



University of Wisconsin

Stevens Point

Purchasing Card Program Policies and Procedures Manual

NOTE: Manual subject to change; check the [Purchasing Intranet](#) for most recent version



Noteable Changes Effective 7/1/2021

- References to ShopUW+ platform, priority of using e-catalog.
- Individual p-card limits govern spend permissions.
- P-Card application is now a DocuSign template. Requests for a new p-card must be submitted through DocuSign for review using this template.
- Updates to the p-card packet processing instructions.
- Reinforce requirement to use Transaction Management through the US Bank Access Online. Manual transfer requests through General Ledger are no longer permitted.
- P-Card packets are no longer accepted in paper format. See instructions for PDF/electronic submission
- UW-System has a new tax-exempt number. Make sure you are using the correct version. This new tax exemption will need to be updated with any suppliers that you use to make p-card purchases.
- Computer and Software purchasing information is now listed under Technology Purchasing.
- All links in the new manual have been updated.

Noteable Changes Effective 3/7/2022

- **Flowers/Decorative Items** (plants, paintings, flowers, etc.) from University-administered funds is allowable only if the items are placed in a general reception area frequented by students and/or the general public, or purchased for official functions in accordance with SYS 312. Additionally, decorative items may be purchased for an event if the participant's fees cover payment for the items. The purchase of items placed in employee lounges, assigned offices or other work areas are not allowable on the card.
- **Greeting Cards** – Greeting cards are not allowable unless the purchases are made for official functions, which are allowable in accordance with SYS 312.

Noteable Changes Effective 3/31/2022

- **Disputed Transactions** – Updated instructions on submitting a disputed transaction in US Bank Access Online.

Noteable Changes Effective 6/27/2022

- **Missed Transfers** – Updated instructions on submitting transfer requests using the Cost Transfer Tool in WISER.

Noteable Changes Effective 12/1/2022

- Updated links to UWSP Prize, Awards and Gifts form.

Noteable Changes Effective 12/7/2022

- Updated Membership language in FAQ section to remove need for pre-approval by UWSP Controller's Office.



Purchasing Card Program Policies and Procedures Manual

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1.0 Purchasing Card Overview

The University of Wisconsin- Stevens Point Purchasing Card (P-Card) Program is designed to expedite the purchasing process and reduce the costs associated with processing low-dollar, best judgement orders that are not suitable for processing via ShopUW+ platform.

2.0 UW System Card Program

The University of Wisconsin System is responsible for implementing the State of Wisconsin’s Purchasing Card Program at the System level. The UW-Stevens Point Purchasing Card Program follows both System level requirements and local policies and procedures specific to UWSP.

2.1 Card Products Used by UW-Stevens Point

Purchasing Card—the UW-Stevens Point Purchasing Card is the most common type of US Bank Commercial Card. The P-Card as used for purchasing goods and services is an alternate means of payment and shall not circumvent the use of state contracts, purchasing regulations, rules, policies, or procedures. Cardholders must be permanent full-time or part-time employees whose jobs require the use of a P-Card.

Pro-Travel Card—the UW-Stevens Point Pro-Travel Card (PT-Card) is a purchasing card designed to pay for specific travel-related expenses when the employee is traveling on official UWSP business. All charges made to the Pro-Travel Card are directly billed back to a pre-determined department account. For more information regarding [Pro-Travel Card User Guidelines](#) and the [US Bank Pro-Travel Card Application and User Agreement](#) (DocuSign/Templates/Shared with Me/ProTravel Card Application), please reference the [UWSP Payment Services Travel Intranet](#) site.

Corporate Travel Card—The US Bank Corporate Travel Card is a personal liability card that is issued to Wisconsin government employees to be used only for official State business travel. Please reference the [UW-System US Bank Corporate Travel Card](#) site for more information regarding this card.

Fleet Fuel Cards – fuel is NOT allowed on the Purchasing card. Each state vehicle should have a Fleet Card. See [Facilities Services](#) for this card.

3.0 Features and Benefits

P-Cards provide the following features and benefits:

- Spending control and monitoring.
- Simplified transaction processing.
- Worldwide acceptance.
- Reduces the need for out-of-pocket expenses and personal reimbursement.
- Generate revenue for the UWSP campus via the US Bank rebate.

