Procurement & Pcard Training
Mission Statement

Manage the purchasing process and provide quality procurement education, leadership, and support.

Protect and use funds efficiently!
Procurement

- Purchasing, renting, leasing or acquiring supplies and or services
  - this includes all of the functions that pertain to the obtaining of any items or services, including selection, solicitation and awarding commodity or service.
IMPORTANT REMINDER

ALWAYS obtain approval from delegated budget personnel
BEFORE committing to a purchase and ENSURE funds are available!!
Fund Info

FUND

- 1100 - General
- 3410 - Housing
- 3510-College Ctr
Organization Info

- 305-Bus/Finance
- 401-Purchasing
- 406-FacServices
Account Info

ACCOUNT

- 7391-Software
- 7701-Furn/Equip
- 7702-Comp Equip
- 7375-Office Supplies

This is how/what you are spending your money on.
Program Code Info

PROGRAM

- 1100-Instruction
- 1600-Inst Support
- 1700-Operation & Maint. Plant
- 1900-Auxiliary

These are assigned and will default in based on Fund/Org.
Selecting a Vendor

STATE AWARD VENDORS

- [http://www.gssa.state.co.us/](http://www.gssa.state.co.us/)
- Colorado Division of Purchasing
- State Commodity & Service Agreements
Mandatory Vendors

If a price agreement is mandatory you must use the provider(s) listed

61500YYY11M/WS6A
OfficeMax Solutions

Office Supplies = OfficeMax Solutions
Toner Cartridges = Beyond Technology
(or direct from Dell for brand printers)
Permissive Vendors

Allows use of other vendors

84084YYY01P
Must be advantageous to use another vendor!!

Examples
  Envelopes
  Software

https://www.gssa.state.co.us/SP Agree
Procurement/Fiscal Rules

Rule 2-2 – No disbursements of funds shall be made by a state agency or institution of higher education unless it is supported by a commitment voucher

PO, or CONTRACT

– Without a commitment voucher the individual will be held liable
Purchase Orders

Fiscal Rule 2-2

Commitment Vouchers

A Purchase Order or a Contract must be issued for purchases > $5,000

Services

Contact the Purchasing Office when purchasing services - additional paperwork is required

(W-9, Certification & Affidavit Regarding Illegal Aliens, Independent Contractor Form, along with a contract or vendor agreement, etc.)
Procurement Card

- For purchases not exceeding department limit ($4999 max.)

- DO NOT USE FOR TRAVEL EXPENSES
- NEVER SPLIT A TRANSACTION TO CIRCUMVENT PCARD LIMIT
The expenditure of University funds for such things as food, beverages, catering services, the cost of holding receptions, employee recognition events, etc. are sometimes perceived as funds used for entertainment or personal benefit.
Official Functions

A meeting, conference, meal, or other function which is hosted by the CEO, or a representative, of a State Agency, attended by guests and/or employees, and held for official State Business purposes.
Training Function

A meeting, conference, or other function which is hosted by a State Agency, attended by customers of the State and/or State employees, and held to enhance staff knowledge or to educate customers…. They should have a written agenda, study materials, and led by a presenter.
Official Functions

MOST IMPORTANT!
Must be Properly authorized and approved by the Provost or delegatee BEFORE taking place > $200.00
GREATER THAN $10,000
Requires a formal bid process
Services

Contact Human Resources & Purchasing to determine if services should be obtained from employee or independent contractor.

