Commercial Purchase Card
Handbook

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Commercial Purchase Card Key Contacts

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Citibank
Customer Service
1-800-248-4553
REPORT IMMEDIATELY!

Lost or Stolen Card

Citibank
1-800-248-4553

&

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Welcome to the Commercial Purchase Card Program. The Commercial Purchase Card Program Administration is pleased your department has appointed you as Commercial Purchase Card representative. This appointment represents Adams State University’s trust in you and your empowerment as a responsible employee of the University to safeguard and protect its assets.

The Commercial Purchase Card Program was established to allow ASU individuals and departments to use a state credit card (VISA) to make small purchases (< $5,000). Our goal is to make it easier for you as an ASU employee/Commercial Purchase Card department designee to acquire goods and services while providing more timely payment to vendors and reducing the number of small dollar payments.

Commercial Purchase Card purchases are governed by the same rules and procedures that apply to all other methods of purchase.

In accordance with Fiscal Rule 2-1, all expenditures, including Commercial Purchase Card transactions, by state agencies, departments or institutions shall meet the following standards of propriety; Commercial must be:

- For official state business purposes only
- Reasonable and necessary under the circumstances

In addition, the last section of Fiscal Rule 2-10 (effective July 1, 2003) states the following:

“State agencies or institutions of higher education participating in the Commercial Purchase Card program shall use the state Commercial Purchase Card for purchases at local vendors in lieu of open or other charge accounts. The state agency or institution of higher education’s Commercial Purchase Card administrator and the controller or chief fiscal officer must approve exceptions to this requirement in advance. Open accounts should be closed as soon as Commercial Purchase Cards are available to state agency or institution of higher education personnel.”

A. Department Liability

- Your department is liable for all charges made on the Commercial Purchase Card within your Department. This includes transactions made on a lost or stolen card before it is reported lost or stolen.
- Your department is liable for all charges to a Sponsored Project account, including any charges that are unallowable according to the terms of the Sponsored Project award.
B. **Transaction Documentation**
The Cardholder/Department Card Designee is responsible for ensuring that every transaction has valid supporting documentation. Valid supporting documentation includes:

1. An itemized receipt and card transaction slip from the vendor.
2. A signed delivery packing slip.
3. Order forms for dues, subscriptions, registrations, or similar documents.
4. Detailed invoice showing credit card payment.
5. E-mail or fax confirmation from the merchant.
6. Official functions, training functions, dues, memberships, and Sponsored Program funds must follow ASU policies for required signature approvals. These should be kept with transaction documentation.

Minimum documentation includes at least one of the items numbered one through five (1-5) and including number six (6), if applicable.

Information contained in supporting documentation must include:

- Merchant name.
- Date of purchase.
- Description, price, and quantity of each item purchased.
- Total cost of the order.
- Cardholder/Department Card Designee (DCD) name and/or card number.
- Signature of Cardholder/DCD demonstrating receipt.
- Official function form, if applicable.
- Explanation of the reason for the purchase, if it appears unusual.

C. **Lost or Unavailable Documentation**

Contact the merchant directly if the original supporting documentation is lost or if the merchant did not provide it. If the merchant cannot provide documentation, complete the Documentation of Lost or Unavailable Transaction Information Form.

D. **Tracking Purchases**

- Retain the authorizing documentation and maintain a log of all purchases.
- Retain documentation in a file or envelope including letters, e-mails, hand prepared order information with signatures, etc.
E. **Reconciling the Statement**

At the close of each billing period (25th), the Cardholder/Reallocator will print an individual statement, listing purchases posted within the billing cycle.

The Cardholder must review transactions as follows:

- Verify that each listed charge is valid and matches the transaction documentation.
- Ensure that account coding is accurate unless the department assigns this responsibility to others such as the Reallocator or Approving Official.
- Identify any disputed charges. Attach a copy of the Transaction Dispute Form to the statement for transactions that cannot be resolved directly with the merchant. Retain a copy of all paperwork until the dispute has been resolved.
- Reconcile credits in the same manner as charge transactions.
- Attach all supporting documentation and a copy of the transaction log to a copy of the statement and keep on file.
- Sign the statement and forward it to the Approving Official.
- Submit signed statement with cardholders signature and Approving Officials signature to the Purchasing Office.

F. **Disputed Transactions**

A dispute exists when a Cardholder or Designee determines that a charge is improper or inaccurate. Some examples of transactions that should be disputed include:

- Unauthorized charges.
- Differences between the amount authorized and the amount charged.
- Duplicate charges.
- Failure to receive goods.
- Returned goods that were not credited.
- Unrecognized charges.

