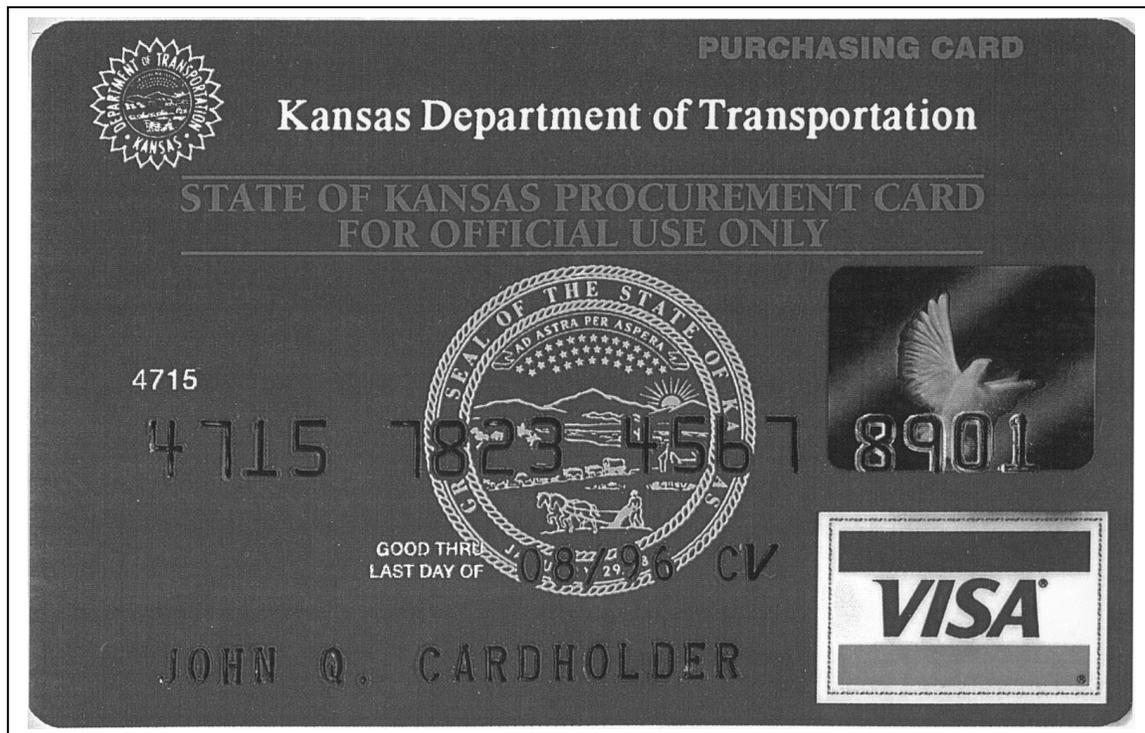


# KANSAS DEPARTMENT OF TRANSPORTATION PROCUREMENT CARD PROGRAM GUIDELINES

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# **Kansas Department of Transportation Procurement Card Program Policies and Procedures**

## **Background**

Welcome to the State of Kansas Procurement Card (P-Card) Program. This program is designed to make it easier and more cost effective for the State of Kansas to make small-dollar and permissible contract purchases of goods and services for agency use. Using the P-Card, you can make purchases of approved work related goods and services for agency use from any vendor that accepts Visa up to your approved limit. Most of our current vendors will accept the P-Card.

If you have any comments or questions about the Kansas P-Card Program, please contact the KDOT P-Card Coordinator or his designee:

Jerry Clements, Chief Procurement Officer  
Bureau of Fiscal Services  
Phone No. 785-296-3266  
FAX No. 785-368-7415

Or

Chuck Miller, Procurement Officer  
Bureau of Fiscal Services  
Phone No. 785-296-1918  
FAX No. 785-368-7415

## **Procurement Card for General Purchases**

### **Policy**

**The P-Card should only be used to make simple and approved contract purchases for approved work related goods and services for agency use.** Under no circumstances shall the cardholder split purchases to meet their single transaction limit or use the card for personal charges, cash advances, travel, entertainment, lodging, or other excluded items noted in the P-Card Cardholder Agreement.

