

Post-Award Grants

Purchasing Card Procedures

The grants' purchasing card is designed to be used for university business related grant purchases only. **Use of the card for personal purchases is prohibited.**

The Office of Post-Award Grants is 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 mandatory training and test in Blackboard
- 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.
- Notifying the Grants Office of the date the items were received.
- 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).** Splitting a transaction/purchase over \$2,500 is not allowed.
- Spending limit per billing cycle – Twenty Thousand Dollars (\$10,000).

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 US Bank 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.

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).
- 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 appropriate University or State Contract that you are using (if applicable) to ensure 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.
- 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.

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

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:

Central Connecticut State University is a tax-exempt organization. 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. There is a reciprocity agreement with the states of Florida, Maine, New Jersey, and Rhode Island indicating that our tax-exemption should be honored in those states.

- Always carry the Sales Tax Certification form and any Vendor Assigned
- Double-check the receipt before you leave the store or place any order, to ensure no sales tax was charged.

Tax Exempt numbers:

- The University's tax exemption number is **06-1303381**.
- The Tax-Exempt form can be found here:
<https://www.ccsu.edu/purchasing/forms.html>

Vendor Assigned Tax Exempt Numbers

In addition to Central's tax-exempt number, some vendors require that another number be issued. Ensure that you have the list available when making a purchase from any of these vendors so that you are not charged sales tax.

Lowe's Home Building Supplies - Central Customer ID 500321686 and telephone lookup number 860.832.3200

Staples Office Products - 1765324437

Office Max - 00200544072

Wal-Mart - 226274

Home Depot - 9187796905

Office Depot – 48469511

Vendor assigned tax exempt numbers can be found here:

<https://www.ccsu.edu/fiscalaffairs/tax>

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 of 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, you are required to notify the Grants Office of the date the items were received, and submit the original documentation received from the vendor (sales receipt) 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 US Bank 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, Post-Award Grants Administration 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 or CCSU Amazon 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:

- Not reporting a transaction to Post-Award Grants **PRIOR** to the actual transaction.
- 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.
- Splitting orders at point of sale to avoid single-transaction limit of \$2,500.
- 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, Department Chairperson 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 Purchasing Card Purchases:

- Alcoholic beverages
- Cash advances of any type
- Cellular phones and related monthly charges
- Clothing - [purchase requisition must be completed.](#)

- Coffee machines or coffee makers
- Construction and renovation services
- Contract agreements of any type that involve a signature.
- Electric space heaters
- Entertainment related expenses
- Extension cords
- Fine arts
- Firearms
- Fire protection equipment (fire extinguishers)
- Flowers for condolences, etc.
- Food Trucks
- Gifts/donations
- Greenery for office beautification
- Insurance
- Internet service providers
- IT Purchases (i.e., computers, laptops, iPads, other tablet devices, 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
- Precious Metals
- Radioactive materials
- Refrigerators (full size and dorm-size)
- Computer Software - IT approval needed - [purchase requisition must be completed.](#)
- Televisions
- Toaster ovens
- Tobacco or cannabis products
- Transportation costs(buses) - [purchase requisition must be completed.](#)
- Wall to wall carpet
- Water coolers and accessories

List of Restricted Purchasing Card Purchases: -

- Airport/Rail fare
- Computer hardware - IT Approval needed.

- Computer software (downloadable) - IT Approval needed.
- Conference registration fees
- Educational experiences (events, museums, field trips)
- Gift cards - properly authorized by the IRB.
- Group meals (as part of an educational experience)

List of Allowable Purchasing Card 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
- Computer supplies
- 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)
- Postage and shipping
- Subscriptions (one year only)
- Printing Services
- Freight/transportation and package delivery fees

Please note the following additional approvals and procedures:

Computer Hardware: Prior approval is required of any computer related software or hardware purchases, including tablets and printers. Please note if this 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://itrequests.ccsu.edu>

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, iPads, laptops, 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 [Environmental Health & Safety](#) regarding any chemical purchase/disposal guidelines.