

# PROCUREMENT CARD MANUAL

OZARKS TECHNICAL  
COMMUNITY COLLEGE

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## SECTION ONE: OVERVIEW

The purpose of the Ozarks Technical Community College Procurement Card Program is to establish a more efficient, cost effective method of purchasing and paying for small-dollar transactions within established usage limits. The Procurement Card can be used for commodity purchases in-store, or via mail, telephone, facsimile or Internet. This program is designed to improve efficiency and convenience for our college employees and vendors, reduce the number of purchase orders and checks issued, minimize invoice payment processing time and improve the purchasing procedures for low-dollar transactions.

The Procurement Card Program utilizes a Visa credit card as the purchasing instrument. The credit card is issued through the Finance Office.

The Procurement Card is NOT intended:

- to avoid or bypass appropriate procurement or payment procedures.
- for any equipment or software purchases.
- for personal use.

The Procurement Card Program will be administered by the Finance Office and by each Procurement Card Coordinator.

*Individual transactions of \$1999 or less, including shipping and handling, are allowed using the Procurement Card. The total dollar amount of expenditures allowed in a billing cycle (approximately 30 days) is \$5,000 unless a higher limit is approved by the Finance Office. Card limits may be adjusted upon request by the Chancellor, the appropriate Vice Chancellor or Campus President.*

Any vendor whose products are eligible for purchase under the guidelines set forth herein is considered a potential vendor of the Procurement Card. Some vendor types may be blocked from usage with the Procurement Card. If you present your card to any of these vendors, the transaction will be declined. It is likely that any vendor you currently utilize as a source for commodities will accept the Procurement Card.

Each cardholder is responsible for the security of their card and the transactions made against it. The card is issued to the cardholder and any purchases made against the card will be the cardholder's responsibility. Use of the card not in accordance with established guidelines may result in personal liability and removal of card privileges. The Procurement Card commits College funds each time it is used by a cardholder. This is a responsibility that MUST NOT be taken lightly. If you have any questions about the program or need additional information, please contact the Finance Office. The Procurement Card records and processes will be reviewed periodically by the college Internal Auditor on a scheduled basis to ensure compliance with established procedures and guidelines.

## **SECTION TWO: CARD USE PROCEDURES**

### How to Obtain a Card

Vice Chancellor/Campus President approval is required to obtain a card. Authorized college employees must read and understand the procedures outlined in this Procurement Card Manual and sign the Procurement Card Cardholder Agreement (Appendix 1). Please read these documents carefully. Your signature on the Procurement Card Cardholder Agreement acknowledges that you have received training in the proper use of the Procurement Card; that you understand the intent of the Procurement Card program; that you have received, read and understand this manual and the Cardholder agreement; and that you agree to adhere to the established guidelines.

Your Procurement Card Coordinator will:

- forward a completed Procurement Cardholder Account Action Request (Appendix 2) to the Finance Office.
- coordinate/provide you with cardholder training. Cardholders must receive training before a card will be issued (see Appendix 1).

Note: You MUST be a full-time employee to be eligible to receive a Procurement Card.

### Decline of Card

Any vendor falling within the Procurement Card guidelines is considered a potential vendor of the Procurement Card, even if they do not accept credit cards today. If a vendor you wish to use does not currently participate, you should complete a Vendor Non-Acceptance Form (Appendix 3) and forward it to the Finance Office. *The Finance Office will contact the potential vendor regarding the acceptance of the Procurement Card.*

*If the card is declined and you feel the decline should not have occurred, you may contact Commerce Bank Customer Service at 800-892-7104. They will assist you in determining if the card was declined because of the vendor blocking, because you may have exceeded the monthly cycle limit, because you have exceeded the single transaction limit imposed on your card, etc. You may also contact the Finance Office for assistance.*

### Card Renewal

A renewal card will be automatically issued before the card expiration date. You will be notified by the Finance Office when it is available for pick up.

### Card Cancellation

To cancel a card, you should cut the card in half and forward it to the Finance Office with a completed Procurement Cardholder Account Action Request Form (Appendix 2). Card usage will be monitored and card privileges may be rescinded if card violations

occur. The Finance Office will notify and consult with the appropriate Vice Chancellor/Campus President prior to rescinding card privileges or canceling a card; however, the Finance Office reserves the right to cancel your card at any time if deemed necessary as a result of improper card usage as outlined herein.

### Card Changes

Changes can be requested by contacting your Vice Chancellor/Campus President. Your Vice Chancellor/Campus President will complete a Procurement Cardholder Account Action Request Form (Appendix 2) and forward it to the Finance Office for processing.

