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Introduction

As an Iowa State University (ISU) student holding an officer position for a student organization, you have been trusted to carry a credit card with the university’s name on it. This credit card is called a purchasing card (p-card). You are solely responsible for your p-card.

The intent of the p-card is to reduce the number of paper vouchers processed and to gain purchasing power at vendor establishments that do not accept our vouchers. For the cardholder and his/her student organization, using the credit card will provide quicker turn-around time on orders, widespread acceptance by vendors, and reduced paperwork processing.

Each Student Organization Purchasing Card is issued to a named individual and Iowa State University is clearly indicated on the card as the corporate buyer of products and services.

The Campus Organizations Accounting (COA) Office, the University Internal Audit Office and the State of Iowa Auditor’s Office will monitor the performance of the Student Organization Purchasing Card Program.

Questions or concerns should be directed to:

Tim Livengood
Student P-Card Administrator
Campus Organizations Accounting
1580J Memorial Union
West Student Office Space
(515) 294-6015
tliven@iastate.edu

For all non p-card questions, please contact the COA front desk:
(515) 294-1633
Policies and Regulations

The following policies are subject to change and are not meant to be an all-inclusive list. All other Campus Organizations Accounting policies are in effect as well.

1. You may not share your purchasing card (p-card). Only you, the cardholder, may possess and use the p-card. This is part of an agreement with U.S. Bank. It will be considered a violation of policy if the p-card is shared. If a violation occurs, the p-card may be terminated and the student organization may not have an opportunity to obtain another p-card for that academic year.

   Every organization can have two p-cards. If more than two p-cards are needed, please contact the student p-card administrator, tliven@iastate.edu. Cardholders must be listed in the Student Organizations database as an officer. Please work with Student Activities, located in the East Student Office Space Memorial Union, if a change is needed.

2. If your organization is having shirts, banners, mugs, pens, etc. made, a picture of the design, graphic, artwork, print, engraving, etc. needs to be electronically attached to the transaction along with an itemized receipt. If the vendor you are working with is licensed, you will also need to attach an approval email from the Trademark Department (see example below).

   If ISU owned trademarks, e.g. ISU, Cyclones, Cy, Campanile, etc. are being used, you must use a licensed vendor. Do not ask the vendor you are working with if they are licensed or not; check the trademark database (link below). Read “Trademark Database Information” for more detailed instructions.

   http://itsfmp003.its.iastate.edu/fmi/webd#ISU_Web_Licensees

Summary (what needs to be attached to your transaction)

- Picture of design, graphic, artwork, print, engraving, etc.
- Entire approval email from the Trademark Department including dates/times (if using trademarks)
- Itemized receipt
If a violation occurs, the ISU Trademark Department may impose damages and fine your organization. Also, the transaction will considered “unallowable” and may be moved to the cardholder’s ubill.

If you have questions about your design, graphic, artwork, print, engraving, etc., please contact the Trademark Department. [http://www.trademark.iastate.edu](http://www.trademark.iastate.edu)

3. The p-card is meant to purchase items from vendors for the purpose of benefiting your student organization. Personal purchases are prohibited. All personal purchases will be moved to the cardholder’s ubill. Purchases must be made with the implied consent of both the treasurer and the advisor of the student organization.

4. Iowa State University is a sales tax exempt entity. It is the responsibility of the cardholder to ensure State of Iowa sales tax is not charged on purchases. If members of the student organization are traveling out of state, sales tax exempt information can be
found on the COA homepage under the COA P-card link. 
http://www.purchasing.iastate.edu/salestax.html

When you receive your p-card, you will be provided with a sleeve in which to store your p-card. Iowa State University’s Federal Excise Tax number and Sales Tax number will be listed on one side of the sleeve.

5. Purchases that are prohibited:
   - Alcohol
   - Controlled substances, pharmaceuticals
   - Drug paraphernalia
   - Guns and ammunition

Most other purchases are acceptable. Some examples are:
   - Airline tickets
   - Rental cars
   - Hotel rooms
   - Services
   - Food, supplies, etc.

