Iowa State University
Campus Organizations Accounting Office
1580J Memorial Union
(515) 294-1633
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Student Organization
Purchasing Card Program

Tim Livengood, Student P-Card Administrator
Campus Organizations Accounting (COA) Office
FY 2020
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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. 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
(515) 294-6015
tliven@iastate.edu

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

P-Card Activation

To activate your card:

Call US Bank at 1-800-344-5696
You may need this information:
Last 4 of SSN: 0000 – **ALL ZEROS**!

Business phone: (515) 294-6015
Billing Address: Campus Org Accounting
1580J Memorial Union
Ames, IA 50014

**NOTE:** During the activation of your purchasing card, you will be prompted to select a 4-digit Personal Identification Number (PIN)
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. You will also need to attach an approval email from the Trademark Department (see example below) if trademarks are being used. If attaching a trademark approval email, be sure to include the entire email (including the date received information).

   If ISU owned trademarks, e.g. ISU, Cyclones, Cy, Campanile, etc. are being used, please refer to the following website. https://www.trademark.iastate.edu/info/orgs Also see: https://www.trademark.iastate.edu/marks for more information about ISU owned trademarks.

Summary (what needs to be attached to your transaction)

Always needed...

- Itemized receipt – total number of items on receipt must match the total number of items on the trademark approval email (if used).
- Picture of design, graphic, artwork, print, engraving, etc. (a link to the artwork will not be accepted)

May be needed...

- Entire approval email from the Trademark Department including date received (if using trademarks)

NOTE: The number of items listed in the Trademark approval email needs to match the itemized receipt e.g., if the itemized receipt lists 5 shirts, the trademark approval email needs to list 5 shirts. If an additional order is made (including a reorder) or a change to the number of items is made, a new form will need to be submitted to Trademark. Every order (and even every exact re-order) needs to have a new form submitted.
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.

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

3. All student organization purchases must be made with a student organization p-card whenever possible.

4. 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.
5. 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: [https://www.procurement.iastate.edu/additional-resources/salestax](https://www.procurement.iastate.edu/additional-resources/salestax)

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

6. Purchases that are prohibited:
   - Drones (UAS), parts to build drones (UAS)
     - Note: exceptions may be possible, contact Jamie Barker
   - Alcohol
   - Controlled substances, pharmaceuticals
   - Drug paraphernalia
   - Guns and ammunition
   - Domain names (for self-hosted websites, contact the Student Activities Center for more information)

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

7. Gifts, gift cards, and prizes:
   - 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.
   - Gift cards cannot be used to pay for services.
   - Gift cards and prizes must be given away within 10 days from purchase. They cannot be kept for future events.
   - Gift cards for specific retailers, such as Wal-Mart, Target, gas stations, restaurant etc. are acceptable, but Visa/Mastercard gift cards should be avoided. These “cash-equivalency” types of cards usually come with an activation charge, or can lose value if not used within a time frame,
   - 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
- Exact dollar amount of item received, do not round dollar amounts
- 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
- Exact dollar amount of item received, do not round dollar amounts
- 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.

8. Limit increases/splitting transactions:
- Every p-card has an individual transaction limit and a monthly limit. The monthly limit cycle goes from the 12th of the month to the 11th of the following month. All purchases made within that timeframe count toward that months limit. Limits are determined by your organization. The maximum allowed limits are $1,000/transaction (per card swipe) and $5,000/month. If your organization needs limits higher than $1,000/transaction and $5,000/month on a permanent basis, a memo/email from the organization advisor needs be sent to the student p-card administrator, tliven@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 tliven@iastate.edu. Please include the following details in your request in the format listed below so your request can be processed as quickly as possible:
  - Name of the cardholder:
  - Organization name:
  - Program Worktag: PG-
  - Last four digits on p-card:
  - Transaction limit requested:
  - Monthly limit requested:
• Duration of needed limits
• Items being purchased and/or purpose for requested increases:

Please carbon copy the advisor, treasurer, and cardholder of your organization on the request.

• Plan ahead, allow two to three days for your limit(s) to be increased. If you need to find your Program Worktag, please ask your treasurer, or look in the accounting information section for your club in the Student Organizations Database.

• If possible, combine multiple transactions into one transaction, e.g., hotel rooms, registrations, dues, etc.

9. Original, itemized receipts must be obtained when 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 contacted 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.

Note: invoices, packing slips, and emails may be used in place of an itemized receipt if the needed information is listed on the documentation (items purchased, dollar amounts, etc.).

Please see the “Receipt Examples” section.

10. 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.

11. 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.
12. When closing your account, please first call US Bank at the number on the back of your card, and tell them that the card should be cancelled. Then take your p-card to the COA office. The student p-card administrator will shred your p-card, confirm your account is closed 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 will send transaction data to ISU daily. Once the information posts to Workday, an automated email will be sent to the cardholder.
2. The cardholder will process the transaction following the Procurement Card Verification for Campus Organizations training instructions. The training can be found at Learn@ISU, link below. https://training.ehs.iastate.edu/iowaSU/site/
   - See job aid “Accessing Training through Learn@ISU”, page 18 of this manual
   - All W-9s, as needed, are taken to the COA office.
3. Once the cardholder has completed their part in the process the treasurer will receive an automated email. The treasurer will then process the transaction following the Procurement Card Verification for Campus Organizations training instructions. The training can be found at Learn@ISU, link below.
   - https://training.ehs.iastate.edu/iowaSU/site/
   - See job aid “Accessing Training through Learn@ISU”, page 18 of this manual
   - All W-9s, as needed, are taken to the COA office.
4. Once the treasurer has completed their part in the process the student org. advisor will receive an automated email. The advisor will then process the transaction following the Procurement Card Verification for Campus Organizations training instructions. The training can be found at Learn@ISU, link below.
   - https://training.ehs.iastate.edu/iowaSU/site/
   - See job aid “Accessing Training through Learn@ISU”, page 18 of this manual
5. COA office staff reallocates the transaction.

