Office of 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.**

The Office of 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.

**Responsibilities of the Cardholder:**

- Completing a 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).
- 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 the Office of 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 Office of Post-Award Grants e-mail pagrants@ccsu.edu **within 20 days of the purchase.**

PRIOR to making any purchases, you need to notify the Office of Post-Award Grants, 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 (one
form per vendor) and the dollar amount. See the document “Instructions: Completing the Purchasing Card 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 is for everyone that shares this account. This is the reason for the Office of 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. **Failure to notify the Office of 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.

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 you are making the purchase using a MasterCard.
- State that it is a **tax-exempt purchase** and provide the tax-exempt number (06-13003381 CSU84000).
- If asked to state the cardholder’s name, the Purchasing Card is under Kathy Moore. **Not your name.**
- 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, law does not permit vendors permitted to bill your charge card for purchases until the items have been shipped.

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

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 Name
  Your Building and Room Number
  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.

Bill to address:
  Kathy Moore
  Central Connecticut State University
  Davidson Hall, Room 117
  1615 Stanley Street
  New Britain, CT 06053-2490

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 CCSU Purchasing website by clicking “Forms” on the menu.
- 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 the Office of Post-Award Grants at pagrants@ccsu.edu.

Original store receipts, for stores that you go to in person, must be delivered to the Office of Post-Award Grants, Davidson Hall, Room 117.

**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 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 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 charge is posted for any returned item(s). **Please notify the Office of 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.
- 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, the Office of 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. **Please DO NOT add your credit card number to the account. Instead, use the default credit card on file that ends in -6597.**
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, 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.

**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 the Office of Post-Award Grants 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 cardholder’s 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.

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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)
• Prescription drugs and controlled substances
• 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 the Office of Post-Award Grants ext. 22005

• Airport/Rail fare
• Airport Shuttles
• Computer software or hardware - IT Approval needed (see below)
• Conference registration fees
• Hotel/Lodging

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 the Office of 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, 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/](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 $3,000
• 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/](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 contacted ITS, please forward the e-mail recommendations, and/or approval from ITS to the Office of Post-Award Grants.

Please contact Tom Bohlke (bohlket@ccsu.edu) or Amy Kullgren (amy.kullgren@ccsu.edu) in ITS for assistance.

**A copy of the approval email, or quote from IT should be forwarded to the Office of Post-Award Grants along with your Purchasing card documentation form.**

Computers, laptops, notebooks, iPads, 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.

**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/](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](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](http://www.ccsu.edu/purchasing/files/WBMason%20core%20list%20office%20supplies.pdf)

- Please contact brodeur@ccsu.edu if you need a user name/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**  
  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**  
  Use Grainer for thousands of Maintenance, Repair and Operations goods and supplies. You may be surprised at what you can find here! First time users may need to register. Be sure to use account #804052157 for contract discounts.