



**PURCHASING CARD
POLICIES & PROCEDURES
Finance and Administration**

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3.3 Card Activation

In order to activate the card, the 800 number on the card should be called. The voice response unit at the Voice Response Unit will give confirmation that the card has been successfully activated.

4. Card Limits and Restrictions

Since MSM, not the individual employee will pay for the purchases made with the Purchasing Card, additional authorization controls have been added to the card accounts. These controls are encoded on the magnetic strip on the back of each card.

4.1 Tax Exempt Status

Morehouse School of Medicine is authorized to purchase tangible personal property and services to be used exclusively for educational purposes without payment of Georgia Sales and Use Tax. Purchasing Cardholders are responsible for asking for this tax exemption when purchases are made. A copy of the MSM state tax exemption letter is on the Finance web site.

4.2 Cardholder Spending Limits

The Purchasing Card may be used to make expendable supply purchases which in aggregate do not exceed \$1,500. Under no circumstances is it p(n)-9-e tancof





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4.4 Policy Restrictions

In addition to the SIC controls imposed by card issuer at the point of sale, MSM policy restrict use of the purchasing card for the following items or services:

Any other restrictions not allowable on	Capital Equipment &
Grants & Contracts	Inventory Equipment<\$1,000
Animals	Weapons and Ammunition
Radio Active Materials	Employee Relocation Expenses
Prescription Drugs	Purchases for Personal Use
Alcoholic Beverages	Purchases > \$1,500
Payments to Individuals,	Chemicals requiring EHS approval
Consultants, Employees & Students	Cell Phones
Gift Cards	Contracted Services
Computer Equipment	

5. GENERAL LEDGER ALLOCATION

Each card issued will be assigned a general ledger account number identified by the Department Head on the card holder application.

6. EMPLOYEE AGREEMENT FORM

The final step to issuance of a purchasing card is the signing of the Employee Agreement Form by the employee and approval by the Department Head. By signing the form, the employee acknowledges:

- A. Receipt and understanding of the rules and regulations for use and protection of the purchasing card.
- B.





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Provide suppliers with your name and address.

- A. Specify that the purchase is exempt from state and local sales tax.
- B. Instruct the vendor of specific directions for delivery.
- C. Review your sales receipt for accuracy. Make sure you have not paid sales tax and if so, please have the merchant credit the card for the amount of tax paid.
- D. Ensure that vendors are responsible for all items shipped until they reach MSM otherwise the MSM insurance will not cover items lost or damaged during shipping.

9. RETURNING PURCHASES MADE WITH PURCHASING CARD

If you determine that the material is defective or incorrect, notify the suppliers that the item needs to be returned, request a ship to address and a return authorization number. Request that the suppliers process a credit transaction through The Purchasing Card. If keeping a Transaction Log and goods have

appears on the next monthly statement and review the transaction in the ESP software. Facilitate monthly reconciliation through ESP. The Transaction Log should identify the cardholder, statement closing date, default account and the following information regarding each purchase.

10. RESOLVING DISPUTES WITH SUPPLIERS

If cardholder is charged for an item incorrectly, they should contact the suppliers and attempt to resolve the problem. Any communications should be documented and include dates, the persons invoiced, and a brief description of the problem. MSM has sixty (60) days following the billing cycle ending date to dispute the charge with Card Issuer. If the cardholder is unable to resolve the dispute with the supplier, the following steps should be taken:

1. If it is determined that a charge will be disputed, the dispute form on the back of the cardholder statement must be completed. The dispute form should be emailed to The Purchasing Card Administrator. The Purchasing Card Administrator would then return the completed form to The Card Issuer.
2. The dispute is logged with the Card Issuer and a temporary credit in the amount of the disputed transaction will be placed on the account of MSM.
3. If the dispute is settled in favor of MSM, the credit will remain. If the dispute is settled in the favor of The Card Issuer, a charge for the disputed amount will be placed on the next billing statement to MSM with a description of the charge beside the amount.
4. an incorrect charge.

Cardholder should ensure that the next monthly statement reflects a correction. The correction should also be reviewed on the ESP software and the Transaction Log.

11. RECORD KEEPING AND STATEMENT RECONCILING

Maintaining a record of transactions within a department is a must. Upon logging the transactions attach all receipts to the transaction as a PDF file upon receipt of merchandise. Original invoices and receipts must be maintained in your office for audit purpose for seven years. Original receipts must be retained with the monthly statement in the event that an audit is requested. Faxes and e-mail notices from cardholders are not acceptable proof of payment; however they may be used to explain unusual situations.





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Departments are to establish internal procedures that require each cardholder to keep a detailed list (Transaction Log) of all charges made during each monthly billing period. A sample of the log has been provided for use in this manual. This log, if kept, will facilitate the statement reconciliation process.

All transactions for the month must be submitted for approval to the Business office by the 2nd business day of the month.

12. KEEPING A TRANSACTION LOG

The monthly log of purchases is kept based on departmental requirements. Keeping a Transaction Log will assist the cardholder in keeping track of what has been purchased and facilitate reconciliation through ESP.

The Transaction Log should identify the car





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Before purchase information is exported to The General Ledger, the accounting division needs to check it to make sure it is accurate. You should check the transaction amount, type, date, and vendor information.





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21. KEY CONTACT LIST

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

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

**SunTrust Financial
Lost/Stolen Card Service
1-800-847-2911**

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

**SunTrust Financial Service
Purchasing Card Customer Service
1-800-847-2911**

To request specific assistance with use of your Purchasing Card, or to apply for a Purchasing Card, please call the Purchasing Card Program Administrator.

**Linwood Hilton
404-752-1663**

or

Rita Raines
404-752-1764

- 3) For questions about the Purchasing Card procedures or policy, please call the Purchasing Card Program:

404-752-1663

or

404-752-1764

- 4) Purchasing Card Web Site: <https://enterprisespendplatform.suntrust.com/>
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Morehouse School of Medicine Purchasing Department Purchasing Card Individual Cardholder Application

Please print clearly and complete all sections.

**Morehouse School of Medicine Purchasing Department
Purchasing Cardholder Agreement**

**Morehouse School of Medicine Purchasing Department
Purchasing Card Department Setup Form**

DEPARTMENT _____

BUSINESS CONTACT

PHONE #

FAX #

E-

Morehouse School of Medicine Purchasing Department

Purchasing Card Transaction Log

Morehouse School of Medicine Purchasing Department Purchasing Card Supplier Non-acceptance

Instructions: Cardholders who encounter suppliers who will not accept the MSM Purchasing Card should complete this form. This information will be used to add suppliers to the Purchasing Card Program.

Forward this form to:

Linwood Hilton, Purchasing Director

720 Westview Drive, S.W.

Atlanta, Ga 30310

Cardholder Name: _____

Department: _____

Date: _____

Supplier Information:

Supplier Name: _____

Contact Name: _____

Address: _____

Phone: _____

Would you use this supplier more often if they accepted the Purchasing Card?

Yes: _____ No: _____

Comments _____

Morehouse School of Medicine Purchasing Department

Purchasing Card Cancellation Request

Morehouse School of Medicine Purchasing Department

Purchasing Card Individual Cardholder Change Form

Please print clearly. **All sections indicated by an * must be completed.**

*Cardholder's Name (First, Middle Initial, Last - maximum 24 characters)