3.1 What are P-Cards?

<p>P-Cards Are:</p> <ul style="list-style-type: none"> • Delegated Purchasing Authority granted by Purchasing to individual State employees. • Authorized for official business use only. • Authorized for individual purchases not suitable for ShopUW+ platform. • Authorized for use with certain categories of suppliers, commodities, and services. 	<p>P-Cards Are <u>Not</u>:</p> <ul style="list-style-type: none"> • For Cardholder personal use. • A means to avoid appropriate procurement or payment procedures. • A Card to access cash or credit. • A right of employment. • For reimbursable meal costs. Individual meals are not allowed on a P-Card.
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4.0 Usage Guidelines

4.1 Legal Aspects

Purchases made with the P-Card must comply with the Department of Administration, UW System and UW-Stevens Point procurement policies and procedures as stated in the [State Procurement Manual](#), the [State Accounting Manual](#), [UW-System Purchasing Card Policy & Procedures Manual](#) and UWSP Policies, guidelines and Purchasing Card User manual.

Non-adherence to any of the P-Card policies and procedures may result in revocation of individual and Campus Cardholder privileges and may be considered a violation of work rules subject to discipline.

Personal Purchases Prohibited

Cardholders and other program personnel are prohibited from using the P-Card for the purchase of any goods or services not directly related to job responsibilities or other official State of Wisconsin business. Intentional use of the P-Card for personal purchases may result in disciplinary action.

Split Purchases Prohibited

Cardholders are prohibited from splitting a transaction between two or more transactions on a single account, two or more transactions on multiple accounts, or two or more transactions using the P-Card and a purchase order in order to circumvent competitive solicitation requirements or avoid the single transaction limit. This is considered serial purchasing.

Public Records Law

All documents related to the P-Card may be fully disclosed as a public record to the extent provided for by the [Wisconsin Public Records Law](#).

4.2 Failure to Comply with Policy

Cardholders, program users, or approving officials who knowingly, or through willful neglect, fail to comply to the Statement Guidelines (see 5.0) may be subject to suspension or termination of account privileges or other disciplinary actions, up to and including termination of employment and criminal prosecution to the fullest extent of the law. The P-Card Administrator and Purchasing Manager reserve the right to withdraw any authority or delegated approval due to non-compliance with applicable regulations, rules, policies, procedures, or the terms of any conditional approval.

4.3 Signature Authority for Agreements and Contracts

The UWSP Purchasing Manager has signature authority for procurement agreements, contracts, and licenses. **This includes all online “click-through agreements” and “agreeing to terms and conditions”**. Both agreements are treated as contracts. Should you encounter these types of agreements when making a purchase, **contact the Purchasing Manager before proceeding**.

Information regarding Agreements and Contracts can be found on the Purchasing Intranet-Policies, Procedures and Forms Tab, [Contracts](#) page. Contact the Purchasing Manager at purchasing@uwsp.edu for review of agreements.

4.4 General Instructions for Card Use

The P-Card is to be used to process low-dollar, best judgement orders that aren't suitable for processing via the ShopUW+ platform. **DO NOT split costs into multiple transactions. See 4.1 – Serial Purchasing.**

Obtaining a P-Card

To apply for a P-Card, a Purchasing Card Application and Agreement must be completed using the DocuSign PCard Application Template, and signed by the cardholder, WISER Account Manager of specified default funding (or if same as cardholder, use next level supervisor), UWSP Controller and UWSP Purchasing Manager. P-Card Administrator will receive the completed application through DocuSign.

Once the application is received, the P-Card Administrator will contact you to schedule your training session. Upon training completion and policy sign-off, your card will be ordered and should arrive at your campus address within 7-10 days.

Card Activation

To activate a P-Card, cardholder contacts US Bank Customer Service directly, utilizing the number located on the back of the card (1-800-344-5696).

Follow the instructions to activate the card. **When asked to enter your Social Security number enter 0000.** UW-Stevens Point does not provide your personal information to US Bank Card Member Services.