The Cardholder or Department Card Designee must attempt to resolve the dispute directly with the vendor. Document the dates, time, and matters discussed with the merchant. If the matter cannot be resolved before the end of the billing cycle, the Cardholder or Department Card Designee needs to complete a Transaction Dispute Form and attach it to the monthly statement. A copy of the form should be sent to the Reallocator and the Program Administrator.

The agency has 60 calendar days from the last day of the cycle date to dispute a questioned transaction in accordance with contract terms. As a result, any dispute not resolved directly with the merchant 30 calendar days after the monthly statement date should be formally reported as a disputed item with the bank. The Approving Official should forward the Transaction Dispute form to the bank. The form contains the contact address and telephone number.
G. Master Coverage Liability Protection Program:

MasterCard International has established a liability protection program if an employee has used the state Commercial Purchase Card in a fraudulent manner. The agency is protected for up to $100,000.00 per cardholder. However, the agency needs to comply with all program conditions. This includes notifying the employee in writing of the cancellation of the card and terminating the Cardholder from employment. The agency also needs to submit a "waive charges claim form" to Financial Institution if it finds out that unauthorized charges were made to the card.

Note: There is no liability protection whatsoever for fraudulent transactions committed by a Cardholder who is not an employee of your department, agency or institution.

III. APPROVING OFFICIAL

As Approving Official for the University Commercial Purchase Card Program, you are the control point for the integrity of the Commercial Purchase Card Program and protection for your department’s budgets through the review and approval process of your Cardholders’ Commercial Purchase Card transactions.

The University has designed a process and provided tools to enable you, as Approving Official to manage the Commercial Purchase Card for your department. An efficient and effective approval process requires coordination among the Cardholder(s), Department Card Custodian, Department Card Designee, Reallocator(s) and the Approving Official(s).

As Approving Official, based upon the level of your position, you may delegate administrative tasks involved in the approval process. The final approval authority and responsibility, however, ultimately rests with you as Approving Official.

List of Responsibilities:

2. Review the Cardholder/Department Card charge logs and question unusual transactions appearing on these charge logs.
4. Ensure complete documentation is available for every transaction.
5. Take appropriate action for Overdue Documentation.
6. Take appropriate action for Unavailable Documentation.
7. Determine if there are COMMERCIAL PURCHASE CARD violations and take appropriate action if violations are found.
8. Sign Cardholder’s/Department Card statements.
9. Notify the ASU Purchasing Office immediately if Cardholder/Department Card Custodian leaves department or is no longer employed by ASU.
Detail of Responsibilities:

1. SIGN APPROVING OFFICIAL AGREEMENT.

2. REVIEW/APPROVE CHARGE LOGS
The Approving Official is to review each Cardholder’s/Department Card charge logs/email notifications to determine if the transactions listed seem reasonable for the specific Cardholder’s/Department Card purchasing responsibilities. If the charges seem questionable, the Approving Official should discuss the transaction with the Cardholder/Department Card Custodian and/or Designee immediately to determine if there is a problem.

3. STATEMENT REVIEW
The Approving Official must review and sign all Statements with transactions posted to the bank during the previous cycle period.

- Transaction Summary Report are to be provided to the Approving Officials by the Cardholder by the 3rd of each month. This report shows all Cardholder’s and Department Cards transactions for the cycle. This report is run by the Cardholder or Reallocator but can also be run by the approving official from the COMMERCIAL PURCHASE CARD System (https://home.cards.citidirect.com).

4. COMPLETE TRANSACTION DOCUMENTATION
The Approving Official must ensure that there is complete documentation for every transaction listed on each Statement. Instruct Cardholder’s/Department Card Designees to obtain documentation from the merchant. Documentation from the merchant will help ensure the integrity of the COMMERCIAL PURCHASE CARD Program.

Documentation Includes:
- a) An itemized receipt and card transaction slip from the vendor.
- b) A signed delivery packing slip.
- c) Order forms for dues, subscriptions, registrations, or similar documents.
- d) Detailed invoice showing credit card payment.
- e) E-mail or fax confirmation from the merchant.
- f) Official functions, training functions, dues, memberships, and Sponsored Program funds must follow ASU policies for required signature approvals. These should be kept with transaction documentation.

Minimum documentation includes at least one of the items (a-e) and including (f), if applicable. Documentation should always include: name of person ordering, item ordered and amount.
5. **ACTION FOR OVERDUE DOCUMENTATION**

Approving Officials are asked to notify the COMMERCIAL PURCHASE CARD Program Administrator (7732) of Cardholders or Department Card Designees (DCD) who do not turn in receipts/documentation within the 30 days unless there is specific and reasonable cause for lack of receipt/documentation past 30 days. The Cardholder/DCD will be contacted and given **five (5) business days** to turn in all overdue receipts to the Reallocator. If overdue receipts are not turned in within the **five (5) business days**; the Cardholder’s card will be suspended until all overdue receipts are accounted for. Department Card Designees duties as DCD will be suspended until all overdue receipts are turned in.

