

Procurement Card Do's & Don'ts

The purpose of the State of Kansas Procurement Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar (under \$5,000) transactions within established usage limits.

The VISA Business Procurement Cards (BPC) can be used for in-store purchases as well as mail, phone or fax orders.

You will be issued your procurement card after mandatory training and receipt of the signed agreement by the BPC Coordinator in the Purchasing Office. You may begin using your card immediately after completion of training provided by Purchasing and General Accounting Office, and upon receipt of the card.

It is likely that any merchant you currently utilize as a source for commodities will accept this card. However, due to certain restrictions some attempts to purchase goods from a merchant through the use of the BPC will be declined. If you are declined and feel the decline should not have occurred, contact the BPC Coordinator in the Purchase Office at 785-532-6214 to determine if you were declined because of a) merchant blocking or b) transactions exceeding the monthly cycle limit or c) transactions exceeding the single transaction limit imposed on your card.

Examples of merchant category codes that have been blocked are:

- hotels and motels
- restaurants
- airlines
- transportation
- caterers
- package stores
- insurance services
- some service providers

Do's

Commodities and services under \$5,000 may be purchased with the Business Procurement Card, except as noted below. All purchases must comply with State accounting and purchasing statutes and policies as outlined in this manual.

Participation in the Business Procurement Card Program does not change the requirements that all purchases for commodities under **State contracts** must be made from contract suppliers. However, purchases from contract suppliers for contract items must still remain under \$5,000.

The cardholder is responsible for ensuring receipt of goods and materials and will follow-up with the vendor to resolve and delivery problems, discrepancies and damaged goods.

If goods or materials are ordered by phone, ask the vendor to include a detailed sales receipt in the package and explain we are a tax-exempt organization. Save the credit card receipt and shipping documentation.

Don'ts

Exclude purchases:

Alcoholic Beverages

Business Cards

Cash Advances

Construction, Renovation or Installation

Gasoline

Hospitality or Entertainment

International Companies (except for Canada, United Kingdom, & Australia)

Personal Items

Photocopies

Printing

Purchases involving trade-in of University property

Registrations

Travel Related Items (such as plane ticket, hotel, car rentals, etc.)

Weapons, Ammunition

The card is not to be used for registrations, travel, gasoline, or entertainment expenses.