4.5 Responsibilities

Cardholder Responsibilities

The cardholder is the employee who obtains sole possession of the P-Card and makes all purchases utilizing the P-Card. The cardholder is responsible for and agrees to the following by obtaining a P-Card:

- **The card will be used only by the person whose names appears on the card; DO NOT loan your card to fellow employees or students to make purchases**
- Before a University employee can be issued a P-Card, he/she will:
 1. Complete training as outlined by the P-Card Administrator.
 2. Read and sign the P-Card Application and Agreement acknowledging his/her understanding of the appropriate and correct use of the card and possible actions if DOA, UW-System and UWSP Policies not followed.
- Ensure appropriate receipt for materials and services, and follow-up with suppliers to resolve discrepancies.
- Maintain all source documentation.
- Reconcile source documentation to bi-weekly bank statements. If there are any discrepancies, note them on the Cardholder Activity Statement and take the appropriate steps to resolve them.
- Reconcile each p-card packet in accordance with the instructions listed in Section 5.2.
- Make necessary transfers as needed via transaction management through the US Bank Access Online portal, including providing appropriate signature approval for transfers as needed (See Section 5.2 Reconciliation).
- Be prepared to respond to all audit requests in which card activity and documentation is reviewed by the Purchasing Department, the Department of Administration, and UW-System.
- The cardholder is responsible for the security of the card and must immediately report a card that is lost or stolen or possible fraudulent use of the card directly to US Bank (see Section 6.0).
- The cardholder is also responsible for contacting US Bank for any disputed charges on the card that cannot be resolved directly with the supplier (see Section 7.2).

Approver Responsibilities

The approver is the individual who is the WISER Account Manager for the specific account that a card is tied to, or as authorized under the [UWSP Approval Authority Policy](#), UNLESS, the cardholder is the account manager, then the approver would be the cardholder's direct supervisor. The approver is responsible for and agrees to:

- Review information submitted by the cardholder. The approver should compare receipts to the bank statement submitted by the cardholder.
- Sign and date bank statement, or US Bank Cardholder Activity Report for transaction management activity, to acknowledge review, to certify that all purchases are for university business purposes, and purchases comply with rules and regulations.
- If it is determined that unauthorized charges are on the card, work with the appropriate party to ensure the appropriate steps will be taken to resolve the misuse/abuse of the card.
- The approver is responsible for notifying the P-Card Administrator of accounts that must be closed due to departure of the cardholder.

Misuse of the card or non-adherence to the purchasing card policies and procedures, which may include personal or other unauthorized charges, will result in immediate disciplinary steps, up to and including revocation of individual cardholder privileges, suspension or dismissal of the cardholder. The UWSP Purchasing Card Administrator, Purchasing Manager and/or the cardholder's supervisor will determine if such charges have occurred. If misuse of the card is determined to have occurred, item(s) must be immediately returned to the supplier for full credit OR the employee must repay the campus amounts, including any applicable state, county or city sales taxes. Even if the supplier does not charge applicable taxes, the campus must collect and remit the taxes to the State of Wisconsin Department of Revenue.

4.6 Sales and Use Tax Exemption

UWSP is exempt from Wisconsin State sales taxes. The Wisconsin Department of Revenue has issued a tax-exempt number for all State agencies and entities. UW-Stevens Point's tax-exempt number is ES 008-1020421203-13. This number appears on your Card in the printed logo for your convenience.

All in-state suppliers should honor this exemption, provided the exemption was set up with the supplier prior to making the purchase. Suppliers are not required by the Department of Revenue to refund any tax if the tax exemption information was not provided at the time of purchase or order of goods and/or services. UW-System has also applied for out of state exemption status. See [UW Travel Wise's Sales Tax Exemptions From Other States](#) for a complete list of states and their terms and conditions on tax exemption.

For proof of exemption status, submit UW-Stevens Point's [Sales and Use Tax Exemption Certificate](#) (or appropriate State documents) to the supplier **prior to purchase**. Cardholders have authority to complete (add supplier information) and sign the Sales and Use Tax Exemption Certificate.

4.7 Restricted Transactions

While you may use your P-card to purchase many low dollar value supplies, there are some items that may not be purchased with a P-card. The purchase of these items is highly regulated by the State and may require additional reporting to the State or Federal government.

