The Grants Purchasing Card is designed to be used for University business related grant purchases only. **Use of the card for personal purchases is strictly prohibited.**

The Office of Post-Award Grants Administration, Purchasing and Accounts Payable departments are responsible for monitoring the effectiveness of the Grants Purchasing Card Program and user compliance with the procedures outlined in this manual.

The Grants Purchasing Card represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets. As a card holder, you assume the responsibility for the protection and proper use of the Grants Purchasing Card.

**Responsibilities of the Cardholder:**

- Attending a mandatory training session.
- Safeguarding card security at all times.
- Responsible for reading the Purchasing Card Program Manual and abiding to the Purchasing Card policies and procedures outlined therein.
- Completing a Purchasing Card Documentation Form and obtaining necessary approval(s).
- Responsible for all purchases made with the card in accordance with the procedures outlined in the Purchasing Card Program Manual.
- Responsible for repayment of improper charges and personal liability for misuse.
- Verifying that the purchases are consistent with all University policies and procedures, all merchandise has been received and all supporting documentation has been submitted to the Office of Post-Award Grants Administration.
- Ensuring receipt of goods and following up with the vendor to resolve disputes and arranging for returns credits, delivery problems, etc.
- Maintaining all supporting documentation [e.g. proper receipts, vendor order forms, cash register receipts, etc.] and submitting them to the Office of Post-Award Grants Administration **within 20 days of the purchase.**

**PRIOR** to making any purchases, you need to notify the Office of Post-Award Grants Administration, by attaching your Purchase Card Documentation Form to an e-mail, of the item(s) that you intend to purchase, justification, the vendor's name and the dollar amount.
All transactions are approved or declined based on the following Purchasing Card authorization criteria:

- Number of transactions allowed per day – Twenty (20).
- Number of transactions allowed per billing cycle – One Hundred (100).
- **Single purchase limit not to exceed Two Thousand Dollars ($2,000).**
- Spending limit per billing cycle – Twenty Thousand Dollars ($20,000).

**PLEASE NOTE:** The above Criteria is for everyone that shares this account, this is the reason for the Office of Post-Award Grants Administration tracking the charges to be certain that everyone who needs to use the card can make purchases, and not just a select few. **Failure to notify the Office of Post-Award Grants Administration PRIOR to any transactions may result in loss of University Purchasing Card privileges.**

**Ordering Process:**

The Grants Purchasing Card may be used to purchase approved goods over the phone, by mail or over the Internet. Prior to placing the order, check the University and State Contract list for the applicable contract suppliers for the product or service you are about to order. *(See page 10)*

When placing your order, please be sure to provide the vendor with the following information:

- Identify yourself as a Central Connecticut State University employee.
- State that you are making the purchase using a MasterCard.
- State that it is a **tax-exempt purchase** and provide the tax-exempt number (06-13003381).
- If asked to State Cardholder’s name, the Purchasing Card is under Kathy Knopf. **Not your name.**
- Provide individual charge card number and expiration date on charge card.
- Provide complete delivery address including building and room number.
- Insure that you receive correct pricing and applicable prompt payment discounts.
- State the quantity and description of the items being ordered.
- Verify the total cost of the purchase with the vendor.
- Furnish any other information that may be required.

**Note:** *Please inform the vendor not to send a bill or invoice to the ordering department or Accounts Payable. Submitting an invoice for a charge card transaction may result in a duplicate payment.*
**Sales Tax Exemption:**

When making purchases, every effort should be made to ensure that Connecticut sales tax is not charged. If sales tax is billed incorrectly to the cardholder’s account, it is your responsibility to dispute the charge and ensure that a credit is issued in a timely manner. Out-of-state vendors do not have to honor our tax-exempt status.

- Always carry the Sales Tax Certification form and any Vendor Assigned Tax Exempt numbers. *The Sales Tax Certification form can be found on the following website:*
  [http://www.ccsu.edu/uploaded/departments/AdministrativeDepartments/Finance/Purchasing/State_Tax_Exemption_Form___Policy_Statement.pdf](http://www.ccsu.edu/uploaded/departments/AdministrativeDepartments/Finance/Purchasing/State_Tax_Exemption_Form___Policy_Statement.pdf)
- Double-check the receipt before you leave the store, to ensure no sales tax was charged.