Required Forms for Independent Contractors (only):
- W-9
- Certification & Affidavit
- IC – Independent Contractor form

http://www.adams.edu/administration/purchasing/personalservice.php
Bid Processes

- Documented Quotes (3-5 business days)
- Invitation for Bid (14 calendar days)
- Request for Proposal (30 calendar days)
Sole Source

Only 1 product and/or service can meet your needs

Only 1 vendor can provide the needed product and/or service
Emergency Purchases

- threat to public health, safety, and welfare
- the procurement is limited to the scope of the emergency
- Requires written justification.
Any building or even modifications of existing buildings or rooms must be approved by Facility Services.
Signature Authority

President

Only representatives on campus with signature authority can sign contracts, vendor agreements, MOU’s, etc. unless delegated otherwise by the President.
ASC’s Policies

- **Membership Dues**
  All membership dues require approval of the President

- **Computer Equipment**
  - Software & Hardware
  - Computing Services must approve “prior to purchase”

- **Official Functions** - > $200 require approval from Dr. Mumper

- Sodexo has exclusive rights to the Student Union Building

- All purchases must be tax exempt
Capital Equipment

Ensure equipment is coded properly – to be tagged as “ASU Property”

- Contact Gary Garcia in the Business Office prior to disposing of equipment
The State of Colorado
Procurement Card Program
Procurement Card Program

- Your receipt of the procurement card is the State of Colorado’s expression of confidence in you to properly use the card to further the business of the State.
VISION STATEMENT

The Vision of the statewide procurement card program is to:

- Support and streamline the purchase and payment systems for the State of Colorado;
- Empower organizations and card users to manage small dollar purchases in a more cost effective manner by reducing the number of warrants (checks)
Cardholders

- Cardholders are responsible for the security and use of their cards at all times. A misused or abused procurement card will be cancelled. Employees are subject to disciplinary action for unauthorized purchases, including personal liability.
ASU POLICIES STILL IN EFFECT

1. Computer hardware & software must have approval for purchase from Computing Services
2. Code commodities such as a computer to 7702 so equipment can be tagged “ASU Property”
3. If purchasing food, Official Functions Form with appropriate signatures must be in your files.
4. State Price Agreements are still to be used
5. Grant funded programs have special restrictions and must pass the scrutiny of the grant controller and Executive Director.
Ensure that adequate funding is available
Log all transaction details on a log sheet (vendor, short description of what is to be purchased, and budget code to be charged)

This log sheet will be reviewed when you are audited!!!!

Example

<table>
<thead>
<tr>
<th>Log #</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Items Purchased</th>
<th>Total $ amount</th>
<th>Confirmation# (if placed over phone and contact name)</th>
<th>Budget Code</th>
<th>Authorized by:</th>
<th>Recv’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>12PUR01</td>
<td>01/15/12</td>
<td>OfficeMax</td>
<td>Office Supplies</td>
<td>$24.50</td>
<td>#12345 John</td>
<td>1100-401-7375-1600</td>
<td>Dept. Chair</td>
<td>01/20/12</td>
</tr>
</tbody>
</table>
Official Functions

Anytime food is purchased for an “Official Function” whether it be snacks, refreshments or meals an Official Function must be completed – regardless of dollar amount.

- Complete OF
- If exceeds $200 obtain signature of Dr. Mumper on OF Form
- Pay vendor with Pcard
- Obtain itemized receipt from restaurant/cater/food provider
- Keep official function form, and itemized receipt with pcard documents.
Purchase of Commodity

Place the order in person at vendor’s location or by phone.

- Be sure to give vendor **complete** shipping address if ordering over the phone or internet.
- Require that vendor provide an itemized receipt or invoice.
Purchase Documentation

- date of the transaction
- vendor name and address
- itemized description of goods or services purchased
- unit of measure i.e., cases, bottles, hours, reports
- quantity purchased
- price per unit
- shipping/handling charges, if applicable
- total cost
Know with whom you are dealing

- Anyone can set up online shopping under almost any name. Look for a business address (but not just a P.O. Box), a business number and a customer support number.
- Determine the company's refund and return policies before you place your order.
- Look for third party accreditation information, such as from VeriSign, TRUSTe or the Better Business Bureau.
- Look for a security/privacy statement on the web site.
- Look for a secure shopping guarantee.
Keep your password(s) private