### **Steps for Obtaining a P-Card**

- An Agency Manager must request a card in writing or by e-mail for those employees making routine small purchases and in some instances larger contract purchases as part of their job requirement. The prospective cardholder should read this packet carefully and be sure they fully understand all the P-Card Program guidelines.

- The cardholder must attend the P-Card Training Program. Your manager will let you know the date and time of this training session. You will learn more about program guidelines and your responsibilities as a cardholder, and you will also have an opportunity to ask questions.
- The cardholder will be required to sign the P-Card Cardholder Agreement. A signature on this agreement indicates that the signer understands the P-Card Program and agrees to follow the program guidelines.
- Once you have attended the training, you will receive your P-Card. When you receive your card, you must immediately sign the back of the card.
- Use the last four digits of the cardholder's social security number to activate the card. This procedure is effective for all cards issued in an individual's name, and includes new issues, normal expiration reissues, and replacement cards for damaged or lost cards. For cards issued to a vehicle call the P-Card Coordinator or her designee for the activation number.

The P-Card Coordinator will determine restrictions, if any, to be assigned to the card. Restrictions can include transaction and/or dollar limits, merchant blocking, etc. The cardholder will be advised of any restrictions placed on the issued card.

## **Qualified Purchases**

Qualifying purchases include purchases of most commodities, capital outlay items and contractual service items, usually under \$2,000, subject to the items allowed under each individual cardholder agreement and agency guidelines. Refer to the cardholder agreement for details.

## **Non-Qualified Purchases**

The following transactions are prohibited:

Alcoholic Beverages	Printing (State Printer)
Business Cards	Purchases involving trade-ins
Cash Advances	Real Estate Leases
Construction, renovation or installation	Recruitment expenses
Food	Services that are not included above
Gasoline, except on fuel P-Cards	Travel, travel related expenses, except on designated travel P-Cards
Gift Cards	Weapons, ammunition
Hospitality or Entertainment	Items for which payment is processed as an interfund transaction (e.g., Kansas Correctional Industries Catalog)
Honorariums (if reimbursement of travel expenses)	
Personal items	

While the above purchases can to some degree be encoded in the card through the use of vendor blocking techniques it is still incumbent on the cardholder to know and be aware of the limitations. The transaction limitation applies to the total amount of the transaction and not the individual item costs.

KDOT coding and a more complete description can be obtained from the CM-2 Manual.

Request for Program Exception: Contact the P-Card Coordinator to request a one-time exception or over-ride for the purchase of items exceeding the normal P-Card limit or from a currently blocked vendor.

### **Sales Tax – General Purchases**

Most transactions made on behalf of the state are exempt from sales tax. The cardholder shall review the ticket to insure taxes are not included in the ticket total prior to approving the transaction. Any sales tax paid in error will be the responsibility of the cardholder or office manager to obtain a credit to the account. This is not included as an issue to be handled under the dispute procedure.

Sales tax payments should be avoided. However, if Kansas sales tax is inadvertently paid on a transaction, while you are always encouraged to obtain a credit, you are not required to obtain a credit if the tax amount is five dollars or less.

If you pick up an order and the vendor resides in another state, that state's sales tax is an appropriate charge.

### **Automotive and Fuel Card Purchases**

#### **Policy**

P-Cards for automotive and fuel purchases shall only be used to make fuel, car washes and emergency vehicle related purchases.

#### **Sales Tax – Automotive and Fuel Purchases**

**KDOT pays State Motor Fuel Tax and Federal Excise tax on all fuel purchased at the pump.**

For other automotive type purchases most transactions made on behalf of the state are exempt from sales tax. The cardholder shall review the ticket to insure taxes are not included in the ticket total prior to approving the transaction. Any sales tax paid in error will be the responsibility of the cardholder or office manager to obtain a credit to the account. This is not included as an issue to be handled under the dispute procedure.