6. Gifts, gift cards, and prizes:
   - If the dollar amount of a gift, gift card, or prize is under $100.00, you must provide the following information along with the itemized receipt:
     - Full name (first and last) of recipient
     - Item that was received
     - Dollar amount of item received
     - Reason recipient received item
     - Use Prize/Gift form located on the COA homepage under Forms or COA p-card

   - If the dollar amount of a gift, gift card, or prize is $100.00 or greater, it becomes taxable income. A W-9 form must be completed by the gift, gift card, or prize recipient. The completed W-9 form must be taken to the COA office (please attach a note with student p-card administrators name on it); do not scan and attach W-9 forms to transactions.

   You must also provide the following information along with the itemized receipt:
     - Full name (first and last) of recipient
     - Item that was received
     - Dollar amount of item received
     - Reason recipient received item
     - Use Prize/Gift form located on the COA homepage under Forms or COA p-card
• W-9 forms can be downloaded from the COA homepage.  
http://www.controller.iastate.edu/campusorg/forms.htm

• If a W-9 form is needed, please make sure the recipient completes, and returns, the form **before** the prize is awarded.

• Gift cards **cannot** be used to reimburse individuals.

• Gift cards must be given away as gifts. They are not to be used by the student organization to purchase merchandise. The only exception is Sam’s Club.
  • Sam’s Club will not accept Visa in their stores (although Visa is accepted on their website for online orders). Therefore, you may buy a Wal-Mart gift card to use at Sam’s Club with the following rules:
    - The Wal-Mart gift card amount and the goods/items purchased at Sam’s Club have to be within $10. For example, if you purchase a $50 Wal-Mart gift card, the total purchase amount at Sam’s Club needs to be at least $40.
    - The original Wal-Mart gift card receipt and the Sam’s Club itemized receipt need to be scanned and attached to the gift card transaction.
    - Campus Organizations Accounting has a membership set up for student organizations to use. Please stop by the office for further details.

7. Limit increases/splitting transactions:
• Every p-card has a transaction limit and a monthly limit. Limits are determined by your organization. The maximum allowed limits are $1,000/transaction and $5,000/month. If your organization needs higher limits, on a permanent basis, a memo/email from the organization advisor needs be sent to the student p-card administrator, tlinen@iastate.edu, specifying what limits are needed and why.

• Do not split transactions! For example, if you are purchasing $1,200 worth of merchandise and your transaction limit is $1,000, do not split the transaction into two or more payments. **If you are making a large dollar purchase and your p-card needs a higher limit temporarily, please contact the student p-card administrator by email, tlinen@iastate.edu.** Include in your request, the amount(s) needed and the duration needed, e.g. two days, one week, etc. Please carbon copy your advisor and treasurer (if not the cardholder).

• Please plan ahead, allow two to three days for your limit(s) to be increased.

• If possible, combine multiple transactions into one transaction, e.g., hotel rooms, registrations, dues, etc.
8. Original, itemized receipts must be provided to the treasurer immediately after a purchase is made. It is the cardholder’s responsibility to obtain itemized receipts. Itemized receipts must show all items purchased and the associated dollar amount of each item. If the vendor cannot provide you with an itemized receipt, ask the manager to please write down the following information on a separate sheet of paper (letterhead of vendor preferred):

- date of purchase
- all items purchased, the associated cost of each item, and the total purchase price
- vendors phone number
- managers title
- managers printed name (first and last)
- managers signature

It is very likely the manager will be contact to verify the purchase.

The handwritten itemized receipt must be attached to the individual transaction along with the credit card receipt that was originally provided by the vendor.

Please see the “Receipt Examples” section.

9. The cardholder must contact U.S. Bank and Campus Organizations Accounting immediately when:

- The p-card is stolen.
- The p-card is lost.
- There is suspected fraudulent use.

Please enter the phone numbers into your cell phone so you will have them if needed.