### How to Report a Lost or Stolen Card

If your Procurement Card is lost or stolen, immediately notify each of the following:

- Commerce Bank at 800-892-7104.
- Your Procurement Card Coordinator.
- The Finance Office. (Appendix 8 lists the Finance Office Procurement Card Contacts).

Immediate notification of a lost or stolen Procurement Card will prevent you from being held personally responsible for the payment of unauthorized purchases.

### Travel-Related Purchases

**Departmental** Procurement Cards (P-Cards) may be used only for the following travel-related expenses incurred prior to the first date of travel:

- Conference Pre-Registration
- Hotel reservation, including deposit(s), if required
- Advance payment for total lodging cost\*

\*Advance payment may not be made more than 7 days prior to first day of travel.

The department P-card may not be placed “on file” upon hotel check in; employees must use a personal credit card for this purpose or make alternate arrangements with the hotel.

Departmental P-Cards may not be used for any other expenses incurred while an employee is off site for business travel, including meals, incidentals, rental cars, etc. Reimbursement for these types of travel-related expenses will be made in accordance with the College’s travel policy. (Reference 6.12, *Policies and Procedures Manual*).

**Individual** Procurement Cards assigned to Deans, Vice Chancellors, or Campus Presidents may be used for conference pre-registrations, hotel reservations, and payment for total lodging cost when necessary to conduct College business. In addition, individual P-Cards may be used for other individual business travel expenses such as airfare, meals, incidentals, rental cars, fuel, etc.

### Exceptions

The procedures set forth herein are intended to apply to the majority of procurement card purchases made by College personnel. Any exceptions must have prior written approval from the Finance Office. Such approval must be filed with all other documentation regarding the procurement card transaction(s) for which an exception has been approved.

## **SECTION THREE: CARDHOLDER RESPONSIBILITIES**

### General

You are responsible for the security of your Procurement Card and the transactions made against it. The card will be issued in your name and any purchases made against the card will be your responsibility. Use of the card not in accordance with established guidelines may result in personal liability. The Procurement Card commits College funds each time you use it. This is a responsibility that **MUST NOT** be taken lightly.

### Procurement Card Violation

You are responsible for and accountable to your department and to the Finance Office for all charges made with the Procurement Card. Violation of any policies or procedures of this program will result in a review of the cardholder's privileges. Violations will be tracked using the Procurement Card Policy Violation Alert Notice (Appendix 4). The Finance Office will notify the cardholder's supervisor of improper card use and may also notify other College administrators, up to and including the appropriate Vice Chancellor/Campus President, depending on the nature of the violation. Improper use of the Procurement Card may be cause for disciplinary action, may subject you to criminal prosecution, revocation of the Procurement Card, or termination of employment. The Finance Office will notify and consult with the appropriate College administrator(s) regarding the disciplinary action to be taken. Amounts determined to be bona fide obligations of the College that are attributable to improper use by you may be withheld from your paycheck or any other amounts which may be payable to you by the College. You will be granted notice and the opportunity to challenge such obligations before they are withheld. Appendix 5 lists some of the items that are allowable purchases with the Procurement Card. Appendix 6 lists some of the items that are unallowable/excluded purchases. Appendixes 5 and 6 are not complete lists of acceptable/unacceptable items, but are intended to give you examples. If you are uncertain as to the acceptability of a purchase, please contact the Finance Office for guidance prior to making the purchase.

If purchases appear inappropriate on a monthly billing statement, you will be required to supply written justification to your Vice Chancellor/Campus President and to the Finance Office. If the justification is insufficient, appropriate action will be taken by your

Vice Chancellor/Campus President and/or by the Finance Office, as appropriate. In addition, steps will be taken to return the goods or have you pay the vendor directly. The department may also elect to have you pay Commerce Bank for the goods using personal funds. If you have any questions concerning the appropriateness of a purchase, please contact your Procurement Card Coordinator or the Finance Office prior to making the purchase.

#### Procurement Card Security

You will be required to show your OTC ID or a photo ID to receive your card. Your card is your responsibility. Your card and card number must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card; always keep it in a secure place.

#### Personal Use

Although the card may be issued in your name, it is the property of Ozarks Technical Community College and is only to be used for Ozarks Technical Community College business purchases as defined in this manual. Personal use of the card is strictly prohibited.

#### Receipt of Goods and Materials

You are responsible for ensuring receipt of goods and materials and must follow-up with the vendor to resolve any delivery problems, discrepancies, and damaged goods. Invoices should be billed and goods shipped to Ozarks Technical Community College.

