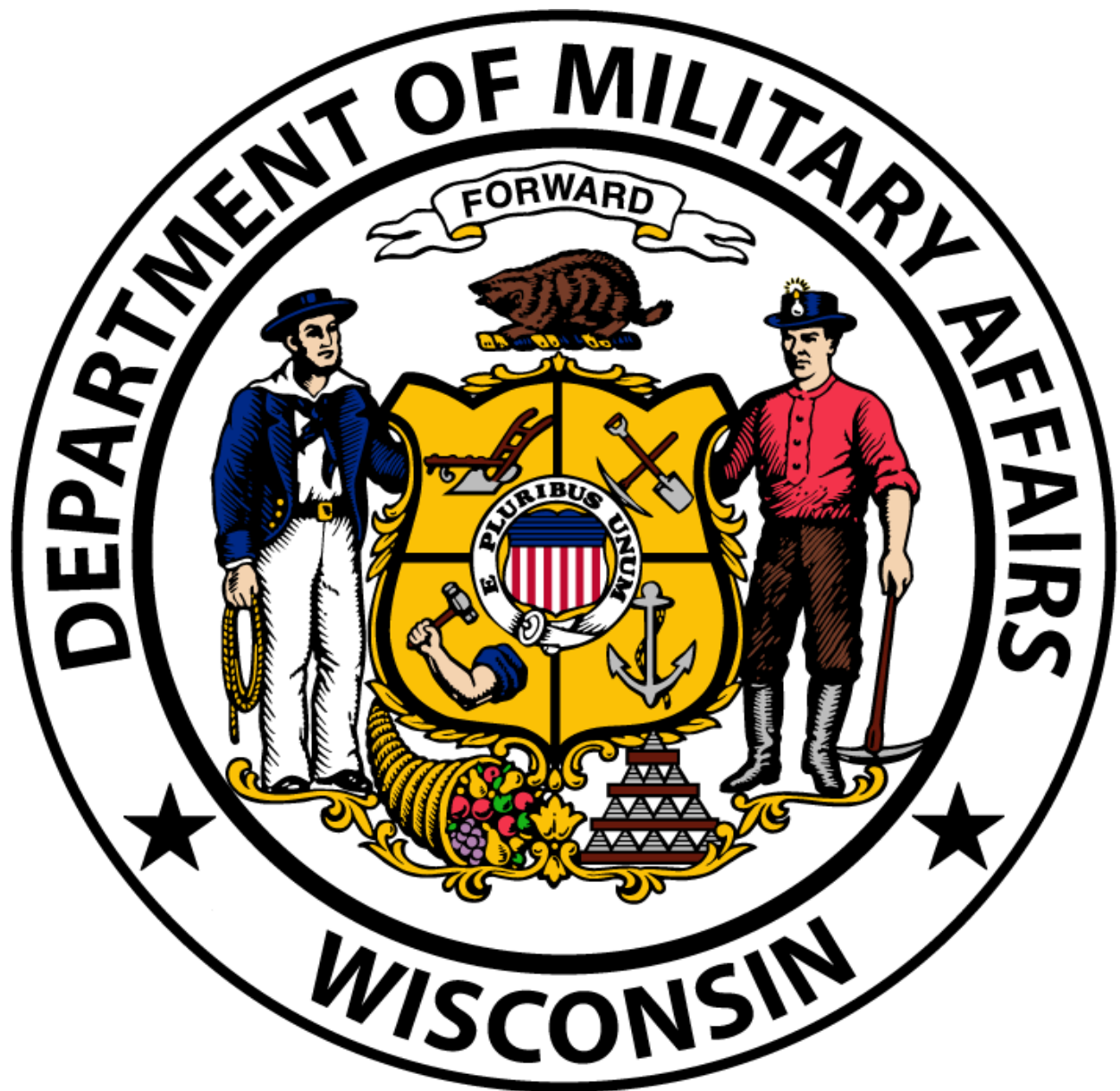




DEPARTMENT
OF MILITARY
AFFAIRS

PURCHASING CARD MANUAL

Revised: May 07, 2018

DEPARTMENT OF MILITARY AFFAIRS

PURCHASING CARD USER MANUAL

1.0	PURPOSE	1
2.0	OVERVIEW	1
3.0	PCARD DEFINED	1
3.1	What are the benefits of a Purchasing Card?	2
3.2	What can a Purchasing Card be used for?	2
3.3	Personal Liability and Your Credit Rating	2
4.0	CARDHOLDERS	2
4.1	Who are Likely Cardholders?	2
4.2	How to obtain?.....	3
5.0	RESPONSIBILITIES.....	3
5.1	Agency Purchasing Card Program Administrator Responsibilities	3
5.2	Cardholder Responsibilities	4
5.3	Approver/Supervisor Responsibilities	5
6.0	PROCUREMENT PRACTICES	6
6.1	Allowable Charges.....	7
6.2	Unallowable Charges.....	7
6.3	What If the Supplier Does Not Accept Credit Cards	8
6.4	Sales and Use Tax Exemption	8
6.5	Disputes and Billing Errors	9
6.6	Credits and Returns.....	9
6.7	Rebates and Indirect Benefits.....	10
7.0	SPECIFIC DMA PRACTICES AND PROCEDURES	10
7.1	Limitations	10
7.2	Statement Verification.....	11
7.3	Credit Card Purchasing Log Certification Guidelines.....	12
7.4	Decline of Card.....	12
7.5	Card Cancellation/Deactivation	13
7.6	Credit Card Security	13
7.7	Reporting Lost or Stolen Cards	13
7.8	Standards of Conduct and Failure to Comply with Law or Procedures....	14
7.9	Internal Controls and Audits	14
7.10	Assets.....	15
8.0	KEY CONTACTS.....	16
	APPENDIX 1: AGENCY CERTIFICATE OF EXEMPT STATUS	17
	APPENDIX 2: PURCHASING CARD APPLICATION AND AGREEMENT	18
	APPENDIX 3: PURCHASING CARD DOCUMENTATION CHECKLIST.....	20