Sales tax payments should be avoided; however, if Kansas sales tax is inadvertently paid on a transaction, you are always encouraged to obtain a credit, however, you are not required to obtain a credit for the tax paid if the sales tax associated with the transaction is five dollars or less.

## **Cards with Travel Expense Options**

### **Policy**

P-Cards with travel expense options are generally limited to the approved travel type expenses, and usually only hotel/motel lodging costs. **Under no circumstances shall the cardholder use the card for personal charges, cash advances, travel, entertainment, or other excluded items noted on the P-Card Cardholder Agreement.** The instructions and limitations set forth in the State of Kansas Employee Travel Reimbursement Handbook and S.O.M 2.8.7 covering reimbursable travel must be followed.

In authorized and qualifying instances telephone calls are allowable as per SOM 1.15.5.

The cardholder may be responsible for charging rooms for other traveling staff members, i.e., crew members.

### **Additional Information Required for Lodging on the P-Card Transaction Log**

The cardholder must include the travel start and end date, lodging establishment name, explanation of travel, and traveler name (one per line).

### **Sales Tax - Lodging**

Lodging is exempt from Sales Tax; however, other taxes are still applicable, such as, Transient Guest Tax (Bed Tax), Convention Tax, etc. The cardholder shall review the tickets to ensure sales tax is not included in the total prior to approving the transaction. Any sales tax paid in error will be the responsibility of the cardholder or office manager to obtain credit to the account. This is not included as an issue to be handled under the dispute procedure.

Sales tax payments should be avoided. However, if Kansas sales tax is inadvertently paid on a transaction, while you are always encouraged to obtain a credit, you are not required to obtain a credit if the tax amount is five dollars or less.

## **Procurement Determination Guideline**

Cardholders should use the following priority list to determine a proper purchase.

1. Obtain the item from Stock

2. Purchase the item or service from State Use Facility (Kansas Correctional Industries, Surplus Property or Products and Services Catalog for Blind and Handicapped)
3. Purchase the item or service from existing contracts
4. Purchase the item or service from the open market or request that the Fiscal Procurement Section obtain bids if over \$5,000

## **Cardholder Responsibilities**

The cardholder is responsible for executing a cardholder agreement and attending training on the proper use of the card prior to a card being issued. The cardholder shall be aware of qualifying purchases and proper use of the card, including obtaining proper approvals before the transaction is completed. Each cardholder will be responsible to maintain supporting documentation for each purchase made with the card. This supporting documentation must be made available upon request of the office manager or the P-Card Coordinator for review at any time. The cardholder shall submit supporting sales receipts on a daily or weekly basis, and immediately at the end of the billing cycle to their office manager for reconciliation and payment processing.

Receipts are very important and they must be **signed by the cardholder and saved**. If you do not receive a receipt from the vendor you should try to obtain one. If the vendor only provides a packing slip, write the missing information on the packing slip and write “only receipt available” on the document. If you misplace or lose a receipt, try to get a duplicate from the vendor. If that isn’t possible, attach a written certification, signed and dated, that the charge is correct and due to be paid.

Most offices use the SMART system to log procurement card transactions for the cardholder. When the SMART system is used to log transactions, the district may not require the cardholder to maintain a daily transaction log. Cardholders in offices that do not use the SMART system to log procurement card transactions **MUST** maintain a daily transaction log.

The cardholder is responsible for securing the credit card at all times. The card shall be treated with the same or greater protection as the cardholder’s personal credit card. The **card shall NOT be shared with anyone**. Only the cardholder is authorized to make charges against the card. The cardholder IS responsible for all charges against the card.

## **Disputes**

When you identify a problem related to a charge on your monthly statement or in the SMART system, try to resolve it with the vendor. If you cannot resolve the issue you should fill out a Visa Purchasing Cardholder Dispute Form found at the back of this manual and fax it to UMB and the P-Card Coordinator. Then record it in SMART or on your daily transaction log.

Information for disputed transactions shall be maintained for purposes of total account reconciliation. If the cardholder maintains a handwritten log, the information shall be transcribed to the log for the new period. The intent is to maintain the identity and visibility of disputed items as action items and to insure a total reconciliation of the account.

