



Access & Excellence

MSU-BILLINGS

BANNER PURCHASING CARD MANUAL

Montana State University-Billings is offering to the Campus an exciting, innovative program that simplifies the way in which you may purchase goods. The Banner Purchasing Card program is a fast, flexible alternative for processing low dollar value purchases from vendors that accept Visa Credit Cards.

The Banner Purchasing Card program is designed to delegate the authority and capability to purchase low value items directly to the person to whom it most matters-YOU, the user. The Banner Purchasing Card will enable you to purchase non-restricted commodities directly from the vendors without the issuance of a departmental purchase order (DPO), or cash purchase order (CPO).

With the completion of the Cardholder Application, a banner purchasing card will be issued in your name with the MSU Logo by our financial institution, US Bank. You will need to supply a default index for your charges. **This card is for University business purposes only and may not be used for any personal transactions.**

The cardholder is responsible and agrees to be held accountable to MSU-Billings for all charges made to the credit card. **Should a cardholder terminate employment with MSU-Billings or transfer between departments, the user department has the specific obligation to reclaim the credit card and return it to MSU-Billings Business Services/Purchasing prior to the employee's termination date.**

Remember, as a State Agency, we are bound by certain State and Federal guidelines and laws. To ensure compliance with these requirements, follow the guidelines outlined in the Business Procedures Guide, www.msubillings.edu/boffice/. Adherence to the guidelines will ensure compliance. Questions concerning allow ability of a particular purchase may be directed to the Business Services/Purchasing Office.

OBTAINING A BANNER PURCHASING CARD

To obtain a banner purchasing card, you must request a "Montana State University Purchasing Card Form" from the Business Services/Purchasing Office. Complete the form, have your department head & accounting technicians sign it and return it to the Campus Program Coordinator in the Business Services/Purchasing Office.

The Purchasing Department will forward your application form to the Program Coordinator and they will forward the form to US Bank for processing. US Bank will send the purchasing card to the Campus Program Coordinator. The process takes about

four (4) weeks. When your card is received the Campus Program Coordinator will call you to schedule a time to meet with you and provide you with a brief orientation on how to use the card and obtain your signature on the Purchasing Card Agreement Form.

It is important that you understand that you are personally responsible and accountable for this Banner Purchasing Card. Misuse could result in loss of the card privileges or even termination of employment.

The Banner Purchasing Card Campus Program Coordinators at MSU-Billings are:

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| 1. Jim Nielsen | 2. Nancy Voorhees |
| Business Services | Business Services/Purchasing |
| McMullen B-12 | McMullen B-4 |
| E-mail: jnielsen@msubillings.edu | E-mail: nvoorhees@msubillings.edu |

Record keeping is the responsibility of each department's accounting person. The departmental accountant is responsible for posting charges to the correct indexes/accounts and reconciling the reports monthly.

GUIDELINES FOR PURCHASING CARD USE

1. Each cardholder is responsible and accountable for their own Banner Purchasing Card. The maximum single purchase limit is **\$2,000.00**, your department head may set a lower limit.

The Purchasing Card may not be used for the following purchases:

- **Travel: Meals** (This is part of the travel per diem. You get reimbursed at the in-state/out of state rates after your return) **You may use your purchasing card for conference fees, airline tickets, motel accommodations, car rentals**
- Tips, gratuities, porter services
- Entertainment
- Alcohol or any substance, material or service which violates policy, law or regulations pertaining to MSU-Billings.
- Consulting and/or personal services
- Personal expenses (briefcase, coffee, aspirin, Kleenex, dry cleaning, etc.)
- Cash Advances
- Plants, flowers, silk plants for office (Must take up a collection from your office staff to pay for these).
- Prescription drugs/controlled substances
- Telephones, cell phones, and related equipment
- Gasoline (If using state or rental vehicle, you may use your credit card, but, it is preferred that you check out a gas card thru Security)
- Capital equipment or equipment with trade in.
- No computer equipment, software, or related items (You may use the purchasing card for computer supplies (discs, labels, and etc.)

- No State of Montana Term Contract items (See Business Services web page for list of items)
- Any purchase that is prohibited by current MSU-Billings purchasing policies and procedures, www.msubillings.edu/boffice/

Misuse of the banner purchasing card may result in disciplinary action.

2. Monthly spending limits are set and approved by your department head and MSU-Billings Administration.
3. Ensure that the Banner Purchasing card is used only by the approved Cardholder. Use by anyone other than the Cardholder is prohibited. The card is **NOT** transferable between cardholders.
4. Purchasing card transactions should not be split to divide a larger purchase which is over the cardholder's single purchase limit.
5. The cardholder shall retain a copy of the charge slip, sales invoice with an itemized list of goods purchased, and any other information related to the purchase.
6. When making an Internet purchase, please add your department name/ building location/contact person/ phone number and make a copy of the transaction for your records. Also, ask if they would include a paid receipt in the box. This information will help in the delivery process of your goods to the department.
7. It is the responsibility of the cardholder to make sure all charges made are accurate and accounted for. If there is a charge that does not belong to you, please notify the purchasing office and your accounting tech immediately. If we cannot solve the problem with the vendor, then we have to fill out a report **"Cardholder Statement of Disputed Items."** US Bank will investigate the charges.
8. The Banner Purchasing Card must be signed by the named cardholder.
9. The cardholder is responsible for reporting the loss/theft of the card immediately to US Bank, the MSU-Billings Purchasing Card Program Coordinator and the department accountant.