If in doubt about the appropriateness of a purchase with the card, contact Purchasing. Examples of items that cannot be purchased with the P-card include:

- Office break room supplies including plastic ware, plates, cups, napkins
- Donations or contributions to individuals or organizations

- Alcohol or alcoholic beverages
- Gifts of sentiment and/or greeting cards for employee appreciation, retirements, illness, funerals or birthdays
- Prepaid debit cards
- Personal purchases
- Photocopying or printing
- Computers, monitors, printers, computer peripherals, audio/visual equipment, televisions, DVD/VCRs, software and software as a service (SAAS); all university technology purchasing requests are to be made through the IT Purchasing Office
- Purchases delivered to a non-campus address (unless a valid business purpose is provided and approved by the p-card holder's approving authority prior to purchase)
- Purchases that involve the signing of an agreement or contract, including click-through agreements, as outlined in Section 4.3 (contact Heidi Wallner for review of agreements)
- Office Supply purchases (all Staples purchases must be completed through ShopUW+ using Staples punchout)
- Any item or comparative item available through ShopUW+ e-supplier (punchout catalog)

4.8 Ineligible Suppliers

The University of Wisconsin System provides a listing of suppliers that are not eligible to conduct business with the State/University. **According to Wisconsin law, state agencies, the University of Wisconsin and their employees are prohibited from making purchases from these suppliers.**

The [Certification for Collection of Sales and Use Tax Ineligible Vendor Directory](#) lists suppliers who are not in compliance with State of Wisconsin tax laws.

The [Wisconsin Office of Contract Compliance Ineligible Vendor Directory](#) lists suppliers who are not in compliance with State of Wisconsin Statutes regarding Affirmative Action in employment.

5.0 Statement Guidelines

5.1 Transaction Management

- Any purchases that need to be transferred to a different account or funding string must be updated using transaction management in the US Bank Access Online portal **within one week of purchasing card billing cycle end date**. If a transfer is not made prior to the cycle close and cannot be moved via transaction management, the p-card holder must submit the transfer request using the [Cost Transfer Tool \(CTT\)](#) in WISER.
- If the Department ID is tied to a WISER Account Manager other than the cardholder or approver, have the WISER Account Manager sign their approval on the Cardholder Activity Statement. WISER Account Manager can also approve the transfer via email authorization; be sure to include a copy of the email approval to the statement submission and annotate email approval on the Cardholder Activity Statement.

5.2 Verification

P-Card statements cycle every two weeks. If you have made a purchase during the prior cycle period, you will receive a paper copy of the statement from US Bank 7-10 days after the close of the billing cycle. A PDF copy of the statement is available for download from the US Bank Access Online Portal on the Monday following the cycle close date. Once the statement is received, you as the cardholder are responsible for immediately reviewing the transactions and verifying all of them were made by you. Any suspected fraudulent activity should be reported directly to the US Bank Fraud Department, per the process outlined in Section 6.2 of this manual.

5.3 Reconciliation

After verifying all of the transactions on your statement:

- Download the Cardholder Activity Statement for the billing cycle that you are reconciling from the US Bank Access Online Portal. The corresponding p-card statement can also be downloaded from the portal and should be placed in the p-card packet directly following the Cardholder Activity Statement. The Cardholder Activity Statement includes each transaction listed on your corresponding statement and will show any transfers made during that cycle. Include both the item description and a detailed explanation of the business purpose for each transaction next to each purchase on the Cardholder Activity Statement.
- Attach a copy of the invoice or receipt for each transaction in the order they appear on the statement after the statement copy. Receipts need to be itemized to show all purchases made in that transaction. If receipt is not itemized, contact the supplier to request an itemized receipt. In the event the supplier is unable to provide this information, attach any information that can provide details of items purchased (e.g. copy of a quote).
- If you discover you are missing a receipt, make every effort to contact the supplier and document all efforts. If unable to obtain a copy of the receipt, complete the [Missing Receipt Form](#) located on the Purchasing Intranet; include as much detail as possible. Form should be signed and dated by both cardholder and approver and must be included with the P-Card packet submission. Annotate use of the form under the business description for the related charge. The Missing Receipt Form should only be used when all efforts to obtain a copy of the receipt have been unsuccessful.
- Attach all relevant additional documentation, such as explanation of membership need, event advertising, list of participants, list of names receiving apparel and/or uniforms, etc. See Section 11, Frequently Questioned Transactions for further explanations.
- Ensure there are no charges for tax on the statement (see Section 4.6). Should a purchase include a charge for tax in the amount of \$4.00 or greater, contact the supplier directly to have the tax removed and provide details on the log sheet or via attachment to document the process that was followed.
- Sign and date the Cardholder Activity Statement on the line titled “Cardholder” or electronically sign and date the statement via DocuSign.
- Ensure the Cardholder Activity Statement is signed and dated by the appropriate approver or electronically signed and dated via DocuSign. **Rubber stamps may NOT be used.**
- Forward the fully signed Cardholder Activity Statement, US Bank Statement, all copies of invoices and supporting documentation to the Purchasing Department either via DocuSign, listing pcards@uwsp.edu as the last recipient of the packet to “receive a copy” or via email in PDF format to pcards@uwsp.edu. No paper copies of the packet will be accepted and will be returned to the cardholder for electronic submission. It is recommended that the cardholder retain a copy of the full packet or final scan for their records. The recommended timeframe to submit the signed statement packet to the Purchasing Office at pcards@uwsp.edu is within one (1) month/thirty (30) days from the statement date. Any