6. **ACTION FOR UNAVAILABLE DOCUMENTATION**

Contact the merchant directly if the original supporting documentation is lost or if the merchant did not provide it. If the merchant cannot provide documentation, Cardholder/DCD is required to complete an **Unavailable Documentation Form**.

7. **COMMERCIAL PURCHASE CARD VIOLATION DETERMINATION**

The Approving Official is to review the transaction documentation for each cardholder (CH) Statement to determine if there are COMMERCIAL PURCHASE CARD violations. (See Section IX.) All COMMERCIAL PURCHASE CARD violations require a completed Violation Warning Form.

8. **STATEMENT SIGNATURES**

The Approving Official must review and sign each Cardholder(CH)/Department Card(DC) Statement. After reviewing, signing and attaching required documentation, one (1) original of the Cardholder/Department Card Statement is sent to the Purchasing Office and one (1) copy of the CH/DC Statement with all documentation must be retained for the current fiscal year and two additional fiscal years. Department files with CH/DC Statements and documentation must be available for review or audit.

9. **NOTIFICATION OF TRANSFERS OR TERMINATIONS**

Notify COMMERCIAL PURCHASE CARD Administration immediately, if Cardholder/Department Card Custodian is transferred or terminated. The Commercial Purchase Card must be returned to the Approving Official or COMMERCIAL PURCHASE CARD Administrator. Transfers within the same division may also require the return of the card depending on the Cardholder's/Department Card Custodian job responsibilities. Immediately request card cancellation from Citibank at 800-248-4553 and notify COMMERCIAL PURCHASE CARD Administration.

Note: If an employee is terminated and there is suspected or actual misuse of the credit card, certain steps need to be taken for the agency to have its liability waived for unauthorized charges. See Section 2, H. regarding the Master Coverage Liability Protection Program.
IV. CARDHOLDER

A. List of Responsibilities:
   • Sign Commercial Cardholder Agreement & Code of Ethics Form;
   • Custody and use of the card;
   • Using the card only for official state business;
   • Immediately reporting a lost or stolen card to Citibank;
   • Making purchases in accordance with agency guidelines and applicable Fiscal and Procurement rules;
   • Obtaining and submitting adequate supporting documentation for each purchase made;
   • Reconciling and signing-off on the account statement for each cycle that had transactions;
   • Contacting merchants to resolve disputes and completing the Transaction Dispute Form; when necessary;
   • Ensuring refunds/credits are posted to the same card account charged;
   • Ensuring that all purchases are charged to the proper account if assigned this responsibility; and
   • Notifying Approving Officials or Department Card Custodians of changes in employment status such as transfer and termination.

B. Authorization to Purchase:

The Cardholder's supervisor will advise the Cardholder as to limitations and expectations on use of the card (including pre-approvals). For example, a Cardholder may have a single purchase limit of $500 for the card; however, a supervisor may want to be verbally informed of all single purchases over $100. In addition to the requirements of Fiscal Rule 2-1, if purchases are made against a grant or charged to a particular fund, the Cardholder is responsible for ensuring that the charges are allowable.

C. Placing the Order:

Orders may be placed in person, by phone, fax, e-mail, Internet, or mail. If the order is placed over the Internet, make sure it is a secure site. If the order is placed by fax, call the merchant and provide the card number instead of including it on the fax documentation. If the card number is provided over the telephone, the Cardholder should be alert to others in the surrounding area that may hear the card information.

When an order is placed, provide the merchant with the following information:

   • The purchase is tax exempt. Provide the merchant with the Tax ID number and/or certificate if the number is not printed on the card;
   • The purchase is subject to all applicable discounts for the State of Colorado, any government discounts or price agreement pricing, if applicable;
   • Cardholder's name;
   • Delivery instructions; and
   • Request documentation showing the details and pricing for each item ordered.
D. Tracking Purchases:

Cardholders must check with their supervisors regarding department method for tracking purchases. **A log must be kept by the department for all purchases.** The log would be available for review and approval by their supervisor. Retain documentation in a file or envelope including letters, e-mails, hand prepared order information with signatures, etc.

E. Transaction Documentation

The Cardholder is responsible for ensuring that every transaction has valid supporting documentation. Valid supporting documentation includes:

- An itemized receipt and card transaction slip from the vendor;
- A signed delivery packing slip;
- Order forms for dues, subscriptions, registrations, or similar documents;
- Detailed invoice showing credit card payment; and
- E-mail or fax confirmation from the merchant.