Timeline for each step in the process:

2 & 3. Cardholder and treasurer: 10 days maximum
4. Advisor: 10 days maximum
5. COA office: 10 days maximum

The day the cardholder 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.

Note: After 30 days from the transaction post date, any unapproved transactions 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. Process the transaction, including (but not limited to) verifying transaction accuracy, attaching receipt/documentation, entering Spend Category, and assigning Program Worktag. See Learn@ISU training for full instructions.

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 treasurer’s responsibilities/duties are as follows:

1. Verify transaction accuracy. See Learn@ISU training for full instructions.
   - Student org. purpose.
   - Receipt/documents match transaction details.
   - Correct Program Worktag
2. Take completed W-9 form to the COA office if required.

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).

Approver Responsibilities

Verify transaction accuracy. See Learn@ISU training for full instructions.

Note: After 30 days from the transaction post date, any unapproved transactions may be moved to the cardholder’s ubill.

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:

   - If you received your p-card before 06/01/2016:
     
     Campus Org Accounting
     1580J Memorial Union
     Ames, IA 50011

     Phone number: (515) 294-6015

   - If you received your p-card after 06/01/2016:
     
     Campus Org Accounting
     1580J Memorial Union
     Ames, IA 50014

     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 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.

Amazon Sales Tax Reimbursement Information

As of 1/1/2017 Amazon is charging Sales Tax on some purchases

Please follow the instructions below to obtain a sales tax refund.

If sales tax was charged on your Amazon purchase please provide the COA manager, Jamie Rehlander-Barker (jlrb@iastate.edu), with the following information:

- Name of the p-card holder
- Email that was used to place the order with Amazon
- Invoice that shows the sales tax charged to the p-card

This is only for purchases where Amazon is the seller. If you make a purchase on Amazon through a third-party (Marketplace) seller, the tax reimbursement is at the seller’s discretion.
Sales Tax Exempt Information

Iowa State University (ISU), as a state educational institution, is exempt from paying state sales tax or local option sales tax on goods or services purchased in the state of Iowa. Payment of state excise tax and hotel/motel taxes are still required. In most cases, the tax exempt number listed on the card sleeve you received will be used by vendors.

If a vendor within the state of Iowa is asking for more information, you may need to contact the COA office for help with an Iowa Sales Tax Exempt Certificate. Please send invoices, requests from vendors, or as much information as possible to ilrb@iastate.edu. Only requests for the state of Iowa will be reviewed.

For all other states, please consult the list provided by Procurement services here: https://www.procurement.iastate.edu/additional-resources/salestax

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.
PIN Information

During the activation of your purchasing card, you will be prompted to select a 4-digit Personal Identification Number (PIN).

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)

Changing your PIN

Upon activating your p-card, you are given the option to assign a PIN of your choice. Should you wish to, you may also change your PIN by following these directions. Simply call the Customer Service number on the back of your card, enter your account number, validate your identity, then:

- Select Option 2 for PIN Options
- Select Option 5 for “Change PIN” or “Request Copy of PIN”
- Select Option 1 to Change PIN
- Enter Current PIN
- Enter New PIN

Once the PIN is changed, it may take up to two card transactions for the PIN to be updated.
If you forget your PIN, contact Customer Service to request a PIN reminder.
To access Workday training for procurement card verification for Campus Organizations through Learn@ISU....

1. Navigate to learn.iastate.edu and log in with your Net-ID
   a. You may need to authenticate with Okta

2. Search using the **Keyword** field, by entering:
   a. The course title (or part of it): 'Procurement Card Verification for Campus Organizations', or
   b. The course ID: WKC-TRN-FIN-PCARDCO-ON

3. The course should appear within the **WorkCyte Finance System Training**, select **Launch**
4. Once the course is complete, it should appear in a status of **Finished – Pass** on the right-hand side of the Learn@ISU homepage under ‘My Learning Tracks’

![My Learning Tracks]

<table>
<thead>
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**Course Title**
- Procurement Card Verification for Campus Organizations

**Status**
- Finished - Pass

**Status Date**
- 06/19/2019

**FAQ**

**Is my purchasing card a credit card or debit card?**
- Your p-card is a credit card. You may not receive cash advances through the card.

**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 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.

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.

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.

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.
A transaction posted with a negative number, why?
- A negative number is a credit from the vendor. Process the transaction as you normally would (there no need for a receipt with a credit transaction).

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
    - Mandatory Reading
      - Policies and Regulations

What happens if a restricted or unallowable item has been purchased with the P-card?
- The charge will be moved to the cardholder’s ubill.

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.

The gas station doesn’t have an attendant and the pump printer is out of paper, how can I get an itemized receipt?
- If the gas station doesn’t have an attendant, the pump is out of paper, it’s in the middle of the night, etc. take a picture of the pump showing the price per gallon and total gallons and dollar amount.

Can my advisor use his/her departmental p-card to make club purchases?
- No, departmental cards cannot be used.
Can I use my p-card at Sam’s Club?

- Yes, Sam’s Club is now accepting VISA. **Note:** the COA office has a Sam’s Club membership for student organizations. Please stop by the COA office for further details, or email coa@iastate.edu.

My receipt is very long. What can I do?

- It is acceptable to cut receipts into sections if needed (or take multiple pictures). If using multiple sections/pictures, be sure there is some overlap on each section (last item or two on one section should be visible on the next section). Overlap is needed to verify a section of the receipt isn’t missing.