For Internet, telephone or catalog orders, make sure complete shipping address and instructions are provided to the vendor, along with your name and telephone number. The complete shipping address should include your name, department name, complete street address, building and room number, city, state, zip code. *Under no circumstances should a home or alternate address be used for delivery of any item(s) purchased with the procurement card.* All deliveries for the Springfield campus should use 933 E. Central as the street address. This will ensure that items delivered to the Receiving Dock are able to be delivered to the appropriate department and to the appropriate location within the department. Otherwise, Receiving will have no way of identifying where the package should be delivered when it is received. Deliveries for all other campuses and education centers should specify the Receiving Dock address as the street address.

If goods or materials are ordered by phone, ask the vendor to include a detailed sales receipt in the package and explain we are a tax exempt organization. In some cases, our tax exempt status cannot be accommodated for orders placed over the Internet. In those instances, the company must be contacted by telephone to determine the appropriate method for handling the purchase to ensure that sales tax is not charged. Reimbursement of sales tax not credited is the employee's responsibility.

Save the credit card receipt and shipping documentation. All purchases require detailed transaction documentation from the vendor regardless of the order method. To prevent

duplicate payments, please tell the vendor NOT to invoice Ozarks Technical Community College.

The detailed charge receipt they give you will serve as an invoice. Because the charge receipt is the invoice, ask the vendor to give a detailed description of goods, not just "misc." If a detailed invoice cannot be obtained from the vendor, a written itemization of the charges must be attached to the receipt from the vendor showing the charge amount. You can include the written itemization on the documentation that the vendor gave you, or attach a separate sheet to the back of the vendor documentation.

Charges for freight should be checked to ensure that the amount is correct according to the freight terms stated by the company or noted on the packing slip.

If a charge or credit slip, etc., is lost, you are responsible for working with the vendor to obtain a copy. If the replacement document is not an original, you must certify that the original charge or credit slip, etc., is lost and the replacement must be treated as an original. If you are unable to obtain a copy of a missing receipt, contact your Procurement Card Coordinator for assistance.

#### Record Keeping and Documentation

Standard payment policies require retention of receipts and other documentation for a minimum of five (5) years following the date of purchase. Each purchase must be recorded on a Transaction Envelope created through the Commerce Bank ControlPay Advanced website. The transaction envelope should include an attached invoice, packing slip or other detailed payment documentation. The printed transaction envelope is signed by the cardholder (certifying that the transaction envelope is complete and correct in accordance with College payment and purchasing regulations). The Procurement Card Coordinator must also certify that he/she has reviewed the transaction envelope and the charges appear to be in accordance with College payment and purchasing regulations. The envelope requires budget authority approval before submission to the Finance Office.

Record keeping is essential to ensure the success of the program. To facilitate the reconciliation and approval process, you are responsible for keeping all credit card slips, cash register receipts, packing slips, etc., until submitted to the Procurement Card Coordinator. The Procurement Card Coordinator will forward approved documentation to the Finance Office on a monthly basis. The Finance Office is responsible for keeping all required documentation for a minimum of five (5) years following the date of the purchase transaction. Failure to obtain and retain the required documentation as specified above may result in termination of Procurement Card privileges.

#### Reconciliation and Approval Process

Cardholders must keep documentation for all purchases and send to the Procurement Card Coordinator within three (3) working days of the date the billing cycle ends. All purchases must be reconciled to the Transaction Envelope by the Procurement Card Coordinator at the end of each monthly billing cycle.

When sending monthly documentation to the Finance Office, the order of the documentation should be as follows:

1. transaction envelope with original signatures
2. written justification, if necessary
3. charge and credit slips, packing slips, etc., in the order that they appear on the transaction envelope

Each department may establish its own approval hierarchy processes. However, as a minimum, the transaction envelope must have original signatures of the coordinator, cardholder, and the individual with appropriate budgetary authority. Make sure that you know the proper way to process Procurement Card transactions within your department. Monthly statements must be paid promptly for the Procurement Card program to be successful. Failure to process Procurement Card transactions for payment in a timely manner may result in termination of Procurement Card privileges.

#### Disputed Monthly Statement Charges

Disputed billings can result from failure to receive goods or materials, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. You are responsible for reviewing the monthly billing statements for discrepancies and for contacting and following up with the vendor on any erroneous charges, returns or other disputed items within one working day of finding a disputed item. Disputed items should be documented in writing along with the resolution agreed to between you and the vendor. A copy of the written documentation should also be attached to the applicable monthly transaction envelope.