- Be creative when you establish a password, and never give it to anyone. Avoid using a telephone number, birth date, or a portion of your Social Security number. Instead, use a combination of numbers, letters, and symbols (where possible).
- Don’t let your personal computer save passwords.
- Don’t share your online accounts.
Transaction Documentation

- Print a copy of your order and confirmation number for your records.
- Date of the transaction
- Vendor name and address
- Itemized description
- Unit of measure
- Quantity purchased and price per unit
- Shipping/handling charges
- Total cost
- Make additional notes as needed.
Internet Purchasing

- Know the vendor and what is being purchased.
- Look for Secure Socket Layer (SSL) indicators.
- Print off the order before submittal and then verify the accuracy of the information before clicking send.
- **Be careful of the tax exemption requirement.**
- Print the electronic confirmation page, if there is one.

**There is never too much documentation!**
Returns, Exchanges, and Refunds

- The cardholder should deal directly with the vendor for Returns, Exchanges, or Refunds.
- All refunds or credits must be issued as a credit against the card. **No cash refunds are to be requested or accepted.**
- Do not return anything to vendor without obtaining their authorization.
Pcard Documentation Requirement

- IMPORTANT!!!
  For every transaction that appears on the pcard there MUST be complete supporting documentation, regardless of the dollar amount.
Disputed Charges

- Contact the vendor and attempt resolution first.
- Contact Citibank
- Complete and submit “Dispute form”
REASONS FOR DISPUTED CHARGES

- Unauthorized Mail/Phone Order
- Duplicate Processing
- Paid by Other Means
- Merchandise Returned
- Credit Not Received
- Alteration of Amount
- Inadequate Description or Unrecognized Charge
Unavailable Documentation

- Lost or non-documented purchases.
- **Form must be completed** itemizing all of the information that is needed.
  - date of the transaction
  - vendor name and address
  - itemized description
  - unit of measure
  - quantity purchased
  - price per unit
  - shipping/handling charges
  - total cost

  Contact the Purchasing Office to obtain this form.
What if the card is lost or stolen?

- Card holder should notify Citibank immediately
  1-800-248-4553 (available 24/7)

- Notify your agency Program Administrator.
Log on to this site to reallocate charges to the appropriate budget code and print monthly statements.

(These charges will post into Banner monthly)

One budget code, as determined by the cardholder, is the “default”. Additional budget codes can be added to your account, by the Purchasing Office, so the cardholder can reallocate transactions accordingly.
Reconciliation of Bank Statement

- Print your monthly Statement at Citidirect
- Review the statement and verify that each listed charge matches the monthly log
- Identify any disputed charge
- Sign the bank statement and forward it with the log attached to the Cardholder's Approving Official for review and approval.
- Send original to the Purchasing Office after signed and keep a copy on file with all your receipts

Keep a copy of the monthly statement on file with all your documentation & send the original signed statement to the Purchasing Office!
Use your card in compliance with Procurement & Fiscal Rules and ASU Policies

Follow the program rules.

Keep your P-Card log up to date

Reallocate your charges in a timely manner.

Keep accurate records.

Communicate with your Approving Official and the Purchasing Office on any problems you might have

DON’T SHARE YOU PCARD!!!!!
Citi

home.cards.citidirect.com/CommercialCard/Cards.html
Print Statement

Citi® Commercial Cards

Welcome! RENEE S VIGIL  Logout  02/07/2012
SOC - PURCHASE - US

For assistance please contact Citi Customer Services

Card Accounts: reenevigil

Account Summary  Statement  Unbilled Transactions

View, print and download your account statement.

Pay this bill as your company will be paying.