	Guidelines for Card Use for Travel	20
	Guidelines for Card Use for Non-Travel	22
	APPENDIX 4: VISA PURCHASING CARD BILLING INQUIRY FORM	24
	APPENDIX 5: DEFINITIONS	26
	APPENDIX 7: DISPUTING TRANSACTIONS QUICK REFERENCE	29
	APPENDIX 8: SALES TAX CHARGE MEMORANDUM.....	30
	APPENDIX 9: PURCHASING CARD GOOD/NOT GOOD BUSINESS PURPOSES	31

1.0 PURPOSE

The Wisconsin Purchasing Card is a charge card designed to enable authorized State of Wisconsin (State) employees to make purchases of supplies, materials and services for State business use. The purpose of the Visa® Purchasing Card is to better manage small purchases and pay certain types of expenses in an efficient and cost-effective manner. All documents related to the Purchasing Card may be fully disclosed as a public record to the extent provided by the Open Records Law.

2.0 OVERVIEW

The Wisconsin Purchasing Card (PCard) Program is simply designed to streamline the acquisition and payment schedules of goods and services required for State business while at the same time eliminating the many administrative inefficiencies and costs of other traditional purchasing methods. This PCard Policy and Procedure Manual is designed to present the framework for implementing and managing a successful Purchasing Card Program throughout the Wisconsin Department of Military Affairs (DMA). This Manual was created as a resource which offers a fundamental and practical understanding of the policies and procedures required to sustain effective and efficient operations regarding the Agency's PCard Program.