If resolution does not occur after follow-up with the vendor, contact your Procurement Card Coordinator for assistance. If necessary, the Procurement Card Coordinator will ask you to complete a Cardholder Dispute Form (Appendix 7) and provide written justification. The written justification must explain the discrepancy and steps that were taken by you and others within the department to resolve the issue. Your Procurement Card Coordinator will work with the Finance Office and Commerce Bank for resolution with the vendor. It is important that disputed items be addressed as quickly as possible. The bank must be notified of any disputed items within 60 days of the last cycle in which the item was purchased.

If fraudulent charges appear on your statement, immediately notify your Procurement Card Coordinator. Your Procurement Card Coordinator will immediately notify the Finance Office.

#### Sales and Use Tax

**BE SURE TO REMIND THE VENDOR OF THE COLLEGE'S TAX EXEMPT STATUS WHEN MAKING A PURCHASE.** The College's tax exemption ID number is printed on the front of your Procurement Card.

Ozarks Technical Community College is exempt from paying Missouri sales or use tax pursuant to Section 144.030.2(20), RSMo.

You are responsible for ensuring sales and use tax is not included in each charge. If sales and use tax is included, then you must work with the vendor to correct the purchase amount. If sales tax is charged, you must submit reimbursement with your transaction envelope. Any sales tax charged in error must be noted on the backup documentation for that billing cycle. When the sales tax is corrected, this must also be noted showing that the sales tax adjustment has been corrected.

#### Credit Card Usage Fees

You are responsible for ensuring that credit card usage fees are not applied. If they are applied and the vendor will not correct, you are personally responsible and you must submit reimbursement with your transaction envelope.

### **SECTION FOUR: DEPARTMENT RESPONSIBILITIES**

#### General

Each Vice Chancellor/Campus President must appoint one or more Procurement Card Coordinator(s). The coordinator(s) MUST be a full-time employee. Procurement Card Coordinators should not review and approve their own purchases. The names, telephone numbers and E-mail addresses of the coordinators must be communicated in writing by the appropriate Vice Chancellor/Campus President to the Finance Office. Procurement Card contacts within the Finance Office are listed in Appendix 8.

#### Procurement Card Coordinator Responsibilities

The responsibilities of the Procurement Card Coordinator include, but are not limited to:

- Attending training on the Procurement Card Program to ensure a comprehensive understanding of the intent of the program, established guidelines, and the duties and responsibilities associated with being a Procurement Card Coordinator.
- Working with the appropriate Vice Chancellor/Campus President to determine who is eligible for a Procurement Card, coordinating cardholder limits, preparing transaction envelopes, alerting management of any spending concerns resulting from a review of the monthly purchases, and keeping records of all department cardholders.
- Completing the Procurement Cardholder Account Action Request Form (Appendix 2) and obtaining an authorized signature on the form. The authorized signature must be an original signature that has budgetary authority for payment and procurement transactions.
- Training each employee prior to the distribution of the Procurement Card to the employee. The training must include, but is not limited to, the topics covered in the Procurement Card Manual and the Procurement Card Cardholder

Agreement. The training must cover in detail card use procedures and cardholder responsibilities.

- Processing any Vice Chancellor/Campus President approved changes requested by the cardholder which fall within the Procurement Card guidelines. The Procurement Card Coordinator should complete a Procurement Cardholder Account Action Request Form (Appendix 2) and send to the Finance Office.
- Retrieving and cutting up any card when a cardholder assumes different duties within the department that do not require the use of the Procurement Card or when the cardholder leaves the department. After the card is cut-up, the Procurement Card Coordinator must send a completed Procurement Cardholder Account Action Request Form (Appendix 2) and the cut-up card to the Finance Office.
- Initiating a new transaction with the vendor each time a purchase is made to ensure that vendor is not keeping card information on file and that the vendor is not processing a payment without prior authorization for every transaction.
- Ensuring the cardholder has attached a credit slip, charge slip, packing slip, cash register slip, paid receipt, etc., as appropriate, for each item listed on the monthly transaction envelope.
- Reconciling cardholder purchases to the monthly transaction envelope to ensure proper documentation. Your signature is required on the Transaction Envelope certifying that you have completed the review/reconciliation and that all charges appear to be in accordance with all College and department payment and procurement regulations.
- Verifying that the vendor name on the monthly billing agrees with the credit slip, etc., supplied by the cardholder. If the vendor name does not agree, work with the cardholder to resolve.
- Checking to make sure that the “Ship To” address on the documentation appears to be correct. If not, question the cardholder or other appropriate personnel.
- Ensure that any sales tax charges are itemized on the backup documentation and that the cardholder is working with the vendor to correct the error. If the sales tax issue is not resolved within a reasonable period, require reimbursement be submitted with the transaction envelope.
- Requesting written justification from the cardholder for any purchases that appear inappropriate. This justification must be approved using the department approval hierarchy.