<table>
<thead>
<tr>
<th>Date</th>
<th>Posting date</th>
<th>Reference</th>
<th>Transaction detail</th>
<th>Transaction amount</th>
<th>Transaction currency</th>
<th>Exchange rate</th>
<th>Card/Posting amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2012</td>
<td>01/03/2012</td>
<td>2461043200200402021472</td>
<td>KONICA MINOLTA BUSINESS</td>
<td>404.60</td>
<td>USD</td>
<td></td>
<td>404.60</td>
</tr>
<tr>
<td>2/2012</td>
<td>01/03/2012</td>
<td>2461043200200402021482</td>
<td>KONICA MINOLTA BUSINESS</td>
<td>216.50</td>
<td>USD</td>
<td></td>
<td>216.50</td>
</tr>
<tr>
<td>3/2012</td>
<td>01/16/2012</td>
<td>3290212013111934247139</td>
<td><a href="http://WWW.LOOGI.COM">WWW.LOOGI.COM</a></td>
<td>3297.00</td>
<td>USD</td>
<td></td>
<td>3297.00</td>
</tr>
<tr>
<td>3/2012</td>
<td>01/16/2012</td>
<td>3290212013111934247139</td>
<td><a href="http://WWW.LOOGI.COM">WWW.LOOGI.COM</a></td>
<td>1099.00</td>
<td>USD</td>
<td></td>
<td>1099.00</td>
</tr>
<tr>
<td>7/2012</td>
<td>01/18/2012</td>
<td>3290212013111934247139</td>
<td>CUSTOM WRISTBANDS</td>
<td>55.68</td>
<td>USD</td>
<td></td>
<td>55.68</td>
</tr>
<tr>
<td>8/2012</td>
<td>01/19/2012</td>
<td>3290212013111934247139</td>
<td>PAYPAL EPRODUCTION</td>
<td>250.00</td>
<td>USD</td>
<td></td>
<td>250.00</td>
</tr>
</tbody>
</table>

Statement start date: 12/26/2011  Statement ending date: 01/25/2012
Web Tools
Citidirect Card Management System (CCMS)
SOCO-SP2
View Transactions

Note: If you need any assistance, please contact the CitiDirect Helpdesk via our toll free number at 1-800-248-4424 for national calls, dial collect at (904) 954-7314.
Search Cycle (26th – 25th billing cycle)
# View Transactions

## CitiDirect Card Management System

### Inquiry - Transaction - Look up Transaction

* An asterisk indicates a required field.
* A plus sign indicates at least one of these fields should have valid search criteria entered.

- **Account Number:**
- **Last Name:**
  - Search By: starts with: Vigil
- **Transaction Code:**
- **Amount:**
- **Transaction Date:** 01/26/2012
- **Merchant:**
  - Search By: starts with: VI
- **Amount To:**
- **Transaction Date To:** 02/26/2012
- **SSN:**
- **First Name:**
  - Search By: starts with: Renee
- **Disputed:**

### Results

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Trans Date</th>
<th>Posted Date</th>
<th>Name</th>
<th>Merchant</th>
<th>Amount</th>
<th>Tran Code</th>
<th>CUID</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxxxxxx103743</td>
<td>02/02/2012</td>
<td>02/02/2012</td>
<td>RENEE VIGIL</td>
<td>KONICA MINolta BUSINESS</td>
<td>$272.40</td>
<td>1001</td>
<td>0285090179</td>
</tr>
<tr>
<td>xxxxxxxxxx103743</td>
<td>01/30/2012</td>
<td>01/31/2012</td>
<td>RENEE VIGIL</td>
<td>IKCON MANAGEMENT SERVICES</td>
<td>$328.28</td>
<td>1001</td>
<td>0285090200</td>
</tr>
<tr>
<td>xxxxxxxxxx103743</td>
<td>01/30/2012</td>
<td>01/31/2012</td>
<td>RENEE VIGIL</td>
<td>IKCON MANAGEMENT SERVICES</td>
<td>$328.28</td>
<td>1001</td>
<td>0285090201</td>
</tr>
<tr>
<td>xxxxxxxxxx103743</td>
<td>01/30/2012</td>
<td>01/31/2012</td>
<td>RENEE VIGIL</td>
<td>IKCON MANAGEMENT SERVICES</td>
<td>$328.28</td>
<td>1001</td>
<td>0285090202</td>
</tr>
<tr>
<td>xxxxxxxxxx103743</td>
<td>01/26/2012</td>
<td>01/26/2012</td>
<td>RENEE VIGIL</td>
<td>INSIGHT SOFTWARE</td>
<td>$360.36</td>
<td>1001</td>
<td>0278118682</td>
</tr>
<tr>
<td>xxxxxxxxxx103743</td>
<td>01/27/2012</td>
<td>01/27/2012</td>
<td>RENEE VIGIL</td>
<td>NATL ORIENTATION DIRECT</td>
<td>$37.22</td>
<td>1001</td>
<td>0270593800</td>
</tr>
<tr>
<td>xxxxxxxxxx103743</td>
<td>01/27/2012</td>
<td>01/27/2012</td>
<td>RENEE VIGIL</td>
<td>NATL ORIENTATION DIRECT</td>
<td>$30.00</td>
<td>1001</td>
<td>0270591187</td>
</tr>
</tbody>
</table>