Minimum documentation includes at least one of the items above. Documentation should always include: name of person ordering, item ordered and amount.

V. REALLOCATOR RESPONSIBILITIES

The COMMERCIAL PURCHASE CARD Department Reallocator is often delegated some administrative tasks to accomplish an efficient approval process.

**List of Responsibilities:**

- Sign Designation Agreement and Code of Ethics Form.
- Running the Transaction Summary Report and checking that all statements have been received for the cycle period;
- Attaching the documentation for each transaction to the Statement and noting any missing transaction documentation;
- Collecting Cardholder charge transactions documentation;
- Reviewing supporting documentation;
- Report program violations to Approving Official;
- Running the Transaction Violation Report;
- Keeping a file of violations by Cardholder;
- Distributing completed copies of the Unavailable Documentation forms and Violation Warning forms; and
- Filing Statements and forms after the approval process is completed.
A Reallocator can review for several Cardholders within the department, but the Approving Official must review documentation and statement of Reallocator if he/she is also a Cardholder/Department Card Designee. The Approving Official should review documentation for violations on a random basis for all of his/her Cardholders/Department Card Designees.

The Reallocator can also be Department Card Custodian.

VI. USE OF DEPARTMENT CARDS

A Department Card is issued bearing the name of the (department, workgroup or division) with no individual name listed. The card is issued to a Card Custodian within the group. The Card Custodian provides the card to Designee's within their group as the need arises for them to make purchases.

Restrictions

Written permission from the Department of Personnel & Administration (DPA) is required for use of a Department Card. Prohibited transactions are the same for the Department Card as they are for an Individually Assigned card.

Card Name and Signature

The name embossed on the first line of each card is the department name, rather than an individual's name. **Department cards should not be signed by an individual.** Write the department name and “See Employee Identification” on the space on the back of the card.

VII. DEPARTMENT CARD CUSTODIAN

**Detailed Responsibilities:**

- Sign Designation Agreement & Code of Ethics Form.
- Create and maintain a current list of individuals who are authorized to use the Department Card ("Designees").
- Instruct and train Designees on use of the Card.
- Track Designee transactions by using the Department Commercial Purchase Card Log Sheet.
- Keep the card number secure. The card shall be kept in a secured (locked) location while not in use. The only people authorized to use the Card are the Custodian and/or the Designees.
Card statements with supporting documentation, signed by the Custodian and the Approving Official, will be stored in accordance with department or agency guidelines. Records will be retained for the current fiscal year and two (2) additional fiscal years. Transactions involving federal or grant funds may require a longer retention period, (check with Sponsored Programs Controller, Jody Mortensen). Records must be available for review or audit upon request.

Verify transactions as soon as possible - no later than 10 business days.

Notify Department Supervisor and or Approving Official if the Custodian is changing departments or leaving the agency and surrender the card to Department Approving Official. It is the responsibility of the Custodian's Approving Official to ensure that the COMMERCIAL PURCHASE CARD Administrator is notified to cancel the card and that the Custodian returns the card to the COMMERCIAL PURCHASE CARD Administrator. A new Department Card must be issued for your department each time a new Custodian is named.

Withhold the Card from any Designee who has misused the card.

### VIII. DEPARTMENT CARD DESIGNEE

**List of Responsibilities:**

Designees shall, at a minimum, be responsible for the following:

- Sign Designation Agreement & Code of Ethics Form.
- Keep the card secure.
- Request the card when needed.
- Describe the "Business Purpose" for each use of the card on the "Department Commercial Purchase Card Log Sheet".
- Obtain receipts from merchant.
- Immediately return card and receipts to Custodian.
- Deal with the merchant directly on any return, dispute or credit.
- Immediately report lost or stolen card to Custodian.
- Do not use card for unauthorized purchases.
- Designees must check out the card on the "Department Commercial Purchase Card Log Sheet" in order to make a purchase. The Designee shall not write the Card number down.
IX. Violations

It is the Cardholder's/Department Card Designee’s responsibility to purchase only items that are necessary to carry out their job requirements and to comply with State Procurement Rules, Fiscal Rules, Personnel Rules and ASU Commercial Purchase Card guidelines.

Consequences for Cardholders/Department Card Designees suspected of card misuse could be:
- Card suspension;
- Reflected on the employee performance evaluation;
- Employment termination and
- Possible prosecution.

A. Prohibited--Inadvertent Use of the Card for a Personal Purchase - An inadvertent personal purchase must be reported immediately (within 48 hours) of being transmitted to the COMMERCIAL PURCHASE CARD System to the Approving Official and the COMMERCIAL PURCHASE CARD Administration Office. The Cardholder/Department Card Designee must immediately, within 48 hours, reimburse the University, or arrange for an immediate credit transaction from the merchant. A Violation Warning Form must be completed and faxed to the Purchasing Office with proof of reimbursement or credit transaction.