## **Pool Car Custodian**

The designated custodian will be responsible for maintaining receipts and entering information in SMART or on the transaction log and reconciling the transactions in the SMART Financial System on a daily or weekly basis, and immediately at the end of the billing cycle in order to facilitate timely payment. The receipts and transaction log, if applicable, will then be routed to the designated office staff for approval and payment processing.

## **Headquarters Cardholder/Bureau Staff Responsibilities**

Cardholders are responsible for verifying and signing receipts and recording daily transactions. The designated staff person in each bureau with cardholders is responsible for reconciling and approving transactions for each cardholder in the SMART Financial System on a daily or weekly basis, and immediately at the end of the billing cycle. The daily transaction logs, if applicable, are then to be routed to the Bureau of Fiscal Services General Accounting for review and audit. In bureaus where the designated staff person is a cardholder, that cardholder will review and verify their purchases in the SMART Financial System and then forward their receipts and log, if applicable, to the Fiscal Procurement Section for approval in the SMART System. The designated bureau staff will be responsible for retaining copies of the sales receipts from P-Card transactions and maintaining those records for a period of **five** years.

Verification in the SMART Financial System is to include:

- the P-Card account number
- proper fiscal coding
- purchase order number pulled in if applicable
- a short detailed item description is to be added
- amount

The Bureau Chief is responsible for ensuring procurement card usage follows agency purchasing guidelines, including SOM 3.3.2.

## **District/Area Office Manager Responsibilities**

The designated office manager in each district or area office with cardholders is responsible for reconciling and verifying the daily transactions for each cardholder in the SMART Financial System on a daily or weekly basis, and immediately at the end of the billing cycle. Transactions will be verified at the area level including proper coding, along with transaction description and amount. The cardholder daily transaction log, if applicable, will then be routed to the district office for audit, transaction approval and record retention. The area office manager will be responsible for retaining copies of the sales receipts from P-Card transactions and maintaining those records for a period of five years. At the discretion of the district office these receipts may be retained centrally. In addition, the designated office manager will be required to ensure that all disputed items are tracked until the issue has been resolved.

Verification in the SMART Financial System is to include:

- the P-Card account number
- proper fiscal coding
- purchase order number pulled in if applicable
- a short detailed item description is to be added
- amount

Each District will designate a responsible person in that office for ensuring procurement card usage follows agency purchasing guidelines, including SOM 3.3.2 and that equipment repair charges have appropriate approvals.

The Area Office Manager is responsible for ensuring their area's procurement card usage follows agency purchasing guidelines, including SOM 3.3.2 and that equipment repair charges have appropriate approvals.

## **Audit Responsibilities**

Each District Office and the Bureau of Fiscal Services for Headquarters Bureaus shall perform an audit of all purchases made with the procurement card for each billing cycle. The audit will be consistent with the procedures in place for conducting audits of payments of less than \$5,000. In addition, the audit review should include but not be limited to, detection of split purchases, purchases consistent with the cardholder agreement, and any appearance of inappropriate use of the card.

If the audit review reveals any problems the transaction shall immediately be brought to the attention of the P-Card Coordinator. The P-Card Coordinator will review the transaction and take any necessary corrective action. Inappropriate activity is subject to disciplinary action to be determined by the P-Card Coordinator in consultation with the cardholder's supervisor and the Bureau Chief or District Engineer.

## **How P-Card Purchases Work**

Making an agency related purchase with your P-Card is as simple as using any credit card.

- After receiving proper District/office approvals to make a purchase, you place an order for goods or services with the vendor by mail, phone, fax, on-line via the Internet or in person.
- The vendor processes the transaction by swiping the card or inputting the P-Card number in the Visa Network system to request authorization for the charge from UMB Bank.
- UMB Bank verifies that the purchase is within the State of Kansas allowable type charges and cardholder spending limits. Within seconds the vendor receives an approval, decline or referral to UMB Bank.

