

INDIANA UNIVERSITY
PROCUREMENT CARD

NEW GE CAPITAL CARD
EFFECTIVE MARCH 9, 2004

GE CAPITAL PRO-CARD

- Prior to using your new GE Capital card, you must activate the card. You will need the last 4 digits of the social security number used on the application form to activate your new card.
- Please protect your card and account information. If your card is lost or stolen please contact the bank (800-274-7378) immediately and notify Ed Kochert (X2338). If the card was stolen from your office on campus, please notify the University Police office (X2400)
- The Indiana University tax exemption number is on the front of your procurement card. Please do not allow the vendor to charge sales tax on your purchase! Effective January, 2004 departments are required to have sales tax credited back regardless of the dollar amount involved.

IU POLICIES

- All IUS procurement card policies are IU policies
- The IU Purchasing card guide website is:<http://www.indiana.edu/~purchase/pcard/pcard.html>
- Procedure for obtaining a procurement card.
- General guidelines for card use.
- Handling disputed transactions.
- Multiple transactions to the same vendor on the same day, that accumulatively exceed your per transaction dollar limit is prohibited.
- Reconciliation and accounting.
- Lost or stolen cards.

RESTRICTED ITEMS

- Animals
- Capital Equipment (valued at \$5,000.00 or over).
- Cash advances
- Furniture, furnishings
- Orders to university employees for personal service
- Inappropriate/Personal purchases
- Plants and flowers
- Purchases from on-line auction sources (E-bay, etc.)
- Purchases involving trade-in
- Radioactive materials
- Recurring payments (with exceptions as listed).

RESTRICTED ITEMS

- Reimbursements to IU employees.
- Travel or travel-related expenses, including reimbursement * (conference registrations is allowed)
- Weapons, ammunition

- * Policies referenced –
- Policy No. P-10.0 <http://www.indiana.edu/~purchase/policies/p100.shtml>
- Policy No. I-330 Inappropriate Use of University Funds
- <http://www.indiana.edu/~vpcfo/policies/accounting/I-330.html>
- Policy No. I-50 Allowable Hospitality Expenses
- <http://www.indiana.edu/~vpcfo/policies/accounting/I-50.html>

THINGS TO DO EACH MONTH

- Forward your procurement card statement to Ed Kochert, Purchasing, US-103 within 30 days of receiving your statement.
- Approve each PCDO document in FIS.
- Attach all receipts/invoices to the statement in the order they appear on the statement.
- Make sure each receipt/invoice is itemized, showing exactly what was purchased.
- Make sure sales tax was not charged by the vendor for any transactions.

MOST COMMON VIOLATIONS

- **SALES TAX** – If sales tax is charged for an in-store purchase, have the sales clerk issue a credit on the spot. If sales tax is charged for a non in-store purchase, contact the vendor and have the tax credited back to your card before you send in your statement. If you have the sales tax issued resolved when the statement is sent in to be audited, it is not a violation.
- **STACKING** – Stacking occurs when you conduct multiple transactions to the same vendor on the same day, that accumulatively exceed your \$1,000.00 per transaction dollar limit. If you need to purchase more than \$1,000.00 from one vendor on a given day, please process a purchase requisition instead of using your procurement card.
- **RECEIPTS LACKING ITEMIZATION** – Each invoice/receipt must be itemized, showing exactly what was purchased. If you make an online purchase, print out your shopping card before you finalize the purchase. In the event the vendor does not send an itemized invoice/receipt with the merchandise, the copy of the shopping cart will be sufficient as an itemized receipt.
- **MISSING RECEIPT** – Please make sure you keep all receipts for procurement card purchases. If you lose a receipt, please contact the vendor and have a replacement receipt produced prior to sending in your statement to be audited.