B. Prohibited--Lack of Documentation/Receipt after 30 days – Cardholder’s/Department Card Designees (DCD) must provide documentation/receipt from the merchant to their Reallocator within 30 days of the transaction post date. Immediately or within seven days is preferable. If the department has set a policy that is stricter, the department timeframe and policy is to be followed. Approving Officials are asked to notify COMMERCIAL PURCHASE CARD Administration of Cardholder’s/DCD’s who do not turn in receipts/documentation within the 30 days unless there is specific and reasonable cause for lack of receipt/documentation past 30 days. The Cardholder/DCD will be contacted and given five (5) business days to turn in all overdue receipts to the Reallocator. If overdue receipts are not turned in within the five (5) business days, the card will be suspended until all overdue receipts are accounted for. Record will be taken for each instance where COMMERCIAL PURCHASE CARD Program Administration has to issue a five (5) day notice, after two (2) notices COMMERCIAL PURCHASE CARD Administration will issue a three (3) month suspension to Cardholders for failure to provide receipts within 30 days. Cardholder will be required to attend COMMERCIAL PURCHASE CARD training before reinstating Commercial Purchase Card. Department Card Designees (DCD) who receives two (2) notices will be relieved of their DCD duties.
C. **PROHIBITED—SPLIT PURCHASES** – transactions exceeding **$4,999** — State Fiscal Rules require a commitment voucher for all single purchase needs over $4,999. It is illegal under the State of Colorado Commercial Rules and the State of Colorado Fiscal Rules to split a purchase need to circumvent limits.

“**Single purchase need**” embodies the concept of determining the total dollar amount of the goods and services which are similar enough in nature to be purchased from one source and that are known to be needed for purchase at this time, or over a reasonable amount of time.

- A split purchase occurs when the individual cost of any single item, including shipping, exceeds $4,999.

- A split purchase occurs when a Cardholder’s/DCD transactions, including shipping, exceed $4,999 for a single purchase need (group of items to be purchased from one source, known to be needed at the time of the purchase).

1. A single purchase need over $4,999 may require a bid solicitation process. Contact the Purchasing Office before committing Adams State University to any purchase over $4,999.

2. Cardholder’s/DCD’s are not to intentionally split purchases over time or over sources (vendors), with the intent to circumvent the $4,999 single purchase need limit. Cardholder’s/DCD’s are not to split purchase needs based on different project or program numbers, different recipients, or differing functionality of the items. Example of a purchase not allowed under this policy; three pieces of equipment to be purchased at the time of the order, for different recipients within a department, where the cost of each piece of equipment is $2000 for a total purchase need of $6000.

3. The single purchase need maximum limit of $4,999 does not apply to purchases made from the ASU Bookstore or the ASU Printshop.

4. A violation of the split purchases policy may require that the item(s) purchased be returned for credit and a purchase request be sent to the Purchasing Office or that the vendor issue a credit and a purchase request be sent to the Purchasing Office to be handled via the formal After the Fact process.

5. Conference registrations will be considered to be the total of the individual registration fee. For example, if a conference registration is $1,000 and a Cardholder needs to register six people, six individual registrations, on six different transactions, may be placed on a single card.
D. **PROHIBITED--FURNITURE**

Furniture is prohibited on the COMMERCIAL PURCHASE CARD unless:

1. a written waiver for the specific transaction has been given to the Cardholder by the Purchasing Office prior to the purchase or;
2. the purchase is to be made from Correctional Industries.

C.R.S. 17-24-111(1)(a) requires that all State agencies purchase office furniture and office systems from the Division of Corrections DBA Colorado Correctional Industries. In applying this statute and administering the waiver process, the terms "office furniture" and "office systems" shall mean:

Those systems and furniture that, at the time the product requirement is communicated, are described in Division of Correctional Industries' catalogs and web site and are intended primarily for use in an office environment (including faculty offices, meeting rooms, and conference rooms). Before proceeding with the bid or purchase of any type of office furnishings (except accessories; i.e. keyboard trays, monitor stands), State agencies are required to have a waiver from Colorado Correctional Industries.

E. **PROHIBITED--LONG DISTANCE AND PAY PHONE CALLS** – where there is no billing from the merchant itemizing the calls.

F. **PROHIBITED--TRAVEL AND TRAVEL RELATED EXPENSES** – airfare, vehicle rental, per diem meals, lodging, for either employees or non employees.