- The official policies and procedures for the State PCard Program are published in the State Procurement Manual, Section PRO-E-23, <http://vendornet.state.wi.us/vendornet/procman/proe23.pdf>
- Wisconsin Accounting Manual, Section 5, Subsection 4, <https://doa.wi.gov/budget/SCO/Wisconsin%20Accounting%20Manual%2005%20AP%2005-04%20Purchasing%20Card.pdf>
- Wisconsin PCard Manual, <https://doa.wi.gov/DEO/PCMANUAL.pdf>

3.0 PCARD DEFINED

The standard PCard is the "U.S. Bank Purchase Card". The PCard has a functional purpose that allows DMA to take advantage of the existing Visa® credit card infrastructure to make business-to-business electronic payments for a variety of allowable business expenses (goods and services). The PCard is used in making low-dollar purchases for official agency business needs. The program is coordinated by the State Budget and Finance Office (DMA-SBF).

In brief, a Purchasing Card is:

- Delegated authority granted by The Adjutant General to individual state employees or federal supervisors who oversee state activities
- Authorized for official state use only
- Authorized for purchases under \$5,000 (individual cardholder credit limits will be established by DMA-SBF). Single purchase limits are set by DMA-SBF. Limits may be increased/decreased upon request as the need arises
- Authorized for use within certain categories of merchants and commodities

A Purchasing Card is **NOT**:

- A means to bypass or avoid State procurement or payment policies and procedures
- A card to access cash or credit
- For interagency or intra-agency transactions
- A right of employment
- For personal use
- For purchases in excess of \$4,999 with a single supplier

3.1 What are the benefits of a Purchasing Card?

The Purchasing Card enables cardholders, purchasing, and accounting staff to perform more effectively and focus on the value-added aspects of positions by:

- Reducing time needed to purchase and receive supplies
- Reducing the number of requisitions and purchase orders
- Reducing reimbursements from petty cash
- Reducing invoicing problems
- Reducing the number of checks issued

3.2 What can a Purchasing Card be used for?

The Agency can issue a Purchasing Card to an employee for either of the following purposes, or both:

- For certain costs commonly incurred while traveling on official business
- For the purchase of goods and certain services necessary to accomplish the mission of the employee's work unit

3.3 Personal Liability and Your Credit Rating

The use of the Purchasing Card results in an agency liability, NOT a personal liability for the cardholder. Your credit rating will **not** be affected. However, cardholders sign an agreement prior to receiving the PCard and as such you are responsible for any misuse of the card as outlined in this Manual. If it is determined that misuse has occurred disciplinary action may be taken.

4.0 CARDHOLDERS

Cardholders are those individuals with a personally assigned business credit card used in making low-dollar purchases for official agency business needs.

4.1 Who are Likely Cardholders?

In addition to purchasing staff, other staff will benefit from being cardholders, such as:

- Field staff, who may need emergency parts or supplies
- Staff members who routinely buy subscriptions and books
- Staff who buy supplies
- Building and grounds staff and maintenance staff
- Staff who travel regularly in the course of their duties
- Any staff with a business need for a card

4.2 How to obtain?

4.2.1 Your supervisor needs to contact the DMA-SBF Purchasing Card Administrator, Lucinda Fritchen via email at Lucinda.fritchen@wisconsin.gov. The email must contain the full cardholder name, date of birth, work location and phone number.

4.2.2 Complete PCard training.

4.2.3 Review the PCard User Manual.

4.2.4 Sign a PCard user agreement form stating an understanding of the rules set forth within the Manual.

5.0 RESPONSIBILITIES

All cardholders must have completed the PCard training. Training is held semi-annually. Annual PCard training is mandatory for PCard holders and strongly encouraged for supervisors of PCard holders. All PCard rules must be followed even if the cardholder has not yet attended training.

5.1 Agency Purchasing Card Program Administrator Responsibilities

5.1.1 The agency Purchasing Card Program Administrator is the liaison between the agency and the State Bureau of Procurement's Enterprise Cards Program Manager. Responsibilities include, but are not limited to:

- Processing purchasing card applications
- Providing assistance with suppliers (merchants)
- Responding to inquiries regarding internal policies and procedures
- Billing information
- Missing statements
- Damaged, lost or stolen cards

5.1.2 Agency PCard Administration

5.1.2.a Complete the setup forms provided by the PCard supplier, currently US Bank.