- If you are at the vendor location, sign the sales draft and take the cardholder copy. **Make sure sales tax is not included on the ticket prior to signing.**
- If you make the purchase by mail, phone, fax, or on-line via the Internet, the vendor can deliver your purchase and send the sales draft to you or you can pick up the goods and sales draft in person. If you pick up the order and the vendor resides in another state, sales tax from that state is applied to the purchase.

**Note: According to Visa regulations, the vendor must ship the goods before a P-Card transaction is processed.**

- Maintain supporting information for all transactions and any disputed charges until they are resolved.
- The cardholder should receive a copy of the charge transaction at the point of sale.
- The cardholder is responsible for forwarding daily transaction logs, if applicable, and receipts to the area, district or bureau office on a daily or weekly basis, and immediately at the end of the billing cycle.
- The participating area, district or bureau office is responsible for reconciliation and verification of the charges. At the district level the district will also approve the charges. In Headquarters the bureaus are responsible for reconciliation, verification and approval of charges unless the approver also is also a cardholder. For those cards, Fiscal Procurement will approve the charges upon receipt of the reconciled log, if applicable, and associated receipts.

## **Purchasing Tips**

When you make purchases with your P-Card, keep these tips in mind.

- Never share your P-card with anyone.
- Be sure the vendor understands that he/she should not send an invoice in addition to a Visa sales receipt.
- Ask the vendor to provide you with a detailed receipt showing the purchase(s).
- Be sure to sign the transaction receipt(s).
- Be sure the vendor is aware of this Visa regulation: **the goods must be shipped before a P-Card transaction is processed.**
- Best practices for shopping on the Internet:

- Do not use your credit card unless you are in a secure environment, i.e., the location/address box on your browser should start with **https://**.
- If an Internet site asks you to create an account with a password, protect the password.
- Know who you are doing business with before placing an order.
- Use Web sites that provide clear contact information (phone number, physical street address, customer service contact) for the company, shipping charges, as well as warranty, return and refund policy.
- If you are not familiar with an on-line merchant, verify their reliability with outside organizations, such as The Better Business Bureau.
- Do not provide personal information, such as Social Security or bank account numbers.
- A site should have a privacy policy explaining how the merchant will protect the information you submit when making a purchase. If you cannot find their policy request the information.
- Understand prices, shipping and handling charges, the terms of any product or service guarantees and the expected delivery date.
- Check the order for keystroke errors to avoid ordering the wrong item or quantity.
- Always print and retain a copy of each purchase order with a confirmation number attached. It is also a good idea to print the “address” (Uniform Resource Locator) of the company website.

## **Tracking Your Purchases**

Accurate record-keeping is essential to the success of the Kansas Procurement Card Program. As with any card, you will want to follow procedures to protect the agency and yourself. By following the guidelines described below, you can easily fulfill your cardholder responsibilities.

- Keep receipts of all purchases made using your P-Card. If a purchase is made via mail, phone, fax or on-line via the Internet, be sure to ask the vendor to include the receipt or packing slip when the product is shipped. Retaining receipts is important because the cardholder is responsible for matching the receipt amounts with the transactions. If an audit is conducted on a cardholder account, receipts and/or proof that the transaction took place will be required. In addition, receipts specify whether or not tax was paid on the purchase and provides the documentation required for a sales tax audit.

- While the office manager may be responsible for reconciling and verifying a cardholder's purchases in the State's SMART Financial System, the cardholder is responsible for providing the receipts and daily log, if applicable, required for reconciling the account.

If there is a discrepancy the cardholder or office manager should contact the vendor to try to resolve the situation. The transaction should not be reconciled/approved until resolved and a credit posted if one is due. A credit could take 30 days or more to be applied to the account.

If the dispute cannot be resolved with the vendor, you should notify the P-Card Coordinator and complete and submit a Visa Purchasing Dispute Form to UMB Bank.

The P-Card Coordinator will work with UMB Bank to obtain the credit.

## **Payment**

Payment will be approved through the State's SMART Financial System in the P-Card module as per the instructions above under "How P-Card Purchases Work."