packets received by the Purchasing Office after sixty (60) days from the statement date will be considered delinquent. The statement date is located near the bottom of the statement in a box clearly marked statement date.

6.0 Security

6.1 Lost or Stolen Cards

If you discover your Card is lost or stolen immediately notify US Bank Cardholder Customer Service at (800) 344-5696. If a card is lost or stolen, the Cardholder is responsible to call the US Bank Cardholder Customer Service immediately.

6.2 Suspected Fraudulent Activity

If you suspect your account has been used fraudulently immediately contact the US Bank Fraud Department at 1-800-523-9078.

Unlike personal credit cards where Cardholders are responsible for paying the first \$50.00 if the Card is stolen or misused, the P-Card program holds the agency or campus responsible for paying all charges resulting from stolen or misused Cards until US Bank has been notified. The US Bank P-Card Program provides liability protection to the University once notification of any loss, theft, or fraudulent use is made.

6.3 Sending Purchasing Card Information Over Email

The Payment Card Industry Data Security Standards (PCI DSS) state that credit card information must not be captured, transmitted or stored via email. Email transmitted or stored unprotected in clear text leaves a trail of electronic copies. Purchasing Card information includes full credit card number, expiration date and the CVC code on the reverse of the card.

To ensure the security of your P-Card information, never send your card information via email. Fax transmittal of P-Card information is permissible, but only if the receiving fax is located in a secure location. When making a payment by phone, ensure you are in a location that allows for privacy and that your card information will not be overheard. Listen carefully to the description of the sale to ensure the details are correct. Check your account online to verify the information is correct and that the charge was processed. Monitor your statements regularly for fraudulent charges.

7.0 Returns, Credits, or Disputed Charges

7.1 Goods Returned

A credit should be issued for any item that supplier has approved for return. The credit should appear on a subsequent statement. Any item purchased with the P-Card that is returned should be returned for credit. **Do not accept a refund as an in-store credit.** If a refund is issued in a check format, the check must be made payable to UWSP. Refunds issued to cardholder in check or cash must be deposited with the UWSP Bursar's Office and credited to the account associated with the P-Card on which the purchase was made. A [Deposit Slip](#) will need to be completed (bottom section of the form) and must accompany the deposit to ensure the refund is correctly applied.

7.2 Disputed Transactions

If you are disputing a charge and cannot reach resolution with the supplier, contact US Bank directly at 1-800-523-9078 for assistance or follow the "Disputing Transactions" instructions referenced in the [Access Online Cardholder Reference Guide](#). Transactions should be disputed within 60-days of the statement date.

Disputing Transactions

Note: Transactions should be disputed within 60 days of the statement date. Beyond that date the 'Dispute Transaction' link will not appear in Access Online, you will have to contact Customer Service to see if other options exist.

- On the *Transaction Management: Cardholder Transaction List* screen, select a transaction to be disputed
 - Select the link under the *Trans Date* column
 - Select the *Summary* tab
 - Click the *Dispute Transaction* link
 - Select the radio button next to the appropriate dispute reason.
 - Click the *Select* button. The *Transaction Management: Dispute Reason* screen displays.
 - Type your phone number in the *Requestor Phone Number* field. Note that you will not include periods, dashes or spaces.
 - In the *Comments* button, enter additional comments to explain why you are disputing the charge.
 - Click the *Continue* button. The *Transaction Management: Dispute Reason* screen displays with a message at the top confirming that your request has been completed.
 - Follow the instructions on the screen to print, sign and fax or mail this form to the U.S. Bank location in Fargo.
 - When finished, click the *transaction detail* link to return to the *Transaction Management Transaction Detail* screen. The *D* symbol displays in the *Status* column for the transaction.