**Amazon.com Orders:**

In order to improve required audit procedures, the Office of Post-Award Grants Administration needs to track all Amazon.com orders for accountability. As such, CCSU has arranged to have an Amazon.com account designed for Grant purchases.

This account should be used for all grant-funded Amazon.com orders. You should refrain from using any personal accounts that you have established with Amazon.com for any University purchases made when using grant funding.

If you would like to order from Amazon, please notify our office and you will receive an email with instructions on how to place your Amazon orders.
**Shipping Instructions:**

Important: Inform the vendor that the address label/packing list that accompanies the package must contain the following information:

- **Your Name**
- **Your Department Name**
- **Your Building and Room Number**

Central Connecticut State University
1615 Stanley Street
New Britain, CT 06053-2439

Packages that are not labeled as described above may delay the delivery of items ordered indefinitely.

**Proof of Purchase Documentation:**

With the authority to purchase comes the responsibility for maintaining adequate documentation at the source of the transaction.

Adequate documentation must be maintained to record the transaction at the source. Documentation must support the legitimate business purpose of all transactions made with the Grants Purchasing Card. The following are examples of supporting documentation:

- **Internet Orders:**
  Screen prints of an order confirmation page with the item, description and total cost. The page should either indicate "order confirmation", "thank you for your order" or language to that effect. Receipts received from the vendor must reflect what was billed on the bank statement.

- **Phone or Fax Orders:**
  Copies of order forms or applications from the vendor indicating the item purchased and the total cost. Receipts received from the vendor must reflect what was billed on the bank statement.

- **In Person Purchases:**
  Cash register receipts
  Copies or order forms or applications indicating the item purchased and the total cost.
Packing slips may be included as supporting documentation, but submitted alone are not acceptable documentation as proof of payment.

Quotes and proposals are not considered acceptable documentation as they only indicate a desire to purchase.

Upon receipt of your order, the original documentation received from the vendor (sales receipt, cash receipt, or packing slip) is to be attached to the Purchasing Documentation form and forwarded to the Office of Post-Award Grants Administration or faxed to 832-2009.

Please retain a copy of all documents for your records.

Failure to send these documents **within 20 days** of the purchase to the Office of Post-Award Grants Administration may result in loss of University Purchasing Card privileges.

If you find that you are missing documentation, the vendor may be able to assist you with this; or, the Office of Post-Award Grants Administration can request a copy of the sales draft from the bank. Please remember that JPMorgan Chase will charge a fee for each copy provided and retains copies for only 118 days from the transaction date, after which all copies are destroyed.

**The fee will have to be paid by you from your personal funds, as this is not an allowable charge to grants.**

**Receipt of Goods and Services:**

You are responsible for ensuring receipt of goods and services and follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods.

**Returning Item(s):**

You are responsible for item(s) that should be returned directly to the vendor by whichever means the vendor requires. You are responsible to see that the proper charge is posted for any returned item(s). **Please notify the Office of Post-Award Grants Administration of any returns.**

**Tips to Remember When Returning Goods:**

- At the time of purchase, please ask the merchant for their return policy.
- It is suggested to retain boxes, containers, special packaging until you are certain you are going to keep the item. Some items, such as software or
fragile pieces cannot be returned without the original packaging materials.

• Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.

• In some cases there may be a restocking fee (usually a percentage of the purchase price). If the vendor is completely responsible for the error or problem you should not have to pay this, or any other fee. However, if they are not fully responsible you may have to pay it.

• In reviewing your grant account reconciliation, make sure that a credit was issued for the returned item(s).

**Disputing a Transaction:**

You are responsible for following up with a vendor regarding any erroneous charges, disputed items or returns within fifteen (15) business days from receipt of the goods.

If you are unable to reach agreement with the vendor, the next step is to send any supporting documentation to the Office of Post-Award Grants Administration with an explanation of the dispute and the Office of Post-Award Grants Administration will look into the problem with the credit card company.

Please note that, by law, vendors are not permitted to bill your charge card for purchases until the items have been shipped.

**Purchasing Card Audits:**

To ensure the continued success of the Grants Purchasing Card Program and to meet the audit requirements of the University, various government agencies, and the requirements of this program, periodic audits will be made of Cardholder’s accounts to ensure that items purchased have been received and that policies and procedures are being followed. An audit team consisting of representatives from the Accounts Payable Department will monitor conformance to these procedures.