**Fiscal Year-End Payments:** All transactions posted by the June cut-off date announced each year will be considered a current fiscal year obligation. All transactions posted after that date may be processed as July business regardless of transaction date. NOTE: Purchases of significant value and having a significant budgetary impact may be encumbered or paid as current fiscal year business if the transaction takes place by June 30.

**Past Due Accounts:** Purchases should be reconciled daily or weekly and immediately at the end of the billing cycle. Any account more than 30 days past due will be reported to the P-Card Coordinator. It is UMB Bank's procedure to shut-down P-Cards that have balances more than 90 days past-due. In addition, your P-Card may be revoked. Timely payment is important.

**Billing Cycle:** The last day of the monthly P-Card billing cycle usually occurs between the 19<sup>th</sup> and 21<sup>st</sup>. Call the P-Card Coordinator or her designee for a schedule.

## **Lost or Stolen Cards**

You are responsible for the security of your P-Card and the transactions made with your card. If your card is lost or stolen, take these steps immediately:

- 1) Call UMB Bank Customer Service at 1-800-821-5184 to report the loss or theft. A Customer Service Representative will block further use of the card and a replacement card will be issued with a new account number.
- 2) Notify the Business Procurement Card Coordinator or her designee:  
Jerry Clements, Chief Procurement Officer  
Bureau of Fiscal Services Procurement Section  
785-296-3266

Or  
Chuck Miller, Procurement Officer  
Bureau of Fiscal Services Procurement Section  
785-296-1918

## **Inappropriate Purchases**

Inappropriate purchases include (but are not limited to):

- Any item costing more than the cardholder's limit
- Any item not complying with existing purchasing policies or regulations,
- Any travel related item, including conference registration fees and lodging unless you have special approval for travel related purchases from the P-Card Coordinator – refer to your agreement,
- Any personal item,
- Any item specifically prohibited in the P-Card Cardholder Agreement.

## **Who to Call For**

- Kansas Procurement Card Program questions/feedback
- Account changes
- Lost or stolen card notification
- Cancellations
- Purchasing Program Forms
- Vendor Issues

Call: Procurement Card Coordinator or her designee:  
Jerry Clements, Chief Procurement Officer

At: 785-296-3545

Or

Chuck Miller, Procurement Officer

At: 785-296-1918

- Account balance
- Lost or stolen card notification
- Account assistance

Call: UMB Bank Customer Service Representative

At: 1-800-821-5184

## **Purchasing Program Forms (Samples attached at back of manual.)**

Kansas Procurement Cardholder Agreement

Visa Purchasing Cardholder Dispute Form  
Daily Transaction Log

## **Frequently Asked Questions**

### **Who uses the P-Card?**

- Designated employees whose jobs requires routine purchases of small-dollar items and some larger contract purchases.

### **How do I obtain a Procurement Card (P-Card)?**

- The steps for obtaining a card are outlined in the "Obtaining a Card" section above.

### **Who processes account changes?**

- The agency Procurement Card Coordinator or her designee.

### **What is my liability?**

- You are authorized to use the P-Card only for legitimate business purchases. The agency will pay for all legitimate P-Card expenses. Inappropriate expenditures will be your responsibility and may be subject to disciplinary action including dismissal.

### **Do I have a credit limit?**

- When you receive your P-Card, you are assigned an individual credit limit for each billing cycle. Your cycle limit is based on the number and size of transactions anticipated by the cardholder and their manager. If the cycle limit assigned to your account is insufficient to cover your monthly purchases, you can request an increase through the P-Card Coordinator.

### **Is there a transaction limit?**

- Yes, please refer to your agreement.

### **What if a purchase transaction is declined?**

- If a transaction is declined and you feel that it should not have been declined, contact the P-Card Coordinator, her designee or UMB Bank Customer Service at the numbers listed above. They can tell you why the transaction was declined.