- Electronically verifying the assigned payment coding/cost allocation and changing budget and/or expense code information on the transaction envelope as deemed necessary and appropriate.
- Ensuring that the transaction envelope has original signatures by the cardholder and by you and ensuring that the transaction envelope has the original signature of the individual with appropriate budgetary authority.
- Forwarding the completed Transaction Envelope with original signatures and all supporting documentation for each cardholder to the Finance Office by the **10<sup>th</sup>** day of every month following the close of a billing cycle.
- Forwarding a completed Cardholder Dispute Form (Appendix 7) to the Finance Office if a discrepancy appears on a monthly billing statement that cannot be resolved between the cardholder and vendor. The Finance Office will forward the form to Commerce Bank. The bank will work with the vendor to resolve the issue.

#### Monthly Payment Coding

The department is responsible for ensuring that charges are in accordance with College regulations. It is the Procurement Card Coordinator's responsibility to ensure that the account (budget) coding for each transaction is correct before payment is processed by the Finance Office. Authorized budget numbers are assigned to each card issued; therefore, the procurement card cannot be used to make purchases for an unauthorized budget/department not assigned to the card. Any sales tax awaiting correction should be charged to the same object code as the commodity purchase.

### **SECTION FIVE: FINANCE OFFICE RESPONSIBILITIES**

#### General

The Finance Office will review and process Procurement Card payments, will train and assist Procurement Card Coordinators and maintain cardholder access and card limits.

Procurement Card contacts within the Finance Office are listed in Appendix 8.

The Finance Office responsibilities include, but are not limited to:

- Working with the Procurement Card Coordinators and Commerce Bank to obtain Procurement Cards and make any changes to the cards.
- Working with Commerce Bank and Procurement Card Coordinators to resolve any issues/concerns related to the Procurement Card Program.
- Keeping records of completed forms submitted to Commerce Bank for each cardholder.

- Reviewing forms submitted by each Procurement Card Coordinator to ensure that each form has the required information completed and an original authorized signature.
- Applying the Finance Office approval signature on the forms after review and forwarding the forms to Commerce Bank for processing.
- Updating the Procurement Card Manual and other documentation as needed.
- Training each Procurement Card Coordinator. The training must include, but is not limited to, the topics covered in the Procurement Card Manual, the Procurement Card Cardholder Agreement, and the Cardholder Manual for Commerce Control Pay. The training must cover in detail the Department Procurement Card Coordinator's responsibilities contained herein and in the Commerce Control Pay manual.
- Distributing individual Procurement Cards. Cards must be secured in safe keeping until picked up by the employee. Cards not picked up will be destroyed after 30 days.
- Requiring employee to sign and date the Procurement Card Acceptance Form (Appendix 9), acknowledging receipt of each card.
- Maintaining a master list of all Procurement Cards including, but not limited to department name, cardholder name, card limits, card number, and date issued in safe keeping or in a locked file.
- Notifying Commerce Bank of any card cancellations or changes in cardholder name and/or address.
- Sending a completed Cardholder Dispute Form (Appendix 7) and written justification to Commerce Bank if a discrepancy appears on a monthly billing statement that cannot be resolved between the cardholder and vendor. The bank will work with the vendor to resolve the issue. The original signature of the Procurement Card Coordinator and the budgetary authority signature are required on the form.
- Reviewing the payment coding for proper budget authority.
- Processing payment to Commerce Bank.

## **SECTION SIX: STATEMENTS AND MANAGEMENT REPORTS**

### General

Each cardholder has electronic access to activity for the month based on the billing cycle date agreed to by the College and Commerce Bank. The Procurement Card

Coordinator will also have electronic access to cardholder activity for the applicable department's cardholders. All transactions should be compiled in a monthly transaction envelope and reconciled to all receipts/invoices. The monthly transaction envelope and required documentation must be retained by the Finance Office for a minimum of five (5) years from the date of purchase as required by the College's records retention policy.

### Management Reports

A master summary (Company Billing Statement) of each department's cardholder charges is provided to the Finance Office each month. The master summary will be used to process payment to Commerce Bank on or about the 25th of each month for charges made during the billing cycle.