5.1.2.b Select the appropriate merchant category code default template for the agency.

5.1.3 Cardholder Setup Process

5.1.3.a Obtain required information from supervisor's request for card issuance.

5.1.3.b Complete the cardholder account setup via the online system provided by the PCard supplier to obtain online statements.

5.1.3.c Coordinate the accounting information for the cardholder with agency accounting.

5.1.3.d Issue completed Cardholder Application/Agreement to cardholder.

5.1.3.e Ensure signed Cardholder Agreement is received and filed with PCard SBF files.

5.1.4 Provide training to cardholders and supervisors.

5.1.5 If the agency Purchasing Card Program Administrator or the cardholder's supervisor determines that personal or other unauthorized charges have occurred, appropriate disciplinary steps, up to and including dismissal of the cardholder, will be taken to remedy the misuse/abuse of the card.

5.1.6 If new cardholder is a federal employee, add employee into PeopleSoft prior to issuing card.

5.2 Cardholder Responsibilities

5.2.1 Before a state employee can use a Purchasing Card, he/she will be sent the PCard Application and Use Agreement and must sign a statement acknowledging his/her understanding of the restrictions on the use of the card and the possible actions if he/she violates the conditions of statewide and agency policies on use of the Card (Purchasing Card Application and Use Agreement, DMA Form 76 (Appendix 2)). The Use Agreement, signed by cardholder and cardholder supervisor, must be returned via email or mail to Lucinda Fritchen. Upon receipt of completed Use Agreement, the PCard will be mailed to the cardholder.

5.2.2 Receive training as established by agency policies and procedures and documented by the agency Purchasing Card Program Administrator.

5.2.3 All purchases must follow all purchasing and PCard policies/procedures/rules.

5.2.3.a The card will be used only by the person whose name appears on the card.

5.2.3.b All purchases must be used for DMA business purpose only.

5.2.3.c Any misuse or personal use of the Card, or other failure to comply with the Purchasing Card procedures, may result in revocation of the card, discipline, legal action, and/or restitution, including any sales taxes paid or due.

5.2.4 Provide all supporting documentation in DMA Form 74 (PCard Envelope).

5.2.4.a The cardholder will maintain a record of purchases and retain all original invoices, receipts, and credits, plus any supporting documents such as purchase orders or direct charges.

5.2.4.b A valid receipt must provide details on what was purchased, how many, what price and itemized shipping costs. Submissions containing dollar amounts only are not allowed.

5.2.4.c If any receipts have been lost, an attempt should be made to obtain a duplicate receipt from the supplier. A memo should be included in the PCard Envelope if a duplicate receipt cannot be obtained, and the steps the cardholder completed to obtain a

duplicate receipt. See Appendix 6 for an example of a Missing Purchasing Card Invoice/Receipt Form.

5.2.4.d Upon receipt of the statement from the Card company, the cardholder will verify that the statement agrees with the record of purchases. The cardholder will sign the record to attest that all purchases are for official state business and comply with appropriate rules and regulations. The cardholder will then forward the signed record with original receipts to his/her supervisor for approval.

5.2.5 All dispute/error resolution will be accomplished by cardholder by contacting the merchant/supplier immediately. Disputes/errors include:

- Unallowable or non-approved transactions
- Sales tax charges
- Duplicate charges
- Incorrect amounts charged
- Charges made prior to delivery

5.2.6 Returns to the merchant must be credited back to the card for the full amount. The cardholder is not authorized to accept cash or store credit. However, if store credit is given, the paperwork will need to be submitted to DMA-SBF.

5.2.6.a If the item cannot be returned, cardholder may be required to repay DMA. Contact DMA-SBF for further guidance.

5.2.6.b If the cardholder was directed to make the purchase by a supervisor, the supervisor may have to repay DMA-SBF.

