Post-Award Grants

Purchasing Card Quick Reference Guide

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.**

Post-Award Grants, 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 cardholder, you assume the responsibility for the protection and proper use of the grants purchasing card.

<mark>Responsibilities of the Cardholder:</mark>

- Completing a mandatory purchasing card training session.
- Safeguarding card information and security at all times.
- 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) prior to making any purchases.
- Purchases made with the card are in accordance with the procedures outlined in the Purchasing Card Program Manual.
- 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 Post-Award Grants.
- 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 electronically to the Post-Award Grants e-mail pagrants@ccsu.edu **within 20 days of the purchase**.
- Reporting lost or stolen card number information/cards to the Post-Award Grants Administration Manager.

PRIOR to making any purchases, you need to notify Post-Award Grants (by attaching your completed Purchasing Card Documentation Form to an e-mail)

of the item(s) that you intend to purchase, justification, the vendor's name (one form per vendor) and the dollar amount. See the document "Instructions for completing the purchasing documentation Form" for specific details.

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 Five Hundred Dollars ($2,500).**
- Spending limit per billing cycle – Twenty Thousand Dollars ($20,000).

PLEASE NOTE: The above criteria are for everyone that shares this account. This is the reason for Post-Award Grants tracking the charges to be certain that everyone who needs to use the card can make purchases, and not just a select few. Also, In the event JP Morgan Chase calls the Post-Award Grants Administration Manager to verify the legitimacy of a charge to ensure it is not a fraudulent charge, the Post-Award Grants Administration Manager needs to be aware of the charges taking place, so the charge can be accurately verified without shutting down the card. **Failure to notify Post-Award Grants 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 an order, check the University and State contract list for the applicable contract suppliers for the product or service you are about to order.

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

- At the time of purchase, please ask the merchant for their return policy.
- State that it is a **tax-exempt purchase** and provide the tax-exempt number (06-13003381 CSU84000).
- Provide individual charge card number and expiration date on charge card.
- Provide complete delivery address including building and room number. See shipping instructions (below)
- State the quantity and description of the items being ordered.
- Verify the total cost of the purchase with the vendor.

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

Note: Please inform the vendor to not send a bill or invoice to you or Accounts Payable. Submitting an invoice for a charge card transaction may result in a duplicate payment.

<mark>Shipping Instructions:</mark>

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

Ship to Address:
    Your Name
    Your Department
    Central Connecticut State University
    1615 Stanley Street
    New Britain, CT 06053-2490

Packages that are not labeled as described above may delay the delivery of items ordered indefinitely. Under no circumstances should the vendor indicate the Purchasing Card number on any address label or packing list. Listing the card number would threaten the security of your card number.

Failure to provide the proper billing address may result in your purchase being declined. Please note that for billing purposes only, the University's zip code is 06053.

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 Tax Exempt form can be found here:
    https://www.ccsu.edu/purchasing/forms.html
    - Vendor assigned tax exempt numbers can be found here:
    https://www.ccsu.edu/fiscalaffairs/pcard_directory.html

- Double-check the receipt before you leave the store or place any order, to ensure no sales tax was charged.

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", "Paid in full", "Paid via Credit Card" 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, proposals, and sales order acknowledgments 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) is to be forwarded via e-mail as an **Adobe pdf** file (not a jpeg file) to Post-Award Grants at pagrants@ccsu.edu.

Please retain a copy of all documents for your records.

Failure to send these documents **within 20 days** of the purchase to Post-Award Grants 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 Post-Award Grants can request a copy of the sales draft from the bank. Please remember that JPMorgan Chase will charge $5 for each copy provided and retains copies for 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.

- It is suggested to retain boxes, containers, special packaging until you are certain you are going to keep the item. Some items, such as fragile items cannot be returned without the original packaging materials.

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 credit is posted for any returned item(s). **Please notify Post-Award Grants of any returns.**

Tips to Remember When Returning Goods:

- 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. Restocking fees are not an allowable charge to grants.
- In reviewing your grant account reconciliation, make sure that a credit was issued for the returned item(s).

Amazon.com Orders:

To improve required audit procedures, Post-Award Grants 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 place an order from Amazon, please notify our office and you will receive an email with instructions on how to place your Amazon orders.

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, audits will be made of cardholder's accounts to ensure that items purchased have been received and that policies and procedures are being followed.

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 user guide.
- Use of the card to purchase an item not allowable under your 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 $2,500.
- Not reporting a transaction to Post-Award Grants **PRIOR** to the actual transaction.
- Not submitting receipts within 20 days of the purchase.