Audits will be completed in accordance with the following guidelines:

• Audit reports will be completed utilizing a post audit checklist to record any infractions against the categories of misuse outlined herein.
Audits will be completed on all Cardholder accounts as follows:

- Audits will be completed on each account as time permits subject to the quantity of cards issued.
- Audits will be completed on those accounts where infractions were previously identified on a priority basis.
- An annual audit shall be completed as a minimum for each account when a high volume of cards has been issued.
- Random audits may be scheduled at any time in addition to the regularly scheduled audit rotation.
- Audit reports will be forwarded to the University Purchasing Card Program Administrator.

**Post Audit Action:**

- Formal written notice will be sent to the individual from the Office of Post Award Grants Administration with copies to the University Purchasing Card Program Administrator, your immediate supervisor, Dean/Director, or Department head and Personnel.
- The Director of Purchasing and the Chief Financial Officer will be copied on the notification based upon the severity of the infraction.
- The notification will include a warning for Purchasing Card revocation pending further investigation and/or misuse.

**Misusing the Purchasing Card:**

The following situations are examples of misuse of the Grants Purchasing Card:

- Use of card for personal purchases.
- Use of card by individual other than the authorized user.
- Use of the card to purchase a restricted item as identified in this used guide.
- Use of the card to purchase an item not allowable under your particular grant.
- Use of the card in excess of assigned Cardholder limits, available budget and/or after the expiration date of a grant or contract.
- Splitting orders at point of sale to avoid single-transaction limit of $2,000.
- Not reporting a transaction to the Office of Post-Award Grants Administration **PRIOR** to the actual transaction.
- Not submitting a completed Purchase Card Documentation form with corresponding receipts within 20 days of the purchase.
Consequences of misuse may include any one (1) or combination of the following remedial actions.

- Verbal notification of infraction.
- Written notification with copies sent to University Purchasing Card Program Administrator.
- Temporary suspension of Cardholders privileges with mandatory re-training. *Suspensions will be assessed for a period of a minimum of thirty (30) days or up to ninety (90) days depending on the severity of the infraction.* Card suspension with permanent loss of privileges.
- Disciplinary action up to and including dismissal, personal liability and repayment (matter will be referred to Human Resources Department for disposition).

Note: Disciplinary action will be progressive and in accordance with Collective Bargaining Contracts.

The Grants Purchasing Card represents the University’s trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets. As a Cardholder, you assume the responsibility for the protection and proper use of the Grants Purchasing Card.

**List of Restricted Purchases:**

- **Airfare/Rail fare** (please contact the Office of Grants Administration ext. 22005)
- **Airport Shuttles** (please contact the Office of Grants Administration ext. 22005)
- Any item exceeding $2,000
- Alcoholic beverages
- Artwork, frames or posters
- Audio Visual Equipment
- Buses
- Cash advances of any type
- Cellular phones and related monthly charges
- Clothing
- Coffee machines or coffee makers
- **Conference registration fees** (please contact the Office of Grants Administration ext. 22005)
- Construction and renovation services
- Contract agreements of any type that involve a signature
• Electric Space Heaters
• Extension cords
• Fire Protection Equipment (Fire Extinguishers) □ Flowers for condolences, etc.
• Food – Meals
• Gifts/donations
• Greenery for office beautification
• **Hotel/Lodging** (please contact the Office of Grants Administration ext. 22005)
• IT Purchases (i.e.; Computers, Laptops, **iPads, other tablet devices**, Notebooks and similar items)
• Insurance
• Microwaves
• Personal use items (i.e.; attaches’, folios, pen/pencil sets, etc.)
• Personal or Decorative items (i.e. knick-knacks)
• Plug splitters
• Precious metals
• Prescription drugs and controlled substances
• Radioactive materials
• Refrigerators (full size and dorm-size)
• Televisions
• Toaster Ovens
• Transportation costs
• Wall to wall carpet
• Water Coolers and accessories

**List of Approved Purchases:**

**PLEASE NOTE:** You must clearly understand what constitutes an allowable charge to your particular Grant.

• Grant purchases are permitted provided that the item purchased is an **allowable charge** against the grant.
• Grant purchases must be made in accordance with the restrictions, terms and conditions of the grant.
• Any questions should be directed to the Office of Post-Award Grants Administration.
The following are examples of the types of items that may be purchased with the card:

- Animal feed and bedding
- Live animals
- Books and periodicals
- Dues and professional membership(s) – (business, technical, professional and institutional memberships only, one year only) The Policy on Institutional and Individual Memberships can be found on the following website: http://www.ccsu.edu/purchasing/files/Memberships.pdf
- Office, laboratory and educational supplies
- Software and computer supplies (for educational, administrative or research purpose only) with approval from ITS Department (see below)
- Subscriptions (one year only)
- Printing Services with a total yearly cost below $3,000
- Freight/transportation and package delivery fees

Please note the following additional approvals and procedures:

**Amazon.com** orders must be made through the Amazon.com account designed for Grant purchases **ONLY**.

**Electrical Purchases:** Cardholders are to contact Facilities Management (ext. 22301) prior to purchasing any item that may require electricity. Facilities Management will ensure that the item being ordered is appropriate and will advise if additional work will be required.

**Computer software or hardware:** Cardholders are to contact Information Technology Services (ext. 21727) prior to purchasing any software or hardware to ensure that it is compatible with the CCSU system. The purchase should be reviewed by the Information Technology Services before actual purchase, especially if the equipment will be connected to the campus network. Information Technology Services reserves the right to not support any hardware or connect it to the campus network if purchases are made without prior approval. Please contact Tom Bohlke bohiket@ccsu.edu or Amy Kullgren amy.kullgren@ccsu.edu for pricing, recommendations, and/or prior approval. A copy of the approval email, or quote from IT should be forwarded to the Office of Post-Award Grants Administration along with your Purchasing card documentation form.

**Computers, Laptops, Notebooks, iPads, and Printers** and similar items should be ordered by using a Purchase Requisition form **ONLY** not your University Purchasing Card.
**Chemical/EPA Regulations:** Cardholders are to contact Karen Misbach, Chemical Hygiene Officer, Campus Police Station (ext. 22499) regarding any chemical purchase/disposal guidelines.

**Contract Compliance:**

While the Grants Purchasing Card is a procurement tool, it does not signal a change in policy regarding compliance with University contract suppliers.

The Purchasing Department is authorized to negotiate and issue contracts that will provide the University with “least total cost” arrangements for goods and services required from outside vendors. In negotiating those contracts, Purchasing will consider not only the vendor’s line item pricing for the products or services, but will also consider the vendor’s:

- Ability to provide the necessary quality, delivery and service
- Overall pricing structure
- Financial stability
- Warranty and Service Policies
- Other organizationally requirements

Supplier contract pricing and performance are normally based on the University’s overall anticipated volume of purchases during the contract period. In order to assure the University community of “least total cost” of goods and services, and to fulfill the University’s obligations to consolidate all of its requirements with the authorized contract supplier(s), all University departments are **strongly encouraged** to order required goods or services from those suppliers who are authorized contract suppliers to the University.

The Department of Administrative Services and the Connecticut Colleges Purchasing Group (CCPG) websites contain a list of contracts available to the campus community.

[http://www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp) - Current contracts can be searched for by keyword or by vendor name

[http://www.ccpg.net/mainh1.htm](http://www.ccpg.net/mainh1.htm) - This site lists CCPG contracts available to CCSU. Follow the link on the top of the page for current contracts.
In addition, CCSU has its own list of contracts available to CCSU departments. Please contact the Purchasing Department for information on the CCSU contracts.

Office Supplies should be ordered through our state contract vendors. Please make sure you are ordering from one of the following vendor’s websites, to ensure you are getting the state contract prices:

- **Staples Advantage website:**
  https://order.staplesadvantage.com/webapp/wcs/stores/servlet/malllogon?&cid=EM:Contract_GoLive3a_40838_Home_CM

- **Office Max Workplace website.** Account number 0748406
  http://www.officemaxworkplace.com/

Assistance can be obtained from Rick Mason, ext. 22535 in the Purchasing Department.

Circumventing the use of these contracts may result in some initial savings but repeated circumvention reduces their value, discourages vendors from bidding in the future and eventually results in higher prices. Do not fall prey to a vendor who may offer you a lower price to obtain your initial business after failing to be awarded a University contract.

When you request contract pricing, make sure that you identify yourself as a University employee and identify the applicable contract against which the appropriate pricing should be applied. Failure to do so may result in your being charged higher pricing. Using State or University contracts ensures that you are dealing with reliable vendors, the items have been tested and approved, and that returns or exchanges will be handled expeditiously.

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