(1 - 9 of 9)

Last Updated 02/06/2012
Reallocate Transaction

Inquiry - Statement - Cardholder Memo Statement

Final Approver (Primary Contact): RENEE VIGIL
Cardholder: RENEE VIGIL
Product Type: PURCHASE - Centrally Billed
Default ASC: 01100 401 73751000
Account Number: xxxxxxxxxx183740
Statement Period: 01/26/2012 - 02/24/2012
Statement Status: Interim
Tax Total: $ 0.00
Statement Total: $ 4,335.20

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

select all post date tran date last alloc date time merchant amount status note type rec ind app ind

<table>
<thead>
<tr>
<th>bill acct</th>
<th>march addr</th>
<th>merchant</th>
<th>amount</th>
<th>status</th>
<th>note</th>
<th>type</th>
<th>rec ind</th>
<th>app ind</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxxxxxx13830</td>
<td>800-274-7739, TEXAS 78582000 US</td>
<td>DMI DELL HIGHER EDUC</td>
<td>$ 2,140.08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ref num</td>
<td>MCC</td>
<td>MCC description</td>
<td>supplied by Description</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2400210020000031005000</td>
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<tr>
<td>503721450-01</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Line Item: DMS-MD, DMS, Asset Receiv
Discount: $ 0.00
Total Tax: $ 0.00
Total VAT: $ 0.00
Total: $ 60.90

Line Item: DMS-MD, DMS, Asset Receiv
Discount: $ 0.00
Total Tax: $ 0.00
Total VAT: $ 0.00
Total: $ 88.00

Line Item: OptiPlex 990 Desktop EPA
Discount: $ 0.00
Total Tax: $ 0.00
Total VAT: $ 0.00
Total: $ 2,033.18

Select allocation description total allocation

<table>
<thead>
<tr>
<th>Description</th>
<th>total</th>
<th>allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGPD Computer Equipment</td>
<td>$ 2,140.08</td>
<td>01100 471 77021700</td>
</tr>
<tr>
<td>12PUR115 AGPD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

reallocate reset reallocation save
Number of Splits

Select the number of splits, which should be between 1 and 100.
Select Account and Submit Reallocation

<table>
<thead>
<tr>
<th>Transaction Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASPD Computer Equipment</td>
<td>$2,140.08</td>
</tr>
</tbody>
</table>

Accounting String Code

```
01100 471 77021700
9 03115 892 73751900
```

Submit Reallocation  
cancel  

<table>
<thead>
<tr>
<th>Description</th>
<th>dollars</th>
<th>percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,140.08</td>
<td>100.00 %</td>
</tr>
</tbody>
</table>
THANK YOU FOR YOUR COOPERATION!

PLEASE CONTACT THE PURCHASING OFFICE AT 587-7526 IF YOU HAVE QUESTIONS