**Note: If the issue is related to a normally non-allowed charge, only the P-Card Coordinator or her designee can override the declined transaction by contacting the bank.**

### **How are my purchases tracked?**

- P-Card purchases are downloaded from Visa to the State's SMART Financial System every night except Sunday. Either you or your bureau/district/area office manager needs to reconcile your P-Card transactions on a daily or at a minimum on a weekly basis, and immediately at the end of the billing cycle.

### **Do I keep my receipts?**

- Receipts are very important; save them! We are required by law to maintain receipts for a period of five years. In addition, they are required for reconciling your purchases and must be produced if requested during a P-Card audit.

### **What if I lost my receipt?**

- If you misplace or lose a receipt, try to get a duplicate from the vendor. If that isn't possible, note the lost receipt and attach a written statement that it is a valid and correct charge, then sign and date it.

### **What if the vendor does not provide a receipt?**

- If the vendor only provides a packing slip, write the missing information on the packing slip. Also write, "Only receipt available" on the document and sign and date it.

### **Will my purchases be reviewed?**

- Each month you will submit an acknowledgment to your office manager or designated staff person who will review your purchases prior to remitting payment. In addition, your purchasing activity may be audited at any time to verify compliance with the agreement the agency has with the state and the agreement you have with the agency.

## **What do I do if I find an incorrect/unauthorized charge?**

- When you identify a problem with a charge on your monthly statement or in the SMART system, try to resolve it with the vendor. If you cannot resolve the issue you should fill out a Visa Purchasing Cardholder Dispute Form found at the back of this manual and fax it to UMB and the P-Card Coordinator.
- You should record the dispute in SMART or on your Daily Transaction Log and continue to track it until resolution is reached.

## **Who pays the Visa Purchasing transactions?**

- Headquarters: Upon receiving receipts and the log, if applicable, from the cardholder, the headquarters' bureau designated staff person will review, verify and approve the purchases in the State's SMART Financial System. In bureaus where the designated staff person is a cardholder, that cardholder will review and verify their purchases in the SMART Financial System and then forward their receipts to the Fiscal Procurement Section for approval in the SMART System. Any transaction logs and all receipts are to be sent to the Fiscal General Services Section for final review and audit. Once this process is complete the system will initiate payment.
- Districts: The District/Area office manager will review and verify the purchases in the State's SMART Financial System from the cardholder, receipts and transaction log, if applicable. Then they forward them to the appropriate District manager for review and approval in the SMART system, as well as audit by the district office. Once this is complete the system will initiate payment.

## **How is the vendor paid?**

- Typically, the vendor is paid within two to three days of your purchase by UMB through the VISA System.

## **Do we pay sales tax?**

- As a general rule the State of Kansas is exempt from paying sales tax on purchases. Sales tax payments should be avoided, however, if Kansas sales tax is inadvertently paid on a transaction, you are encouraged but not required to obtain a credit for the tax paid if the sales tax is five dollars or less.  
There are two exceptions:
  - Fuel – Purchases for fuel made at the pump are subject to State Motor Fuel Tax and Federal Excise Tax.
  - Goods and services picked up or received in another state

## **What happens if my card is lost or stolen?**

- You are responsible for the security of your BPC and the transactions made with your card. If your card is lost or stolen, take these steps immediately:
  - 1) Call UMB Bank Customer Service at 1-800-821-5184. A Customer Service Representative will block use of the card and a replacement card with a new account number will be issued.
  - 2) Notify the Business Procurement Card Coordinator or his designee:  
Jerry Clements, Chief Procurement Officer  
Bureau of Fiscal Services Procurement Section  
785-296-3266  
Or  
Chuck Miller, Procurement Officer  
Bureau of Fiscal Services Procurement Section  
785-296-1918

# **Sample Forms**

**Procurement Cardholder Agreement**

**VISA Purchasing Cardholder Dispute Form**

**Procurement Card Transaction Log**

## Kansas Department of Transportation

### PROCUREMENT CARDHOLDER AGREEMENT

Cardholder Name & Address	Department Name & Number
	Supervisor Name & Number
Business Phone No.	Supervisor Phone Number

Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card (P-Card) in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and/or a transaction log for each transaction as designated by the P-Card Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the P-Card.