Notes:
1. Conference registrations only are encouraged on the COMMERCIAL PURCHASE CARD. Conference registrations that include the lodging hold or deposit as part of the registration may be completed using the COMMERCIAL PURCHASE CARD. Lodging which is not included on the registration form is not to be paid through COMMERCIAL PURCHASE CARD.
2. Transportation for individual employees should not be purchased on COMMERCIAL PURCHASE CARD. Transportation for individual employees should be paid on the travel Visa card or by personal credit card and reimbursed via a travel expense voucher. Transportation includes such services as taxi services, shuttle services, bus passes, vehicle and driver services, vehicle rental, other transportation services, parking. Vehicle lease/rental is also not to be paid on the COMMERCIAL PURCHASE CARD.
3. Departments must ensure that any goods or services which are paid via COMMERCIAL PURCHASE CARD are not reimbursed through a Travel Expense Voucher under any circumstances.

G. **PROHIBITED--VEHICLE EXPENSES** – service station transactions, auto parts, vehicle repairs, vehicle rental, vehicle maintenance and/or service, unless considered part of “normal department business” and approved by the Purchasing Director.

H. **PROHIBITED--RESTAURANT MEALS** – restaurant meals may be purchased as part of Official Functions if the Cardholder/Department Card Designee has a “Restaurant Exemption”. NO MEALS OR LODGING are to be purchased relating to employee or non employee travel, regardless of whether the Cardholder has a “Restaurant exemption”.

I. **PROHIBITED--ALCOHOL** – The card is closed from allowing liquor purchases.
J. **PROHIBITED--INAPPROPRIATE PURCHASES/EXPENSES** - Purchases are to be made in accordance with State Commercial Rules and State Fiscal Rules. Purchases outside of these policies are considered inappropriate use of funds and possible misuse of funds. For clarification refer to the ASU Purchasing Handbook. Examples where clarification may be needed are official functions, gifts, flowers, memberships, contributions, etc.

K. **PROHIBITED--CASH OR CASH TYPE TRANSACTIONS** – receiving cash as a credit for return of an item, receiving cash in addition to a purchase, money orders, travelers checks.

L. **PROHIBITED--CONTRACTS REQUIRING AN AUTHORIZED SIGNATURE** – Contract the ASU Purchasing Office before committing Adams State University to any contract agreements.

M. **PROHIBITED--DRUG ENFORCEMENT AGENCY LICENSED SUBSTANCES** – Controlled Substances.

N. **PROHIBITED--SERVICES PURCHASED FROM AN INDIVIDUAL OR SOLE PROPRIETOR** *(1099 REPORTABLE MERCHANT)* – Do not use your COMMERCIAL PURCHASE CARD to make purchases for services from a vendor who uses their social security number or EIN (employer identification number). Contact the Purchasing Office before making a commitment on behalf of Adams State University.

O. **PROHIBITED--UNALLOWABLE SPONSORED PROJECTS PURCHASES** – Purchases must be made within the terms of the grant or contract. Contact Jody Mortensen, Controller of Sponsored Programs for signature approval and clarification.

P. **PROHIBITED--TAXES CHARGED** – Cardholder must advise vendor of Adams State University’s tax exempt status. Commercial Purchase Card purchases made in another state or foreign country, however, are not exempt from their state and local taxes.

Q. **PROHIBITED--SHARING THE CARD**
   
   For Individually Assigned cards, the person issued a Commercial Purchase Card is the only one authorized to use that card - the card must not be given to or shared with other employees.

   The Cardholder is responsible and accountable for the Commercial Purchase Card and its use at all times.

R. **PROHIBITED--CARD ABUSE**

   **DO NOT MAKE PURCHASES FOR PERSONAL USE.** A personal purchase which is not reported to the Approving Official by the Cardholder IMMEDIATELY (within 48 hours of the transaction being downloaded into the COMMERCIAL PURCHASE CARD system/home.cards.Citidirect.com) will be considered Suspected Fiscal Misconduct which could result in termination and possible prosecution. Suspected Fiscal Misconduct or abuse of the card for personal purchases must be immediately reported to COMMERCIAL PURCHASE CARD Administration.
STEPS TO TAKE IF A VIOLATION IS FOUND

- Completion of the Violation Warning Form is required for all transactions involving a COMMERCIAL PURCHASE CARD violation.
- A copy of this form is attached. (Form D)

Violation Warning Form Instructions –
1) Obtain the Cardholder’s/Department Card Designee’s signature on this form
2) Fax or deliver an original of the Violation Warning completed form, along with a copy of the documentation/receipt in question to 7527, ASU Purchasing Office, Richardson Hall Room 122.
3) File copy of the completed Violation Warning and attachments with the Cardholder’s/Department Card Statement.
4) Give a copy of this form to the Cardholder/Department Designee.
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<td>Term</td>
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<td>Mapper</td>
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<td>Procurement Card</td>
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<td>Prohibited Purchase</td>
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<td>Reallocation</td>
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<tr>
<td>Split Transaction</td>
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<td>State Price Agreement (SPA)</td>
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</table>