10. If your organization has a change in officers (cardholder, treasurer, advisor), please contact the student p-card administrator, tliven@iastate.edu immediately. New officers may need to complete training. All p-card activity needs to cease until training has been completed.

11. When closing your account, please take your p-card to the COA office. The student p-card administrator will shred your p-card, close your account with U.S. Bank, and close your file in the COA office. It is imperative your account is closed properly.
Overview/Reconciliation Process

An overview of the online reconciliation process is as follows:

1. U.S. Bank sends batched transaction data to ISU twice per week: Tuesdays and Thursdays. Once the information posts to the ISU Access Plus system, automated emails are sent to the student organizations’ treasurers.
2. The treasurer electronically attaches an itemized receipt to the transaction. Every transaction needs a receipt. Do not attach multiple, non-related, receipts to one transaction.
3. The treasurer then validates the transaction (and takes the original itemized receipt to the advisor if the transaction amount is over $200). All W-9s, that are needed, are taken to the COA office.
4. The student p-card administrator reallocates the transaction.
5. The advisor approves or rejects the transaction. Advisors are required to keep all original receipts with values over $200 for 1 year. Retention starts the day the transaction occurred.

Steps 2-5 are done in Access Plus.

Timeline for each step in the process:

2 & 3. Validator: 10 days maximum
4. Reallocator: 10 days maximum
5. Approver: 10 days maximum

The day the treasurer receives the automated email is considered the “post-date” for the transaction. From that date, the transaction must be closed within 30 days.

Note: After 10 days from the transaction post date, if the cardholder or treasurer has not performed his/her duties, any open transaction may be moved to the cardholder’s ubill.

Cardholder Responsibilities

The cardholder’s responsibilities/duties are as follows:

1. Make a purchase for the student organization following the policies and regulations.
2. Give the original itemized receipt from the purchase to the student organization treasurer as soon as possible.

Note: After 10 days from the transaction post date, if the cardholder or treasurer has not performed his/her duties, any open transaction may be moved to the cardholder’s ubill (see Overview/Reconciliation Process).
Treasurer Responsibilities

The following responsibilities/duties are to be carried out within **10 days** of the transaction posting:

1. Attach an itemized receipt to each individual transaction in Access Plus.
2. Attach a list of prize recipients to an individual transaction if required.
3. Take completed W-9 form to the COA office if required.
4. Determine if the transaction receipt needs to be taken to the organization advisor.
5. Validate each individual transaction in Access Plus.

**Note:** After **10 days** from the transaction post date, if the cardholder or treasurer has not performed his/her duties, any open transaction may be moved to the cardholder’s ubill (see Overview/Reconciliation Process).

Attachment process:

The programming system will send the treasurer an automated email when a transaction has posted to the University credit card account from a cardholder in your student organization. The treasurer logs in to Access Plus and clicks the **uBusiness** tab. After clicking **CO-USER** on the left of the screen, click **Inbox** located at the top of the screen. The treasurer will then see the transactions that are waiting to be processed. Click on an individual transaction. With the receipt from the cardholder in hand, check to make sure the information correctly matches what is on the screen. **Before** validating the transaction, click **Attachments**, located at the middle left of the page. Next, click **Import Attachment**. A pop-up window will appear; make sure to change the Form Type to **Itemized Receipt**. The original itemized receipt must be scanned and saved as a file in order to be imported. Accepted file types are: Excel, .pdf, .jpg, .gif, and .tiff files. Enter the file location and click **Import**. The system will automatically name the file. After importing the appropriate file, click **Close**.

