

WVSU P-CARD PROCEDURES

1. **ALL** Purchases/Travel must be **PRE APPROVED** by Justin McAllister using either a Purchase Order Form or a Travel Authorization Form.
 - 1.1. For services rendered, a quote/contract/agreement (**signed by Vendor and CFO/CPO**) must be attached to the Purchase Order Form.
 - 1.2. For products/supplies, a printed price list/shopping cart/quote must be attached to the Purchase Order Form.
 - 1.3. When food is being provided, a Hospitality Form must be attached to the Purchase Order Form.
 - 1.4. Membership Dues, Gift Cards, Giveaways require **EXTRA** approval and documentation. Contact Fiscal Affairs.

- NO SERVICES MAY BEGIN NOR PRODUCTS BE PURCHASED UNTIL A PO# HAS BEEN ASSIGNED BY THE PURCHASING OFFICE. A FULLY EXECUTED COPY OF THE PO WILL BE RETURNED TO YOU.***

2. When placing the order or purchasing the product(s), it is the person making the purchase that is responsible for ensuring the following:
 - 2.1. **NO SALES TAX** on the purchase. A Tax Exemption Form is available for download on the University webpage.
 - 2.2. **NO ADVANCE PAYMENT/DEPOSIT** is made. We can only pay for products/services AFTER they are received.
 - 2.2.1. EXCEPTION: Airline Tickets may be purchased in advance.
 - 2.3. **NO STRINGING** has occurred. Purchases **CANNOT** be broken up to avoid the cardholders per transaction limit.

3. Upon completion of the purchase, obtain an **ITEMIZED RECEIPT**.
 - 3.1. If an itemized receipt is not available, the cardholder must complete the Itemized Invoice Exception Report.
 - 3.2. Purchaser should sign and date the receipt. This serves as a receiving report.

4. Cardholder should keep a log of all P-Card transactions using the approved log sheet available on the University webpage.

5. Cardholder must reconcile all transactions in wvOASIS.
 - 5.1. Upload scan of **ALL** documentation related the purchase, i.e. Approval, Itemized Receipt, Packing Slip, etc. Too much is better than not enough.
 - 5.2. Assign a commodity code to the purchase.
 - 5.3. Assign proper funding codes to the purchase.

6. When the billing cycle closes (usually 15th of the month) the cardholder is responsible for submitting the following to Fiscal Affairs:
 - 6.1. Completed Log Sheet signed by both cardholder and supervisor.
 - 6.2. Signed US Bank Statement with all but last 4 digits of account number redacted.
 - 6.3. All original approval forms, receipts, packing slips, etc. that were scanned and attached to the transaction in wvOASIS.

7. Emergency Situations.
 - 7.1. In the event of an emergency, please send e-mail to the CFO (justin.mcallister@wvstateu.edu) requesting permission to purchase supplies/services needed. Once the emergency is under control, please submit the required documentation outlined above with the emergency authorization e-mail attached.