**PLEASE DO NOT HESITATE TO CONTACT THE PURCHASING OFFICE IF YOU HAVE ANY QUESTIONS.**

587-7526 or 587-7732
State of Colorado
Procurement Card
COMMERCIAL CARDHOLDER AGREEMENT

The Department of Higher Education Adams State University (the “University”) is pleased to provide you with a State authorized Procurement Card [the “Commercial Card”]. The Commercial Card represents the University’s trust in you as a responsible employee and is issued to you in consideration for your agreement to safeguard State funds and to make State business decisions and arrangements consistent with all applicable rules and policies and as set forth herein. Applicable rules and policies include, without limitation, the following:

Procurement Rules: www.colorado.gov/dpa/dfp/spo
University’s Procurement Commercial Card Policies: www.adams.edu/administration/purchasing/

I, ________________________________, agree that upon receipt of the Commercial Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing. As the cardholder, I agree to accept responsibility for the protection and proper use of the Commercial Card as outlined in this Agreement and all relevant rules and policies. I further agree to:

(1) Use the Commercial Card only for the purpose of paying vendors for allowable purchases of goods and services for official state business;
(2) Not use the Commercial Card for personal purposes;
(3) Not allow others to use the Commercial Card unless the card is under the name of a Department and the user has the proper approval;
(4) Verify the charges on the Commercial Card and to submit such charges for approval, dispute and/or fraud processing; and
(5) Arrange for the Department to pay State official business and/or travel-related charges within the proper internal approval process and also within the bank’s prescribed timelines, but in no instance later than 30 days past the statement date.

I understand and agree that the Department will monitor the use of the Commercial Card and that I will be personally liable for any unauthorized use thereof.

I acknowledge and agree that the State of Colorado has the right, to the extent authorized by law, to deduct any unauthorized charges from: (a) my next available pay, if I do not pay back to the State any unauthorized charges within 30 days of the date of the statement on which the unauthorized charges appear; (b) my subsequent pay, if the deduction from my next pay is not sufficient to repay the full amount of unauthorized charges; and (c) my final pay, upon termination of my employment with the State or transfer to another State agency; until all unauthorized charges are paid in full.

I understand that in the case of my willful or negligent default of my obligations under this Agreement, the Department may take any action, in accordance with State Personnel Board rules and other applicable law, for the recovery of unpaid amounts and/or the imposition of appropriate corrective or disciplinary action permitted under the State Personnel Board rules and other applicable law. If the Commercial Card is lost, stolen, or compromised in any manner, I shall immediately notify the Department’s Program Administrator and the bank issuing the Commercial Card. Upon notification of my transfer from the Department, change in duties, termination of employment, suspension or cancellation of my Commercial Card privileges, I agree to notify the Department’s Program Administrator and to promptly return the Commercial Card to the Department.

Cardholder Signature: ________________________________ Employee ID#: ________________________________
Print Name: ________________________________ Date: ________________________________
Department: ________________________________ Phone: ________________________________
Default Budget Code: ________________________________ E-mail: ________________________________
Address: ________________________________ City/State/Zip: Alamosa, CO 81101

Card Limit Authorized: $_______ Single Transaction Limit $_______ Transactions per Cycle ______ Must not Exceed $4999

Approving Authority (Approving Official):
Signature: ________________________________ Date: ________________________________
Print Name: ________________________________ Phone: ________________________________
Department: ________________________________ E-mail: ________________________________

(Rev. 09/29/2011)
State of Colorado

APPROVING OFFICIAL AGREEMENT

The Department of Higher Education, Adams State University is pleased to authorize you to act as an Approving Official under the Procurement Card Program for the Department of ______________________. The card represents the University’s trust in you as a responsible employee to monitor the use of the procurement card.

I, ____________________________, acknowledge receipt my appointment as an Approving Official for the Procurement Card Program. As an Approving Official, I acknowledge completion of the procurement card training and receipt of the Commercial Card Manual. I have read and understand the Manual. I agree to fulfill the responsibilities outlined in this Agreement and the Manual and subsequent revisions.

As an Approving Official, I understand that I am an internal control point for the Program by ensuring that Cardholders comply with State Procurement, Personnel and Fiscal Rules, University’s Fiscal Rules, and the provisions of the University’s Procurement Card Program. I will review all transactions made by each of my Cardholders, ensure original documentation is matched to Cardholder statements, take appropriate action should violations occur, and sign (approve) all transaction statements.

