

Welcome to the world of the ULM Purchasing Card! This is an e-mail on current P-Card procedures, just in case you haven't had an opportunity to look closely at the policy or to emphasize certain aspects.

You should receive your statement at your office address. There is no need to do a check request in order to pay this bill, since the Controller's Office receives a Master Statement for the University, and in turn pays the entire bill. Here is what you will need to do as soon as your monthly statement arrives:

Upon receipt of the statement, please attach all **ORIGINAL ITEMIZED** receipts or invoices to the statement. If you have purchased something online, such as from Amazon.com or Office Depot online, then you should receive a conformation e-mail from that vendor, or have the ability to print out an invoice, you must attach a printout and/or e-mail for online purchases. We require that you provide the original cash register receipt; however, we understand that accidents can happen. In the event the receipt is lost, etc., a copy must be faxed **DIRECTLY TO OUR OFFICE to 318-342-5103 from the merchant**, or e-mailed to Susan Clow at [sclow@ulm.edu](mailto:sclow@ulm.edu). Also, please make sure the receipt/invoice details the item(s) purchased. In the event that a business uses credit card machines that only list the total charged to the card, please be sure that they give you a detailed or itemized receipt. ***This includes restaurants and lodging for those charging travel expenses on the p-card. If charging food, a list or roster of recipients must be attached!*** For lodging, please attach **HotelPlanner** support documentation, either the booking information or a printout of checking the site if exempted!

Next, please list the Banner FOP Index and expense account codes to which you would like the purchases charged. Please indicate either the Index and 6-digit account number, OR the Fund, Orgn, and 6-digit expense account number. Keep in mind that we cannot code anything to a '000' code, such as 703000 or 704000. Instead, you should use an account code for Office Supplies (704100), Other Operating (704260) and so on. Please use these account codes! You can have multiple codes per receipt. For example, if you bought pens (Office Supplies) and an ink cartridge (Printer Supplies, etc.) on the same receipt, you can code those to their respective expense account codes. The Index (FOP) and Expense Account codes are linked to the web from our Controller's Office web site, for your convenience ([link](#)). Please supply the expense coding even though allocating in Works because we upload the charges from the statement(s), not Works!

Finally, please sign the statement and have your manager (who you report to) sign the manager's signature line. If you are the head of your department, usually a vice president, CBO, or someone of that nature, will be your manager's signature.

After all of this is completed, please send or bring it to the Controller's Office, to my attention (Susan Clow). Although the process seems rather lengthy, it really isn't bad once you get used to it! **The signed statement and receipts need to be received by the Controller's Office WITHIN 10 DAYS OF THE STATEMENT CLOSING DATE (the 5th of each month), AT THE VERY LATEST BY THE 30TH OF THE MONTH!**

Please keep in mind that the policy states that **NO FOOD OR DRINK** items may be purchased with the card, *unless prior permission has been obtained from from the state through Susie Clay and/or your card is coded for travel.* Also, the University is **TAX EXEMPT** and it is the **CARDHOLDER'S RESPONSIBILITY** to make sure that **sales taxes are NOT charged** for purchases made with the P-card. If this does happen, you can usually return to the business and provide the tax-exempt ID, and they will credit the taxes back. (The tax number should be on the back of your card.) **You are personally liable for any tax if the business does not credit it back to the card.** Please include receipts for all credits as well. **In the event that you should need to use your Purchasing Card for food purchases, i.e., classes, university event, etc., please obtain WRITTEN PERMISSION from Susie Clay ([clay@ulm.edu](mailto:clay@ulm.edu)) prior to doing so, and attach a list of participants and description of the event to your statement.**

If you have any questions or if something isn't clear, please feel free to contact Susan Clow in the Controller's Office or Susie Clay in Purchasing.

Thanks and have a great day!  
Susan Clow