**OZARKS TECHNICAL COMMUNITY COLLEGE  
PROCUREMENT CARD CARDHOLDER AGREEMENT**

Card Name	Cardholder Office Location
Cardholder Name & Title	Cardholder E-Mail Address
Department Name	Cardholder Business Phone Number
Supervisor's Name & Title	Supervisor's Phone Number
Procurement Card Coordinator	Procurement Card Coordinator Phone Number

Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor for each transaction as designated by the Finance Office in accordance with College policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Procurement Card.
2. If the Procurement Card is lost or stolen, the Cardholder shall immediately notify Commerce Bank and both the Finance Office and Procurement Card Coordinator.
3. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the Procurement Card.
4. **THE CARDHOLDER SHALL NOT MAKE ANY PERSONAL PURCHASES USING THE PROCUREMENT CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the Procurement Card and agrees to pay to the issuer of the card for such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the Procurement Card may be cause for disciplinary action by the College, including termination, and that improper use of the Procurement Card may subject Cardholder to criminal prosecution. Cardholder understands that the College may withhold amounts attributable to improper use by the Cardholder from any paycheck or other payment which may be due the Cardholder.
5. Cardholder understands that should his/her employment with the College terminate for any reason, the Procurement Card must be returned to the Finance Office. Cardholder also understands that the department and/or the Finance Office may withdraw authorization to use the Procurement Card and require the return of the Procurement Card at any time for any reason.
6. Cardholder understands that use of the Procurement Card is for purchases of \$1999 or less per purchase subject to individual card limitations on expenditures for use in official College business. All purchases must comply with College accounting and purchasing policies, including all policies the Cardholder's department implements in the use of the Procurement Card. The following items may not be purchased with the Procurement Card; however, the list is not intended to be all inclusive:

- Alcoholic beverage
- Capital Assets/Inventoriable Equipment Purchases
- Cash Advances
- Construction, renovation or installation

- Leases and rentals
- Moving Expenses
- Payments to individuals, employees or students for any reason
- Personal computers and PDA's

Donations or contributions to individuals/organizations  
Equipment including cellular telephones, pagers, etc.  
Employee travel expenses that are reimbursable under the College's travel policy, except as specifically provided for elsewhere herein.  
Flowers, decorations or personal objects  
Gasoline or fuel of any kind (not without prior approval from the Finance Office)  
Gifts, gift cards/certificates, money orders, awards or prizes  
Hospitality or entertainment (unless an exception is granted for a specific purpose)

Personal use items  
Purchases involving trade-ins  
Purchases that by-pass or circumvent procurement or payment procedures  
Services (not without prior approval from the Finance Office)  
State sales tax  
Television/radio advertisements  
Tuition payments  
Weapons, ammunition

If in doubt as to whether a purchase is authorized under this agreement through the use of the Procurement Card, Cardholder understands that he/she should seek prior approval from the Finance Office through his/her Procurement Card Coordinator. Such approval presumes the proper use of the Procurement Card.

Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the Procurement Card; has received, read and understands the Ozarks Technical Community College Procurement Card Manual including the section "Cardholder Responsibilities"; has read and understands this agreement; and agrees to be bound by the terms stated in both the Procurement Card Manual and this agreement. Cardholder also agrees to be responsible for court costs and attorney fees if the College is required to file a lawsuit to recover funds or otherwise enforce this agreement.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMERCE BANK  
PROCUREMENT CARDHOLDER ACCOUNT ACTION REQUEST  
OZARKS TECHNICAL COMMUNITY COLLEGE**

- |  |   |
|--|---|
| <input type="checkbox"/> New Account                     | <input type="checkbox"/> Update Account Information |
| <input type="checkbox"/> Reissue Replacement Card        | <input type="checkbox"/> Emergency Card Replacement |
| <input type="checkbox"/> Request Lost/Stolen Replacement | <input type="checkbox"/> Rush Card Request          |
| <input type="checkbox"/> Close Account                   | <input type="checkbox"/> Other _____                |

**Account Cycle Controls**

- Total Cycle Dollar Limit \$ \_\_\_\_\_
- Maximum Dollar Amount Per Transaction \$ \_\_\_\_\_

Authorized Budget Numbers	
Card Name	Cardholder Office Location
Cardholder Name & Title	Cardholder E-Mail Address
Department Name	Cardholder Business Phone Number
Supervisor's Name & Title	Supervisor's Phone Number
Procurement Card Coordinator	Procurement Card Coordinator Phone Number
Special Instructions	

\_\_\_\_\_  
Supervisor Authorized Signature Date of Request

\_\_\_\_\_  
Vice Chancellor/Campus President Authorized Signature Date of Request

\_\_\_\_\_  
Vice Chancellor for Finance Authorized Signature Date of Request

**OZARKS TECHNICAL COMMUNITY COLLEGE  
VENDOR NON-ACCEPTANCE FORM**

Cardholder Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Vendor Information:**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City

State

Zip

Phone: ( ) \_\_\_\_\_

Would you use this vendor routinely if they DID accept the Procurement Card?