When submitting a P-Card packet to Purchasing that contains a disputed charge that you are working with US Bank to rectify, attach a copy of any relevant correspondence or background material to your P-Card statement for that cycle as documentation of your efforts dispute the charge.

8.0 Key Contacts

Purchasing Card Administrator purchasing@uwsp.edu ex 2721	Serving campus as P-Card Administrator; requesting a card; policy and procedure questions; changing card limits, missing statements; questions regarding proper documentation for charges.
Heidi Wallner Purchasing Manager hwallner@uwsp.edu ex 2926	Requesting review of contracts, agreements, or licenses.
US Bank Customer Service 1-800-344-5696	Report lost/stolen cards; transaction disputes.

9.0 Frequently Asked Questions

1. Are departments required to use the P-Card for their purchases under \$500.00?

No; however, use of the P-Card can be a more convenient and efficient way of ordering single purchase items not available from e-supplier or on other State/UW contract (see section 4.7).

2. Are departments charged on annual fee for use of the P-Card?

No fees are charged to the departments for using the P-Card.

3. Can the P-Card be used for personal purchases if reimbursement is made to the department from personal funds?

No personal charges of any kind are allowed on the P-Card. Should you discover an accidental personal purchase on the P-Card, you must write a personal check for the charge and deposit the payment with the Bursars Office (credited to the account your P-Card is linked to). Include a copy of the payment receipt with the p-card packet submission to show repayment has been made. Please note, if the accidental personal purchase was tax exempt, you will need to calculate and include the amount of tax payable with the reimbursement payment (e.g. if your Amazon account was linked to the UWSP tax exempt number, your accidental personal purchase will need to be repaid with all applicable tax included).

4. May I use the P-Card to pay for a conference registration?

All travel related costs should be placed on the Corporate Travel Card or Pro-Travel Card. Note, webinars which do not include any type of travel are still preferred to go on Travel card, but may be purchased on a P-Card if you do not have access to a Pro-Travel Card. Please contact Payment Services at payment.services.office@uwsp.edu for information regarding processes/procedures related to registrations.

5. Is there a method where I can use one P-Card to charge to multiple budgets?

Transactions can be transferred from one department to another via transaction management through the US Bank Access Online portal.

6. Are we allowed to use the P-Card to pay for lodging expenses for job candidates?

No, the P-Card may not be used to pay for any lodging expenses or other candidate related purchases. Those purchases should be placed on a Corporate Travel Card or Pro-Travel Card.

7. Is it OK to use the P-Card to pay for a deposit for rental of a room for our office holiday party?

Use of State funds is not allowed for this purpose; therefore, use of the P-Card is not allowed. The deposit must be paid from personal or private funds.

8. A family member of our co-worker passed away; are we allowed to use the P-Card to send flowers or a greeting card to the co-worker or funeral home from our department?

Use of State funds is not allowed for this purpose; therefore, use of the P-Card is not allowed. The deposit must be paid from personal or private funds.

9. What happens if WI Tax does get charged?

If the tax amount is greater than allowed in 5.2, and you take no steps, you are personally responsible for the reimbursement. Reach out the supplier to have the amount of tax charged refunded to your p-card. If the supplier refuses to refund the tax charged on the purchase, document the steps taken, and the supplier's response. If you need to use this supplier again, be sure to have the University Tax Exemption in place before making any future purchases from them. If you purchase again, and the supplier will not reimburse a second time, you become personally responsible for repayment of the tax reimbursement.

10. What criteria causes a transaction to be audited?

WI Legislative Audit Bureau and UW System conduct sample and specific audits at any time.

In Addition, the Purchasing Department audits all P-Card packet submissions received in the Purchasing Office. Should further information or documentation be required in order to process your packet submission, an audit sheet will be attached to your P-Card packet and returned to your

attention via email. Please review the audit sheet and return the packet with the requested updates and/or documentation to pcards@uwsp.edu. Criteria that will prompt a request for more information includes, but is not limited to:

- Compliance with mandatory State contract suppliers.
- Appropriateness of purchase for cardholder.
- Splitting charges with same supplier to stay “under” bid limit of \$5,000. This is serial purchasing.
- Missing list of recipients/attendees/participants.
- Missing receipts or business purpose.
- Statement not signed/dated by cardholder/approver.