The following is a list of sanctions that will be imposed (based on the seriousness of the infraction) on the user if the Purchasing Card is misused or there are reoccurring deficiencies in documentation of purchases:

- Formal written warning to cardholder and their Dean, Chief or Vice President for misuse of card
- Temporary suspension of cardholder privileges for
  - 30 days
  - 6 months
  - Indefinite

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List of Unallowable Purchases:

- Alcoholic beverages
- Cash advances of any type
- Cellular phones and related monthly charges
- Clothing
- Coffee machines or coffee makers
- 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.
- Gifts/donations
- Greenery for office beautification
- Insurance

- IT Purchases (i.e., computers, laptops, iPads, other tablet devices, Notebooks and similar items) - IT approval needed - purchase requisition must be completed
- Microwaves
- Personal use items (i.e., attaches', folios, pen/pencil sets, etc.)
- Personal or decorative items (i.e., knick-knacks, artwork)
- Plug splitters
- Prescription drugs and controlled substances
- Precious Metals
- Radioactive materials
- Refrigerators (full size and dorm-size)
- Televisions
- Toaster ovens
- Transportation costs(buses) - purchase requisition must be completed
- Wall to wall carpet
- Water coolers and accessories

List of Restricted Purchases: - please contact Post-Award Grants at ext. 22005

- Conference registration fees
- Hotel/Lodging
- Airport/Rail fare
- Airport Shuttles
- Computer software or hardware - IT Approval needed

List of Approved Purchases:

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

- Grant purchases are permitted if the item purchased is an **allowable charge** against your particular grant.
- Grant purchases must be made in accordance with the restrictions, terms, and conditions of the grant.
- **Any questions should be directed to Post-Award Grants.**

The following are **examples** of the types of items that may be purchased with the purchasing card:

- Animal feed and bedding
- Live animals
- Books
- Memberships – (business, technical, professional, and institutional memberships only, for **one year only**). The Policy on Institutional and Individual Memberships can be found on the CCSU Purchasing website by clicking "Membership Policy" on the main menu.
  https://www.ccsu.edu/purchasing/
- Educational supplies
- Laboratory supplies
- Office Supplies (must use state contract vendor)
- Subscriptions (one year only)
- Printing Services with a total yearly cost below $5000
- Freight/transportation and package delivery fees

Please note the following additional approvals and procedures:

Computer Hardware or Software: Please note if this software and/or equipment will be installed on a University owned computer or a computer hooked up to the university network you will need to contact ITS.

To request a quote, please click on the link below and log in with your BlueNet username and password. Once logged in, in the Search Bar, on the top of the page, type in "Pricing" then click on the "Pricing Request (printers, large monitors, software, etc.)" icon and proceed to complete the online form and click the Review & Submit button; confirm the information and click on the Submit button.

https://ccsu-amc.ivanticloud.com/Account/Login?NoDefaultProvider=True/

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. Once you have received approval from IT, please forward the e-mail recommendations and/or approvals from IT along with your completed P-Card documentation form to Post-Award Grants.

For further assistance, please contact Tom Bohlke (bohlket@ccsu.edu) or Amy Kullgren (amy.kullgren@ccsu.edu) in IT.

Computers, laptops, notebooks, iPads, printers, and similar items should be ordered by using a Purchase Requisition form <u>ONLY</u> not your University Purchasing Card.

Chemical/EPA Regulations:

Cardholders are to contact Kelly Selby (ext. 22500) in Environmental Health & Safety 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.

Click the link to access the "How to Buy" section of the purchasing website for existing contract information and vendor contact information for commonly purchased items: https://www.ccsu.edu/purchasing/howToBuy.html

Office Supplies should be ordered through our state contract vendor. Please make sure you are ordering from the following vendor's website, to ensure you are getting the state contract prices:

- **Link to WB Mason** https://www3.wbmason.com/
- Use WB Mason for your office supply needs, including toner cartridges and copy paper. Pricing includes desktop delivery (Mondays, Wednesdays, and Fridays). Their State contract includes a large list of 'core' items that are very aggressively priced.
  - Find the core list of **paper products HERE:**
    http://www.ccsu.edu/purchasing/files/WBMason%20paper%20pricing%20core%20list.pdf

    Find the core list of other **office supplies HERE:**
    http://www.ccsu.edu/purchasing/files/WBMason%20core%20list%20office%20supplies.pdf.

    Please contact Purchasing if you need a username/password.

Laboratory 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:

- **Link to Thermo Fisher Scientific**
  https://corporate.thermofisher.com/en/home.html
  If new to Thermo Fisher you will need to set up a user name/password. Please select account #168570001 and enter your contact information.
- **Link to Grainger**
  https://www.grainger.com/content?currenturl=%2FGrainger%2Fwwg%2Fstart.shtml
  Use Grainger for thousands of maintenance, repair, operations, goods, and supplies. First time users may need to register. Be sure to use account #804052157 for contract discounts.

When making a procurement for goods or services it is in the best interest of the university to complete a "Price Comparison". Based on the overall value of your purchase, there are different steps required by the state which we must complete to stay compliant and execute good business practices.

- A price comparison is not required, but Fiscal Affairs does suggest "shopping around" to find the best price and quality of the product/service.
- Please note, purchases cannot be split up to fall below $10,000 to avoid the requirement of exercising a "Price Comparison".