Yes \_\_\_\_\_ No \_\_\_\_\_

What is the value of the order you WOULD have placed? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructions: Cardholders who encounter vendors who will not accept the Ozarks Technical Community College Procurement Card should fill out the information requested above and return the completed form to the Finance Office.

**OZARKS TECHNICAL COMMUNITY COLLEGE**

**PROCUREMENT CARD POLICY VIOLATION  
\*ALERT NOTICE\***

Date: \_\_\_\_\_ Name of Employee: \_\_\_\_\_

Name/Dept. Name (as it appears on the card): \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Finance Office Representative: \_\_\_\_\_  
Signature Date

Notification to immediate Supervisor: \_\_\_\_\_ Required \_\_\_\_\_ Not Required

\_\_\_\_\_  
Supervisor's Signature Date

Notification to Vice Chancellor/Campus President: \_\_\_\_\_ Required \_\_\_\_\_ Not Required

\_\_\_\_\_  
Vice Chancellor's/Campus President's Signature Date

Action taken at this time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Above section, *Action taken at this time*, should be completed by the appropriate Supervisor and/or Vice Chancellor/Campus President. Please return original form with required signatures to the Finance Office.

## **OZARKS TECHNICAL COMMUNITY COLLEGE ALLOWABLE PURCHASES**

The Ozarks Technical Community College Procurement Card may be used to purchase items equal to or less than \$1999 classified as commodities such as consumable supplies, maintenance materials, parts, and other miscellaneous purchases.

Following is a list of the types of allowable purchases. This list is not intended to be a complete list of allowable purchases that can be made with the Procurement Card, but is intended to assist you in getting a general idea of acceptable purchase transactions.

### Allowable Purchase Descriptions

Commodities on Contract

Conference pre-registration fees, including web casts

Custodial supplies

Educational supplies/forms

Electronic data processing supplies

Film processing (if the processor is not an individual)

Freight and expedited (overnight) shipping charges

Hotel reservations only - *Name of person, purpose of trip, travel dates & destination  
must be included on back-up documentation*

Operating and maintenance supplies

Other technical and specialized supplies

Printing and photography supplies

Professional memberships

Publications and subscriptions

Small tools

## OZARKS TECHNICAL COMMUNITY COLLEGE UNALLOWABLE/EXCLUDED PURCHASES

The Ozarks Technical Community College Procurement Card may **not** be used to purchase items that are not in accordance with the College's payment and procurement rules and regulations.

Following is a list of **some** unallowable/excluded purchases. This list is not intended to be a complete list of unallowable/excluded purchases that can be made with the Procurement Card but is intended to assist you in getting a general idea of unacceptable transactions.

### Unallowable/Excluded Purchases

Advance Purchase of Airfare (domestic and international) may not be purchased with **departmental** procurement cards (please see page 5-Travel Related Purchases)

Alcoholic beverages

Capital assets/inventorial equipment purchases, including computers, cellular telephones, pagers, iPads, etc.-regardless of value

Cash advances

Construction, renovation, or installation

Donations or contributions to individuals or organizations

Employee travel expenses such as airfare, meals, rental cars, fuel, etc. that are reimbursable under the College's travel policy, may not be charged to **departmental** procurement cards (please see page 5-Travel Related Purchases)

Flowers, decorations or personal objects

Gasoline or fuel of any kind (not without prior approval from the Finance Office)

Gifts, gift cards/certificates, money orders, awards or prizes

Hospitality or entertainment

Long term leases and rentals of facilities/space/equipment

Moving Expenses

Payments to individuals, employees or students for any reason

Personal computers and Personal Digital Assistants (PDA's)

Personal use items

Printers

Promotional materials

Purchases involving trade-ins

Purchases that by-pass or circumvent existing procurement or payment procedures

Services-1099 type-(consulting, professional services, independent contractor, telecommunications, etc.)-not without prior approval from the Finance Office

Software and related maintenance agreements (not without prior approval from Information Technology)

State sales tax

Television/radio advertisements

Tuition payments

Weapons, ammunition

**COMMERCE BANK  
CARDHOLDER DISPUTE FORM  
OZARKS TECHNICAL COMMUNITY COLLEGE**

The transaction for \$ \_\_\_\_\_ Account Number \_\_\_\_\_ is described below.