5.2.7 Immediately contact US Bank and the DMA PCard Administrator in the case of:

- Fraudulent charges (actual or suspected)
- Lost or stolen card

5.3 Approver/Supervisor Responsibilities

5.3.1 Reviewing and approving the purchasing documentation submitted.

5.3.1.a Review each PCard transaction for the following:

- PCard Envelope (DMA Form 74)
- Bank statement
- Receipts, authorizations, and supporting documentation are all included within the PCard envelope

5.3.1.b Compliance with purchasing rules and procedures. Review for:

- Appropriateness of purchase (DMA business purposes)
- Were mandatory contracts used when they should be?
- Was a Simplified Bid or Internal Waiver done prior to purchase (when appropriate)?
- Is serial purchasing being done?

- Making a series of purchases for the same goods or service without using a contract, bid, or waiver (over \$4,999)
 - Are split transactions being done?
 - More than one transaction is made in a short time frame to avoid PCard limits
 - More than one card is used for the same purchase to avoid PCard limits

5.3.1.c If any problems are identified, work them out with the cardholder and the DMA PCard Administrator as necessary.

5.3.2 Signs and dates DMA Form 74 and forwards to DMA-SBF.

5.3.3 Supervisor must immediately contact DMA PCard Administrator in the event of:

5.3.3.a Cardholder violates PCard rules and/or procedures.

5.3.3.b If it is determined that personal or other unauthorized charges that are purposeful or undisclosed occurred on the card then the appropriate steps, up to and including dismissal, will be taken to resolve the misuse/abuse of the card.

5.3.3.c Termination of cardholder's DMA employment which includes transfer to another agency. NOTE: The card must have been turned in.

5.3.3.d Cardholder's leave of absence including medical leaves.

5.3.3.e Cardholder's name change.

5.3.3.f Adjustment of maximum spending limits.

5.3.3.g Card is lost, stolen, or has fraudulent charges.

5.3.4 A supervisor's responsibilities continue after cardholder has left their position, until the account is fully reconciled and closed.

6.0 PROCUREMENT PRACTICES

The Department has the responsibility to promote maximum competition in meeting the state's procurement needs. The competitive bidding process is the preferred method for selecting suppliers of goods and services. In low-dollar transactions (below \$5,000), the "Best Judgement (No Quotes Required)" rule applies.

While no quotes are *required* at this level, it is important that cardholders understand "Best Judgement" to mean, "making sound, reasonable, good sense, decisions." Cardholders are urged to consult with their supervisors or the State Budget and Finance Office (DMA-SBF) in situations where they are not certain as to the reasonableness of the transaction PRIOR to execution of the transaction.

The PCard may NOT be used for any of the following reasons:

- A procurement that requires more than routine terms and conditions
- A procurement that is too complex to be conveyed verbally

- A procurement that requires a purchase order
- A procurement that is “not authorized” to be made with the PCard
- A procurement in which the State’s best interest will be served by purchasing according to more competitive procedures as provided for in the Wisconsin Procurement Manual

The Purchasing Card is to be used to purchase low-dollar value items with the total amount of any purchase not to exceed the established PCard limit. Certain exceptions for the use of the Purchasing Card apply:

- All purchases with a Single Supplier exceeding \$4,999 must have three bids and be submitted via the regular purchasing process (a purchase requisition and a purchase order issued). Use of a PCard is NOT permitted unless the purchase is made on an existing mandatory state contract and cardholder has authorization to exceed limits.
- Attempts to circumvent this process by splitting purchases will NOT be permitted and will result in the suspension of the PCard.

6.1 Allowable Charges

Many business-related items may be charged with the State PCard. Some examples of allowable items/goods purchased with the PCard are books, general office supplies, postage, subscriptions, and many more that are not currently on a mandatory State Contract.