Should a discrepancy be noted, but no action required at the time of audit, an audit sheet will be sent to your attention for informational purposes only via email. Please review the information listed on the sheet and review the [Purchasing Card Manual](#) as a reminder of the correct procedures for future purchases. Informational audit sheets will be sent for such items as:

- Failure to use mandatory state contracts for purchases.
- Purchase of items from external suppliers that should have been purchased through mandatory contracts with ShopUW+.
- Purchase of hardware, software or technology-based items that should have been purchased through the IT Purchasing Department using State approved procurement policies and campus standards.

10.0 Frequently Questioned Transactions

To comply with various policies, statutes, and regulations, departments must obtain prior approval when purchasing certain products and/or services.

Awards are something of value conveyed as a result of competition, merit, or in recognition of service to the institution on the part of the recipient. Examples include awards to recognize student achievements, service awards to recognize members of the community, and non-cash awards to recognize employees for distinguished service upon retirement or career milestones. Awards to employees cannot exceed \$100.00. The use of gift funds is preferred for all award purchases. General Program Revenue funds may be used only for awards such as plaques that have no intrinsic value or a minimal value if the item bears the University logo. No cash awards are allowed. Awards meeting the above definition are allowable on the P-Card once approval of the [Prize, Awards or Gifts Form](#) has been received. Please Reference the [UW-System: Prizes, Awards, and Gifts Policy](#) and [UWSP Explanation of Prizes, Awards or Gifts](#) prior to making this purchase.

Capital Equipment Purchases and their components must be purchased using a purchase order entered into the Shared Financial System. Failure to follow the proper procedures compromises the integrity of the Capital Equipment tracking system in SFS and under-reports the University’s assets and will risk cardholders having their cards closed.

Catering – see Food Purchases (below).

Computer Purchasing – see Technology Purchasing (below).

Copy Machine Supplies are on a state mandatory contract and need to be ordered directly from the contracted supplier for your particular machine. No costs should be associated with toner, staples, and maintenance as these are part of the contract. Check the label on the machine for details.

Fines including parking tickets on or off campus are prohibited on the P-Card.

Flowers/Decorative Items (plants, paintings, flowers, etc.) from University-administered funds is allowable only if the items are placed in a general reception area frequented by students and/or the general public. Additionally, decorative items may be purchased for an event if the participant's fees cover payment for the items. The purchase of items placed in employee lounges, assigned offices or other work areas are not allowable on the card.

Food Purchases: Catering or the decision to have food at a UW event, either on or off campus, presents a number of concerns including the safe and proper handling of the food, adequate insurance coverage and business procedures that meet the purchasing and accounting processing requirements. All purchases of food for UW events must be in compliance with the appropriate System Policy, [Headquarter City & UW System Sponsored Events Policy 435](#), [Official Functions Policy 312](#) and [UWSP Food Event Procedures](#). Prior to purchasing food for UW events on campus from a supplier not affiliated with UWSP, a [Food Waiver](#) request should be completed and submitted to [UWSP Dining and Summer Conferences](#) for approval. Once you have approval from DSC, you may use your P-card to pay for food/groceries for departmental programs. Individual meals are not allowed on the p-card. Required P-card documentation for food purchases includes and approved [Food Expense Approval and Payment Form](#) (see [Financial Operations/Policies, Procedures and Forms/Food for UW Sponsored Events](#)), itemized receipt(s) and event brochure or agenda, along with a copy of any submitted Food Permit requests. Meals for individuals are not allowable on the P-card nor are they allowable on a PT-Card that has been approved for travel. The individual must personally pay for all meals and request reimbursement through the Payment Services Office

Fuel purchases are not allowed on the card due to external reporting requirements. Should you need to request a Fleet Fuel Card, contact the Transportation Department at (715) 346-2884.

Gifts are a (non-cash) voluntary conveyance of something of value as a gesture of goodwill or appreciation. Gifts from program revenue sources may be given in the following circumstances: 1) to distinguished visitors to campus; 2) to foreign nationals when University personnel are visiting other countries and gifts are necessary, customary and reasonable in cost; or, 3) to recognize contributions of time or funding support by members of the public. Gifts meeting the above criteria are allowable on the card once approval of the [Prize, Awards or Gifts Form](#) has been received. Gifts of any kind, to an employee, are not allowable on the card. Please reference the [UW-System: Prizes, Awards, and Gifts Policy](#) and [UWSP Explanation of Prizes, Awards or Gifts](#) prior to making this purchase.