2. If the card is lost or stolen, Cardholder shall notify the P-Card Coordinator immediately.

3. Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the P-Card.

4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he shall be personally liable for any improper use of the P-Card and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under the agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the P-Card may be cause for disciplinary action by the agency including termination and that improper use of the P-Card may subject the Cardholder to criminal prosecution. Cardholder understands that Agency may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.

5. Cardholder understands that this P-Card is authorized for the purchase of:

- Commodity and capital items (coded in 3000 and 4000 series) of less than \$2,000 per purchase Includes service codes for repair (2410, 2420, 2430)
- Contractual service, commodity and capital items (coded in 2000, 3000 and 4000 series) of less than \$2,000 per purchase.
- Commodity and capital items (coded in 3000 and 4000 series) included on statewide open-end contract (cardless account)

6. Cardholder understands that should his/her employment with Agency terminate for any reason, the P-Card must be returned to the P-Card Coordinator. Cardholder understands that Agency may withhold his/her final paycheck until the P-Card is returned. Cardholder also understands that Agency may withdraw authorization to use the P-Card and require the return of the P-Card at any time for any reason.

7. Cardholder understands that use of the BPC is subject to individual card limitations on expenditures for use in official state business. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the card. Items on state contracts may be acquired from the contract vendor with the BPC. The following items may not be purchased with the BPC, however, the list is not all inclusive:

Alcoholic Beverages	Items in Blind and Handicapped Made Products catalog
Animals	Items in Kansas Correctional Industries catalog
Automotive repairs	Leases, rentals*
Business cards	License agreements
Capital purchases (subject to inventory)	Personal items
Cash advances	Printing*
Construction, renovation or installation	Purchases involving trade-ins
Controlled substances	Radioactive materials
Food	Services (all) (except 2410, 2420, 2430)*
Furniture	Telephones, related equipment
Gasoline	Travel, travel related expenses
Hazardous Chemical, Materials	Weapons, ammunition**
Hospitality or Entertainment	

\* These items may not be purchased with the BPC unless your card is authorized to purchase contractual service items on the previous page. Note Postage, subscriptions, freight and repairs (2410, 2420 and 2430) can be purchased with all cards.

\*\* Kansas Highway Patrol and Kansas Bureau of Investigation are authorized to purchase ammunition with the BPC.

If in doubt that a purchase is authorized under this agreement through the use of the BPC, Cardholder understands that he/she should seek prior approval from the BPC Coordinator. Such approval presumes the proper use of the BPC.

8. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the BPC; has received, read and understands the Agency's Business Procurement Card Manual; and has read and understands this agreement.

Cardholder signature \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Agency Use Only</i>	
Limit per Purchase: <b>\$5,000.00</b>	(not to exceed \$5,000)
Cycle Credit Limit:	(not to exceed without authorization)
Approval: Print Name: _____	Title: _____
Signature: _____	Date: _____
Approval: Print Name: _____	Title: _____
Signature: _____	Date: _____
Approval: Print Name: <b>Jerry Clements</b>	Title: <b>BPC Coordinator</b>
Signature: <u><i>Jerry Clements</i></u>	Date: <b>11/10/2014</b>

# UMB Bank

## VISA PURCHASING CARDHOLDER DISPUTE FORM

CARDHOLDER BACKGROUND

CONTROL ACCOUNT NUMBER

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Name:

Address:

Business Phone:

Cardholder  
Account No.:

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**DISPUTE DETAILS**

**AMOUNT OF DISPUTE \$**

Incorrect amount (attach copy of sales receipt)

Duplicate posting error

Credit not posted

Other

Supplier  
Product/Service  
Dollar Amount

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Explain details about the disputed item(s):

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\_\_\_\_\_  
SIGNATURE

DATE:

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**SEND THIS FORM TO:**  
ATTN: Chief Procurement Officer / P-Card Coordinator  
BUREAU OF FISCAL SERVICES  
700 SW Harrison, 2nd Floor West  
Topeka, KS 66603  
FAX: 785-296-7415

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