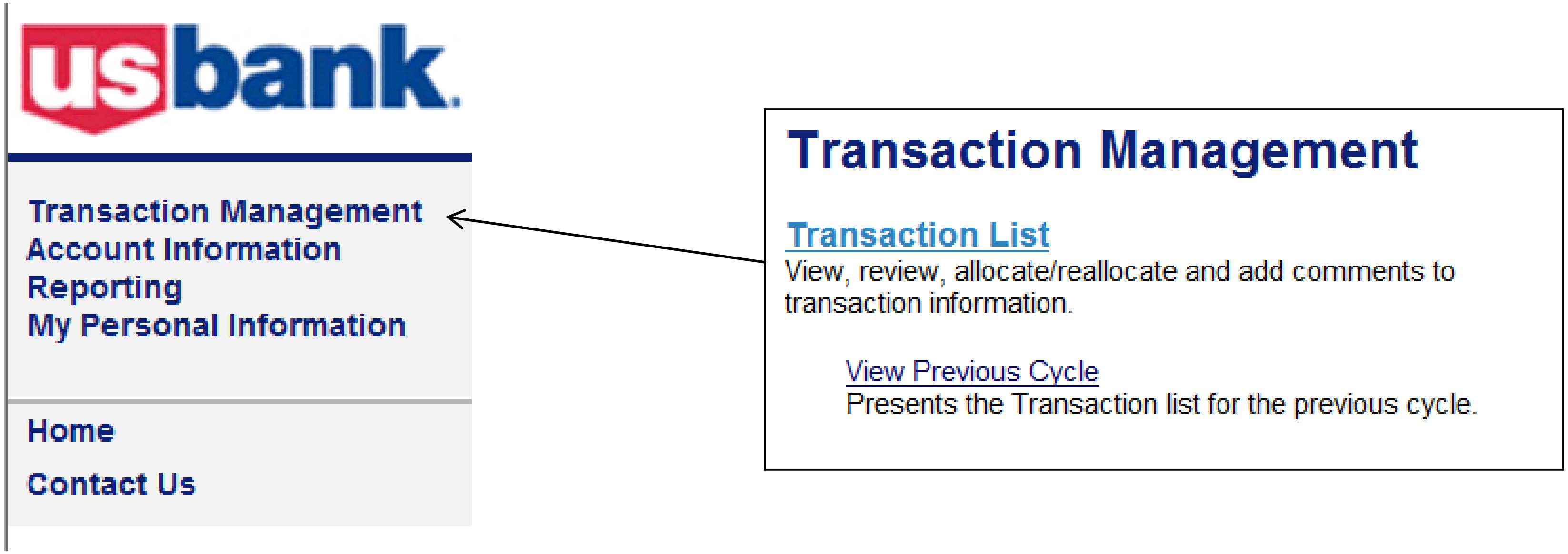
First time User Information



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



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
		11/23	11/25	ATTM*287022787616NBI	800-331-0500, GA	$94.20			287022787616		201516|5430
		11/23	11/25	ATTM*287021398278NBI	800-331-0500, GA	$70.74			287021398278		201516|5430
		11/23	11/25	ATTM*287024423175NBI	800-331-0500, GA	$39.65			287024423175		201516|5430
		11/16	11/21	SPECK PUMPSPOOL PROD	904-739-2626, FL	$3,672.22			000002		201516|5430
		11/14	11/16	OFFICE MAX	GOLDEN, CO	$0.81 CR			XXXXXXXXXXXX3904		201516|5430
		11/11	11/14	OFFICEMAX CT*IN#235226	800-472-6473, IL	$224.59			0000000000000000		201516|5430
		11/09	11/11	DEL LIGHTING	210-590-5196, TX	$19.96			PO120475		201516|5430
		11/09	11/11	DEL LIGHTING	210-590-5196, TX	$1,707.99			7601		201516|5430
		11/03	11/07	ATTM*287023332967NBI	800-331-0500, GA	$209.96			287023332967		201516|5430
		10/26	10/31	ATTM*287021398278NBI	8003310500, GA	$71.23			287021398278		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
☐		11/23	11/25	ATTM*287022787616NBI
☐		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: 24493981328002222712529
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
☐		11/23	11/25	ATTM*287022787616NBI
☐		11/23	11/25	ATTM*287021398278NBI
☑		11/23	11/25	ATTM*287024423175NBI
☑		11/16	11/21	SPECK PUMPSPOOL PROD
☑		11/14	11/16	OFFICE MAX
☐		11/11	11/14	OFFICEMAX CT*IN#235226
☐		11/09	11/11	DEL LIGHTING
☐		11/09	11/11	DEL LIGHTING

D Disputed   A Reallocated   II, III Trans Detail Level   E 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) INDEX (6)	ACCOUNT CODE (4)	DESCRIPTION (24)	Favorite	Allocation Source	Last Changed by
☐	11/23/2011	ATTM*287024423175NBI	$39.65		Add Alloc	201516	5430		Add as Favorite	Default Acct Code	System
☐	11/16/2011	SPECK PUMPSPOOL PROD	$3,672.22		Add Alloc	201516	5430		Add as Favorite	Default Acct Code	System
☐	11/14/2011	OFFICE MAX	$0.81	CR	Add Alloc	201516	5430		Add as Favorite	Default Acct Code	System

Remove Trans Save Allocations

Click to Save

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

Remove Trans	Trans Date	Merchant	Remove Alloc	Amount	Alloc %	Accounting Code - Segment Name (Length) INDEX (6)	ACCOUNT CODE (4)	DESCRIPTION (24)
☐	11/23/2011	ATTM*287024423175NBI		$39.65	Add Alloc			
			☐	$ 39.65	OR 100.00 %	201516	5430	
			☐	$ 0.00	OR 0.00 %	201516	5430	
		Amount Remaining		$ 0.00	0.00 %			

Disputing charges

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

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

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: 800-344-5696
- 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 or Fraud?

If your card is lost, stolen or you

suspect fraud on your card

immediately call

US Bank: 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