Gift Cards - Prior to purchasing gift cards, a [Prize, Awards or Gifts Form](#) must be completed and approved by Financial Operations. Gift cards may not be awarded to employees or Non-Resident Aliens and cannot be used for payment of services or other tax reportable transactions. The name and contact information of each gift card recipient should be documented on a [Gift Card Receipt Log](#). Per the IRS, gift cards are considered equivalent to cash and are handled as tax reportable payments to individuals. Please reference the [UW-System: Prizes, Awards, and Gifts Policy](#) and [UWSP Explanation of Prizes, Awards or Gifts](#) prior to making this purchase.

Ineligible Suppliers: A supplier's eligibility to do business with the University is contingent upon their compliance with s.16.765, Wis. Stats., which imposes requirements for affirmative action employment. Each supplier must also comply with s.77.66, Wis. Stats., tax laws. Cardholders should reference the [Vendors Not in Compliance With Sec. 77.66, Wis. Stats](#) or [Wisconsin Office of Contract Compliance Ineligible Vendor Directory](#).

Insurance is not an acceptable card purchase. All insurance must be processed through [Risk Management](#).

Logo Wear/Use of Logo: All UW-Stevens Point products and apparel must be produced by a licensed supplier. UWSP Communications and Marketing has a comprehensive [Approved Suppliers List](#) that should be utilized for ordering items containing the UWSP logo, name, images, and/or trademarks. Contact UWSP Communications and Marketing for all logo related questions. If logo wear items are ordered for university faculty/staff, include a list of recipient names.

Memberships must comply with the UW-System Membership Policy listed below. Memberships must be applicable to member's position at the University and whenever possible, issued in the name of the University. A University business address should be listed for all memberships. When membership is deemed essential, an institutional or organizational membership should be the first option considered. Always reference the [UW-System: Membership Policy](#) prior to submitting request. Amazon Prime and Amazon Business memberships are not allowed.

Parking Costs are not allowed on the P-Card. Parking costs may be placed on a Pro-Travel or Corporate Travel Card while in travel status. See [UW System Travel & Expenses – Purchase and Payment Miscellaneous Travel Expenses](#) to see a full explanation of the guidelines.

Printing charges of any kind are not allowed on the P-Card.

Prizes are something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in a University sponsored event. Prizes may only be awarded in situations where benefits are expected to accrue to the University. Examples include door prizes to encourage attendance at an event or prizes as an incentive to encourage responses to questionnaires or surveys. The value must be reasonable and appropriate to achieve the objective and cannot exceed \$200.00. Prizes cannot be awarded to employees unless the basis for awarding the prize has nothing to do with the recipient's employment. Prizes meeting the above definition are allowable on the card once approval of the [Prize, Awards or Gift Form](#) has been received. Cash prizes are not allowable on the P-Card. Documentation of winners and the value of the prize must be attached to the P-Card receipt. Reference the [UW-System: Prizes, Awards, and Gifts Policy](#) and [UWSP Explanation of Prizes, Awards or Gifts](#) prior to making this purchase.

Software Purchasing – see Technology Purchasing (below).

Subscriptions are allowable on the card; subscriptions must be sent to the University address.

Supplies: Supplies carried by an e-catalog supplier must be ordered from UWSP Central Stores or ShopUW+. Ordering through ShopUW+ ensures the state contract prices. A p-card is not required when ordering through ShopUW+. Purchases directly from Staples brick and mortar stores are not allowed. More information on ShopUW+ can be found on the [Financial Operations Intranet/Purchasing](#).

Waiver allowance may be allowable, see specific contract User Guides in VendorNet for more details. Abuse of this waiver allowance by any P-Card user may result in suspension of card privileges.

Technology Purchasing. The state of Wisconsin has mandatory contracts and policies for the purchase of university technology. The Information Technology department also has standards in place to insure compatibility, technical support, and security. All university technology purchasing requests are to be processed through the Information Technology Purchasing Office. This includes, but is not limited to, computers, monitors, printers, computer peripherals (flash drives, cables, etc.), headsets,

microphones, projectors, audio/visual equipment, televisions, DVD/VCRs, software and software as a service (SAAS). IT review/approval is required prior to the purchase of any university technology.

Travel: The P-Card may not be used for travel related expenses; individuals and teams in travel status must use the Corporate Travel Card or Pro-Travel Card for these expenses.