BILLING, PAYMENT, ACCOUNT DISTRIBUTION AND RECORD KEEPING

The default index number supplied by you on your application determines where card expenses are initially charged.

The Program Coordinator will transmit the cardholder activity on-line on a regular basis to the department's accountant. The system creates a transaction to change the default account for the purchase. The department accountant and the cardholder share joint responsibility for categorizing charges to the correct indexes and account codes on-line.

Each month US Bank will cutoff transactions that have posted through the 21st of that month and bill us for that activity. The Cardholder is responsible for furnishing all receipts, invoices and related documentation to the department accountant for these transactions. The department accountant must review the charges on-line, and is responsible for approving the index and account code for each transaction. The department accountant will print the report on the 22nd or 23rd of each month, attach all back-up documentation and keep all together. We recommend checking and updating your transactions on a weekly basis.

The Business Office makes one payment to US Bank for all of these various charges. Accounting will post the entries automatically after the 25th of the month to your index.

The generic account code **62886** is only a temporary account to store and identify expenditures on the purchasing card until they have been analyzed by the department accountant. This account code needs to be corrected on-line to the proper account code. **In no instance should a charge remain in 62886.**

RECEIPT OF MATERIALS AND SERVICES

It is the cardholders responsibility for ensuring receipt of materials and services and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods.

If you order materials by phone, ask the vendor to include a sales receipt/invoice in the package. You will need this for your documentation. You need to also ask the vendor to note on the outside packaging label your name, campus address and phone number.

The department is responsible for coordinating returns directly with the vendor, and securing the appropriate credit. Retain copies of all the return documentation in case a question arises later.

DISPUTING A TRANSACTION

You may dispute any charge that appears on your monthly statement. If there is a charge that is not recognized, or it appears to be incorrect, it is your responsibility to first contact the vendor and try to resolve the dispute. If an agreement cannot be reached you should contact US Bank at their toll-free customer service center. The staff there is experienced in dealing with exceptions and should be able to help. Nearly all exceptions can be managed using the following steps:

- Credits
The supplier or merchant should issue a credit for any item they have agreed to accept for return. This credit will appear on a subsequent statement.
- Disputed Items
If you have a dispute and we cannot reach resolution with the merchant, we need to complete the form “**CARDHOLDER STATEMENT OF DISPUTED ITEMS**” within 30 days and we will fax it to US Bank to the number shown on the form. US Bank will now intercede with the merchant or supplier on your behalf. Send a copy of the form to your department accounting tech and to the MSU-Billings Business/Purchasing Office. Please remember that US Bank is your partner in this venture and is willing to assist in any dispute resolution.

Until the dispute is settled, your index will be charged for this dollar amount. Once the dispute is settled, US Bank will credit your credit card for that amount.

REPORTING A LOST OR STOLEN PURCHASING CARD

Notify US Bank immediately if your purchasing card is lost or stolen by calling 1-800-274-7378. Also notify your department accountant and the Banner Purchasing Card Program Coordinators. Upon your telephone call, US Bank will immediately suspend your purchasing card and issue a new card. The new card will be sent to the Banner Purchasing Card Program Coordinator. **NOTE: It is imperative that you contact US Bank immediately for suspension of your card because you are personally responsible for all charges made on the card until it has been canceled.**

CARD TERMINATION

If cardholder has not used the card for three (3) consecutive months, this card may be revoked at the discretion of the Program Coordinator.

When a cardholder terminates employment with the University, the department has the specific obligation to reclaim the banner purchasing card and return it to the Banner Purchasing Card Program Coordinator **prior** to the employee termination.

The card may be terminated for failure to provide receipts for any specific purchase within the allotted time frame.

Non-adherence to these procedures can result in revocation of individual cardholder privileges and may result in revocation of all division or departmental purchasing cards.

KEY CONTACTS (See attached)

MONTANA STATE UNIVERSITY-BILLINGS
Banner Purchasing Card Key Contacts

The following resources are available to help you with use of the Purchasing card, answer any questions you may have, or help solve any problems that may arise.

- 1) To report your Purchasing card lost or stolen, please call (24 hours a day):

US Bank Financial
Lost/Stolen Card Service:
1-800-344-5696
1-800-VISA-911

- (2) For any other Purchasing Card customer service needs, please call (8 AM – 6 PM Mountain Standard Time):

US Bank Financial
Purchasing Card customer Service
1-800-344-5696

- (3) To request specific assistance with use of your Purchasing card, or to apply for a Purchasing Card, please call the Purchasing Card Program Administrator at:

Business Services/Purchasing
1-406-657-2151

- (4) For questions about the Purchasing Card procedures or policy, please call the Purchasing Card Program Administrator Nancy Voorhees:

Business Services/Purchasing
1-406-657-2151