Please see the following screenshots on the next page.
Treasurer: The Validator
1. Log into Access Plus
2. Business tab
3. CO-USER
4. INBOX
5. Click on individual transaction to attach receipt
6. Click Attachments
7. Click Import Attachment
1. Change Form Type to Itemized Receipt
2. Enter file location for scanned receipt
3. Click Import
4. Click Close

Example of Completed Attachment Process

P-CARD CDA

<table>
<thead>
<tr>
<th>Dept</th>
<th>Name</th>
<th>Univ ID</th>
<th>Card Num</th>
<th>Tran Num</th>
</tr>
</thead>
<tbody>
<tr>
<td>C D R G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tran Num: 08237291200000
Tran Date: 2011-07-19
Vendor: MOUSER ELECTRONICS DIS
Status: C
Post Date: 2011-07-19
Tran Amt: 65.01

Cardholder: 
Dept: 
Goods/Services Purchased: 

Import Attachment
Validation process:

Click Inbox located at the top of the screen. Click a transaction with an electronically attached receipt. Enter a general description of what was purchased and click Validate at the bottom of the screen. Once the transaction has been validated, the treasurer will take the itemized receipt to the advisor if the transaction amount is over $200. If the transaction is $200 or less, the treasurer may elect to keep the receipt or dispose of the receipt. Note: Receipts may be needed to return merchandise at a later time.

Treasurer: The Validator

12. INBOX
13. Click on transaction (with electronically attached receipt) to validate
14. Short description of item(s) purchased
15. Click Validate
16. If transaction is more than $200, take original receipt to Advisor
Reallocator (P-card Administrator)

Each day, the p-card administrator will check to see if there are transactions that require processing. The p-card administrator will check for any unallowable purchases and assign class codes to each transaction. The transactions will then be reallocated.

Approver (Advisor)

When a transaction is ready for final approval, the advisor will receive an automated email from the programming system. This is the final step before the transaction posts to the account and appears on the project statement. The advisor will log in to Access Plus and click the uBusiness tab. After clicking e-Forms Approval on the left of the screen, make sure to set E-Form Type to PCARD. With that done, click For Approval at the top left of the screen. The advisor will then be able to see the transactions that are waiting to be processed. Click on an individual transaction. To see attached receipt, click Additional Info, then click Attachments located at the middle left of the page. To view the receipt, click on the file located under PURCH Transaction Number. When ready to approve or reject the transaction, return to the For Approval and click on an individual transaction. After reviewing the transaction, click either Approve or Reject at the bottom of the screen. If rejecting a transaction, please leave a comment. Note: Advisors are required to keep all original receipts with values over $200 for 1 year. Retention starts the day the transaction occurred.

Advisors: The Approver

1. Log in to A+
2. uBusiness tab
3. e-Forms Approval
4. Set E-Form Type to PCARD
5. Click For Approval
6. Click on individual transaction
7. Click Additional Info
Advisor: The Approver

8. Click Attachments
9. Click attached file
10. Return to e-Forms
11. Click For Approval
12. Click on individual transaction
13. Approve or Reject transaction
Beginning-To-End Transaction Process

- Cardholder makes a purchase and immediately gives itemized receipt to Treasurer.
- US Bank sends batched transaction data to ISU twice per week: Tuesdays and Thursdays. Once the information posts to the ISU Access Plus system, automated emails are sent to the student organizations’ treasurers.
- Treasurer has 10 days from the date the transaction posts to electronically attach an itemized receipt and validate the transaction. If the transaction is over $200 the original itemized receipt is taken to Advisor.
- Upon the reallocation of the transaction by the p-card administrator, Advisor receives an automated email notification. Advisor must approve, or reject, the purchase within 10 days of receiving email notification. If the transaction is over $200, Advisor keeps the receipt for 1 year. Note: Receipt retention is for State of Iowa audits.
- Money is then transferred from student organizations’ accounts to the ISU account. Once per month US Bank withdraws money from the ISU account.
- Note: After 10 days from the transaction post date, if the cardholder or treasurer has not performed his/her duties, any open transaction may be moved to the cardholder’s ubill (see Overview/Reconciliation Process).

Data process

Money process
Trademark Database Information

A link to trademark information is available on the Campus Organizations Accounting (COA) homepage. http://www.controller.iastate.edu/campusorg/homepage.html

Follow the steps below to access the trademark database.