I understand that the Department is liable to Citibank for all charges made by Cardholders, Card Custodians and Designees including charges made on a lost or stolen card before it is reported lost or stolen. I also will promptly notify the agency’s Program Administrator of any suspected or real card misuse or abuse.

I understand that the card is the property of the University, assigned to Cardholders, and that in the event of willful or negligent default of the Cardholder’s obligations, the University shall take any recovery action deemed appropriate that is permitted by law. Furthermore, I agree to notify Program Administration immediately in the event that I, or any Cardholder under my approving authority, is transferred from or is no longer employed by the department.

Approval Authority:  
(aka Approving Official)

Program Administrator:

Signature: ____________________________  
Date: ________________________________
Print Name: ____________________________
Department: ____________________________
Address: 208 Edgemont Blvd, Alamosa, CO 81101
Phone: ________________________________
Email: ________________________________
STATE OF COLORADO

PROCUREMENT

CODE OF ETHICS

Any person employed by the State of Colorado who purchases goods and services, or is involved in the purchasing process, for the State, shall be bound by this code and shall:

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.

2. Demonstrate loyalty to the State of Colorado, Adams State University by diligently following the lawful instructions of the State of Colorado while using professional judgment, reasonable care, and exercising only the authority granted.

3. Conduct all purchasing activities in accordance with the laws, while remaining alert to, and advising the State of Colorado, Adams State University regarding the legal ramifications of the purchasing decisions.

4. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the State of Colorado (C.R.S., 18-8-308).

5. Identify and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved.

6. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence, or appear to influence purchasing decisions.

7. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.

8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the State of Colorado and the public being served.

9. Provide an environment where all business concerns, large or small, majority or minority owned, are afforded an equal opportunity to compete for State of Colorado business.

10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.

Printed Name: ____________________________________________
Signature ____________________________________________ Date ________________

Attachment - Form D pg 1
DOCUMENTATION OF LOST OR UNAVAILABLE TRANSACTION FORM

This form is required for any commercial card transaction that does not have documentation from the merchant. Frequent occurrences of lost (or lack of) documentation may result in the revocation of card privileges.

Documentation from the merchant is required for all transactions. Documentation includes:

- Receipt and card transaction slip from the merchant
- Packing slip from the delivery
- Invoice showing credit card payment
- Order form for dues, memberships, subscriptions or similar items

Information:

Cardholder: ________________________________
Department: ______________________________
Approving Official: ________________________
Transaction Reference #: ___________________
Merchant Name: ___________________________ 
Date of Purchase: __________________________

Items Purchased:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<tbody>
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</table>

Total Cost

Attach any additional information, correspondence or justification about transaction(s).

Reason Original Documentation Is Not Available:

________________________________________________________________________________________

________________________________________________________________________________________

Date: __________ Cardholder Name: ___________________________________________________________

Cardholder Certification Signature: ________________________________________________________

Date: __________ Approving Official Name: _________________________________________________

Approving Official Signature: ____________________________________________________________

Date: __________ Purchasing Director Signature: ____________________________________________

Attachment - Form D pg2
State of Colorado

Instructions: Documentation of Lost of Unavailable Documentation Form

**Warning:** Repeated use of this form as substitute for original documentation may result in revocation of the Cardholder's commercial card.

(a) This form is required for any transaction that is not supported by documentation from the merchant.

**Cardholder Instructions:**
- ☐ If you do not have the original documentation from the merchant, contact the merchant to request replacement documentation
- ☐ Complete this form whenever you are unable to provide documentation from the merchant for a transaction
- ☐ Fill out all field through Cardholder Certification Signature
- ☐ Give the completed and signed form to your Approving Official

**Approving Official Determination Instructions:**

Determine the Violation Status for the transaction based on the following guidelines:

- ☐ Violation – A transaction where the Cardholder has not provided documentation from the merchant but the charge appears to be reasonable for state business is to be considered a card violation. A Procurement Card Violation Warning Form does not need to be completed if the Approving Official believes that there has been no willful or negligent action on the part of the Cardholder and the charge(s) appear reasonable for state business. Considerations in determining willful or negligent default include:
  (a) The Cardholder has tried and been unable to obtain documentation from the merchant.
  (b) The Cardholder is normally responsible and consistent with providing acceptable documentation.

**Action:** A copy of this completed form is to be kept with the Cardholder’s statement that lists this transaction.

- ☐ Violation and Potential Inappropriate Purchases – A transaction where the Cardholder has not provided documentation from the merchant and the charge does not appear to be reasonable for state business.

**Action:** A Procurement Card Violation Warning Form needs to be completed.