Trans Date	Reference No.	Merchant Name	Original Amt.	Disputed Amt.

Please read carefully each of the following situations and check the ONE most appropriate to your particular dispute. If you have any questions, please call us at 1-800-892-7104 or mail to PO Box 13607, Kansas City, MO 64105. You may also fax the form to 816-760-7935.

**1. CARDHOLDER DISPUTE**

I did participate in the above transaction; however, I dispute the entire charge, or a portion, in the amount of \$ \_\_\_\_\_

I am disputing this charge because \_\_\_\_\_

After I contacted the merchant, the following was/was not resolved: \_\_\_\_\_

**2. UNAUTHORIZED MAIL OR PHONE ORDER\***

Neither I, nor any authorized user on this account, have authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

*\*Upon receipt of this signed form, we may close your account and issue you a new one in order to process an unauthorized, fraudulent charge as a dispute.*

**3. DUPLICATE PROCESSING**

I have been charged more than once for the same transaction.

**4. MERCHANDISE NOT RECEIVED/SERVICES NOT RENDERED**

My account has been charged for the above listed transaction, but I have not received this merchandise.

My account has been charged for the above listed transaction, but I have not received services from this merchant.

My account has been charged for the above listed transaction, but I have since contacted this merchant and cancelled the order. I will refuse delivery should the merchandise still be sent.

**5. MERCHANDISE RETURNED**

My account has been charged for the above listed transaction, but the merchandise has since been returned. Enclosed is a copy of my postal insurance receipt. (Please provide a copy with this correspondence)

**6. CREDIT NOT RECEIVED**

I have not received a credit voucher for the listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. The date on the voucher is between 30 and 90 days old.

I have received a verbal credit voucher for the listed charge, but it has not yet appeared on my account. The name of the person who I spoke with at the Merchant is \_\_\_\_\_. It has been at least 30 days since I have been guaranteed a credit.

**7. ALTERATION OF AMOUNT**

The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount I authorized. (Please include your receipt with this correspondence.)

**8. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**

I do not recognize this charge. Please supply a copy of the sales draft for my review.

**9. HOTEL/MOTEL GUARANTEED NO SHOW (RESERVATION)**

I made a reservation at \_\_\_\_\_. I cancelled the reservation on \_\_\_\_\_ (date) and my cancellation number is \_\_\_\_\_.

Alternate lodging was arranged at \_\_\_\_\_ on \_\_\_\_\_ (date). Enclosed is a copy of my receipt.

If the previous two do not apply, please contact the merchant to clarify the dispute so that action may be expedited. I contacted this merchant on \_\_\_\_\_ (date). The following was not resolved: \_\_\_\_\_ + \_\_\_\_\_

Date \_\_\_\_\_ Cardholder Signature \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**OZARKS TECHNICAL COMMUNITY COLLEGE  
FINANCE OFFICE CONTACTS**

Cardholder questions should be directed to your Procurement Card Coordinator.  
Procurement Card Coordinator questions should be directed to the Finance Office.

<b>FINANCE OFFICE</b>		<b>FAX NUMBER:</b> (417) 447-4846	
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>E-mail Address</b>
Sharon Day	Associate VC – Finance	417-447-7603	<a href="mailto:days@otc.edu">days@otc.edu</a>

**OZARKS TECHNICAL COMMUNITY COLLEGE  
PROCUREMENT CARD ACCEPTANCE FORM**

CARDHOLDER NAME: \_\_\_\_\_

CARD NUMBER AND CARD EXPIRATION DATE: \_\_\_\_\_  
\_\_\_\_\_

PROCUREMENT CARD COORDINATOR: \_\_\_\_\_

I verify that the above coordinator has received training in card use procedures and coordinator responsibilities. Topics covered included the procedure manual and cardholder agreement form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

CARD NUMBER AND CARD EXPIRATION DATE: \_\_\_\_\_  
\_\_\_\_\_

I certify receipt of the above identified card from the College Finance Office. I understand that I will be responsible for keeping the Procurement Card in a secured location. The card information will be kept confidential and will only be used in accordance with established guidelines.

Signature \_\_\_\_\_

Date \_\_\_\_\_