1. Go to the COA homepage
2. Click Trademark Info
3. Click Trademark Database
4. Click ISU Web Licensees
5. Sign in under the Guest Account, no account name or password is needed

Database Searches

Search by vendor:
1. Click Search
2. Enter Business Name
3. Click Perform Find
4. Check the results

Note: The business name must match what is in the database. Therefore, you may have to try variations of the company name.

If the vendor you are searching is not licensed, a pop-up box occurs (see example below).
Search by product:
1. Click Search
2. Enter Product Description
3. Click Perform Find & Sort
4. A list of ISU Trademark Licensed Vendors will open
5. Click Return to Main Screen to perform another search

Note: The product description must match what is in the database. Therefore, you may have to try variations of the product description.
What is an Itemized Receipt

An itemized receipt will list every item purchased along with its corresponding price.

A good way to think of an itemized receipt is this…. Anyone should be able to take your itemized receipt back to the vendor and purchase exactly everything that you originally purchased.

Online Purchasing Procedure

You may elect to purchase items online. Online purchases are very similar to point of sale transactions. However, there are a few differences to be aware of.

1. Billing address and billing phone number: Please use the address and phone number below:

   (your name or your organization name)
   Campus Org Accounting
   1580J Memorial Union
   Ames, IA 50011

   Phone number: (515) 294-6015

2. Shipping address: Please ship your merchandise to a location different than the billing address.

3. Itemized Receipts: Itemized receipts will need to be attached to each individual transaction. In many cases, vendors will send confirmation emails. A confirmation email is acceptable as long as it contains the following information:

   a. Company Name
   b. Itemized purchase description
   c. Cost per item and total cost of the order

A screenshot of a confirmed order will also work as long it contains the information above.

Packing slips/invoices are usually unacceptable; most of the time they lack the necessary information.

How to Return Merchandise

If you need to return merchandise, please follow the instructions below.

1. Many times vendors will keep original receipts when you return merchandise. Therefore, copy the itemized receipt from the original purchase before returning the merchandise. This way the treasurer will have a receipt to attach to the original purchase.

2. Return the merchandise and have the vendor credit your p-card. DO NOT accept cash. Make sure to get a credit receipt so your treasurer can attach it to the credit transaction. Note: A credit transaction will post to AccessPlus as a negative number.
3. The treasurer will attach the receipts and validate the transactions following the normal procedures.

If, for some reason, there has been a failure to comply with the above instructions, email the Student P-Card Administrator for further instructions.

**Reimbursement Procedure**

If a transaction charge has been moved to your ubill, and you wish to be reimbursed, please follow the steps below.

1. Pay your ubill (you don’t need to pay it in full, just the transaction amount)
2. Have your treasurer fill out a voucher and attach the following documentation:
   a. Original charge on your ubill
   b. Proof you have paid your ubill
   c. The original itemized receipt, W-9’s, artwork, etc.

If you no longer have the itemized receipt you will need to contact the vendor and get a duplicate itemized receipt.

**FAQ**

What is an itemized receipt?
- Please refer to the online training “What is an itemized receipt” section.

I forgot to get an itemized receipt, what do I do?
- If you forgot to get an itemized receipt, you need to return to the vendor and get a duplicate itemized receipt. Most vendors are happy to help.

I lost my itemized receipt, now what?
- If you lost an itemized receipt, you need to return to the vendor and get a duplicate itemized receipt. Most vendors are happy to help.

What do I do if the Vendor can’t print an itemized receipt?
- There may be times when the vendor you are working with cannot provide you with an itemized receipt. If this happens, ask the manager to please write down all the items purchased, the associated cost of each item, and the total purchase price on a separate piece of paper. The manager will need to print his/her name, sign, and date the handwritten “itemized receipt”. The handwritten itemized receipt will need to be attached to the individual transaction along with the credit card receipt that was originally provided by the vendor.

I forgot to have the vendor remove the sales tax. Can it still be removed?
- In most cases, you can receive a credit for the sales tax. Have the vendor credit your p-card. If the vendor will only give you cash, you must fill out a deposit slip and deposit the money into your organizations account.