6.2 Unallowable Charges

In most circumstances, the cardholder may purchase goods for official business purposes for the State of Wisconsin. **Some common purchases that are not allowed include, but are not limited to:**

- Any non-allowable transaction to the card that could result in disciplinary action
- Alcoholic beverages of any kind
- Cash advances (ATM or Other)
- Personal type purchases of any kind, items or services (gift certificates, food, cards such as get-well, birthday, etc., flowers, etc.)
- Printing (photocopying services are considered printing)
- Any items listed on mandatory agency or state contracts without supplier approval. The item may be paid for using the PCard if the contract allows the payment of items with the PCard or prior approval from the contractor is received.
- Meals, with some exceptions, or entertainment
- Motor vehicles
- Gasoline/Fuel for vehicles. Gasoline may be purchased for use in rental cars when in travel status. This does NOT apply to Department-owned, DOA and GSA Fleet vehicles. These vehicles have assigned fuel cards that are to be used.
- Ammunition

- Locksmith services to open a state-owned or GSA vehicle when keys are locked inside.
- Audiovisual equipment
- Radioactive materials
- Leases
- Parking when not in conjunction with an overnight stay
- Items, subscriptions and services for personal, non-business use
- Commodities and services available on mandatory State Procurement Operational Bulletins (unless otherwise noted in the bulletin)
- Purchases from Sheltered Work Centers
- Recurring obligations (e.g. pest control, lawn mowing, etc.) due to the need to encumber the funds for the entire fiscal year.
- **Split purchases or any other form of incremental purchasing**
- **Insurance**

NOTE: Attempting to buy from merchants that provide these goods/services may cause your transaction to be denied.

6.3 What If the Supplier Does Not Accept Credit Cards

Not all suppliers accept Purchasing Cards; if this happens:

- Choose another supplier, or:
- Complete the transaction using traditional purchasing procedures

6.4 Sales and Use Tax Exemption

6.4.1 Wisconsin

The State is exempt from State sales and use taxes. The Wisconsin Department of Revenue has issued a tax-exempt number for all State agencies and entities. Sales Tax Exemption information can be found in Appendix 1.

The cardholder is responsible for ensuring that Wisconsin sales tax is not included in each charge. If sales tax is included, the cardholder must work with the supplier to correct the purchase amount. Any sales tax charged in error must be entered on the PCard Envelope as a separate log entry. When the sales tax charge has been reversed to the account, a negative entry should be recorded on the PCard Envelope to indicate that the sales tax charge has been refunded to the card. If the supplier is unable to credit the sales tax, the cardholder must supply written justification explaining why the charging of sales tax was approved at the time of the purchase, and the steps taken to attempt to receive a credit from the supplier. See Appendix 8: Sales Tax Charge Memorandum.

6.4.2 Out of State

Sales tax will be charged at the time of purchase when out of state. This does not apply to out of state internet purchases which are bound by Wisconsin Sales Tax Regulations.

6.4.3 Online

When purchasing something online, sales tax may be applied. The cardholder must contact the company/seller directly to remove the sales tax prior to purchasing the item.

6.5 Disputes and Billing Errors

Any billing discrepancies or disputed charges must be reported by the cardholder to the U.S. Bank immediately. These discrepancies or disputed charges must also be communicated to the cardholder supervisor/approver. The cardholder should always attempt to resolve any disputes or billing errors directly with the supplier. In most cases, the supplier will issue a credit to the Card account. Any discrepancies or disputed charges not cleared by the Bank must be reported to the Agency PCard Administrator for follow up and final resolution.

If an agreement cannot be reached with the supplier, the cardholder should complete the US Bank Disputing Transactions online account access at: <https://access.usbank.com>. See Appendix 8 (Sales Tax Charge Memorandum) for instructions. You will need to print, sign and fax the dispute form to the U.S. Bank location in Fargo at (888) 678-6046. If you have questions contact U.S. Bank Customer Service at (800) 344-5696. This Billing Inquiry Form must be received within 60 days of the date that the U.S. Bank sent the first statement. Also, a copy of the completed dispute form must be forwarded to the Agency PCard Administrator and retained in the cardholder's file. Nearly all issues can be resolved using this process. If the cardholder is unable to obtain an acceptable resolution, the cardholder or cardholder's supervisor must contact the Agency PCard Administrator for assistance. The total amount of the disputed charge will appear on the Cardholder Activity Statement for the specific billing cycle in which the purchase was posted. Once the dispute is resolved a credit will be issued by U.S. Bank and will appear on the current or a subsequent billing statement.