I’m only getting an item engraved; do I need to work with a licensed vendor?
• You need to work with a licensed vendor only if the engraving has Iowa State University owned trademarks.

My receipt total is under $200. What do I do with the receipt?
• If the total receipt amount is $200 or under, you may elect to keep or dispose of the receipt.

My receipt total is over $200. What do I do with the receipt?
• If the total receipt amount is over $200, you must take the original itemized receipt to your advisor.

Can I make a purchase online?
• Please refer to the online training “Online Purchase Procedure” section.

Can I tip a delivery driver or a waiter/waitress at a restaurant?
• Yes, you may. Write down the tip amount on the itemized receipt before scanning and attaching it to the transaction.

Can I scan all of my receipts into one file and then attach that one file to every transaction?
• No, you may not.

When looking at a transaction status, it reads “validated”. What does that mean?
• Validated means the treasurer has done his/her part of the process.

When looking at a transaction status, it reads “reallocated”. What does that mean?
• Reallocated means the COA student P-Card Administrator has done his/her part of the process.

When looking at a transaction status, it reads “approved”. What does that mean?
• Approved means your advisor has done his/her part of the process and the transaction will be closed soon.

Does the receipt amount have to match the transaction amount?
• Yes, if the amounts do not match, please send the COA student P-Card Administrator an email explaining the discrepancy.

Can I pay multiple invoices with one transaction if the invoices are from the same vendor?
• Yes, you may. In fact, it is encouraged.

How do I know if a refund (credit) has been placed on my p-card?
• A refund (credit) will post as a negative number.

My p-card has stopped working, why?
• Possible reasons:
  • You have exceeded your monthly limit
  • You have exceeded your transaction limit
  • Your p-card has a hold on it because of possible fraudulent activity
  • Your p-card has been canceled

Can I increase my credit limit?
• Yes. Refer to the online training.
  • Blackboard: Campus Org. Accounting Student P-Card Training
What happens if a restricted or unallowable item has been purchased with the P-card?
- The charge will be moved to the cardholder’s bill.

Can anyone from my organization obtain a p-card?
- No. Only registered students who hold an office position in the organization may have a p-card.

Can a cardholder use their p-card to pay for hotel rooms even if he/she won’t be present at the hotel?
- Yes, this is allowed at most hotels. Contact the hotel and ask what their procedures are.
EMV Chip Card

All purchasing cards will now be issued with an embedded EMV chip. EMV chips are being used by the credit card industry to enhance fraud protection. Using your EMV chip card is very similar to how you currently use your non-EMV chip card (see instructions below).

Here's a quick look at some FAQs and how to use your new card:

WHAT MAKES AN EMV CHIP CARD DIFFERENT?
Chip technology adds a layer of data security that combats counterfeit fraud and protects your card information when used with chip-enabled card readers.

HOW DOES IT WORK?
Your card includes an embedded microprocessor (the EMV chip) that stores encoded account data. To ensure compatibility with all card terminals, it also features a magnetic stripe on the back.

- EMV Chip Validation: At EMV chip-enabled merchants, you will insert your card into the terminal and provide a signature to complete the transaction. On rare occasions, you may be prompted to provide your Personal Identification Number (PIN) instead of your signature.
- Magnetic Stripe Validation: If a merchant doesn’t have chip-enabled point-of-sale devices, you can swipe your card to make your purchase.

For more detailed information please visit the U.S. Bank EMV website.
www.usbpayment.com/emv
PIN Information

All purchasing cards will now have a PIN number assigned. PIN numbers will be sent separately from the purchasing card (usually three days later). When your PIN number arrives, someone from the COA office will contact you. Your PIN number will be placed in your purchasing card folder until you come pick it up.

In most situations a PIN number will not be required. However, you may need your PIN number if you are using your purchasing card at an unattended point of sale system or traveling abroad.

PIN numbers will not give you access to cash withdrawals.

For more detailed information, please see the U.S. Bank EMV website.

[www.usbpayment.com/emv](http://www.usbpayment.com/emv)