6.6 Credits and Returns

6.6.1 Credits

A credit should be issued for any item that the supplier has approved for return. The credit will appear on a subsequent statement. Referring to your receipt, request from the merchant that a credit be placed on your card account. If the item was shipped, refer to the shipping form you kept with your Purchase Log. Verify that the amount credited is the amount charged. In some cases, a restocking fee may be deducted from a credited amount. On the PCard Log, document that the credit was received, include a copy of the original purchase and the receipt for the credit. If a restocking fee was charged, identify that amount on the PCard Log.

6.6.2 Returns

Any item purchased with the Visa© PCard that is returned **must** be returned for credit. **Do not accept a refund in cash, check or in-store credit format – any cash or cash equivalent. Receiving cash or checks to resolve a credit is prohibited. No exchanges are allowed and the item**

must be returned for credit with the replacement item purchased separately.

Keep documentation of returns and exchanges with your Purchase Log.

6.7 Rebates and Indirect Benefits

6.7.1 Rebates

Some suppliers offer rebates for various items purchased at their store. Rebates, if offered, can save the agency money. If a rebate is offered, the cardholder must submit all rebate forms and receipts to their supervisor and document that on their PCard Log.

The supervisor will decide whether to submit the rebate. If the rebate is submitted, the supervisor will document that a rebate was submitted and when it was received. The supervisor will then issue the rebate amount to a cardholder to purchase items for official state business. The supervisor will document on a rebate log and submit quarterly to the State Budget and Finance Office.

6.7.2 Indirect Benefits or Incentives

Some suppliers offer benefits to customers such as loyalty cards, airline miles, etc. If something was paid for using a PCard and/or is for official business use, then those indirect benefits or incentives must be used for State business.

Employees are prohibited from receiving personal gain from a State PCard purchase.

7.0 SPECIFIC DMA PRACTICES AND PROCEDURES

The Purchasing Card Cardholder has certain responsibilities that they must be aware of when using the card. Additionally, supervisors of the Cardholders also have responsibilities related to assuring purchases are appropriate, business related and purchased using the appropriate purchasing method.

7.1 Limitations

7.1.1 If the transaction value is greater than the dollar limit established for your card, use traditional purchasing procedures and follow the Department's established process.

7.1.2 If the transaction value is equal to or less than your established dollar limit, using best judgment, determine an appropriate supplier for the materials desired.

- Give the supplier your Purchasing Card number and expiration date or present the card at the point of sale.
- Inform the supplier that the State is exempt from State sales taxes. Purchasing cardholders will be issued a laminated copy of the agency's Tax Exemption Certificate.

- If the material will be shipped or delivered, ask the supplier to enclose or mail a copy of the receipt/invoice with each shipment. Have the supplier mark it “paid” to avoid duplicate payments. If the material will be shipped to DMA, have the supplier include your name (first and last) and office symbol (e.g. DMA-SBF) on the shipping label. This will prevent confusion in the mail center and assure proper delivery to you.
- Ask the supplier to add the following code on the shipping label (where there would normally be a purchase order number): cardholder last four digits of PCard number followed by the letters “VISA” (e.g. 1122 VISA). This will provide a means whereby receiving personnel will be notified that the shipment is related to a Purchasing Card transaction.
- If the material is picked up, obtain the itemized receipt indicating the purchase price.

7.1.3 Transactions more than \$4,999 require a purchase order and the PCard cannot be used.

7.1.4 Office supplies must be purchased as directed by the Mandatory State Procurement Bulletin. As of this update, that authorized supplier is Staples through WisBuy only. All purchases are required to go through this contract. Exceptions must include a valid business reason as to why the state mandated supplier was not used and must have prior approval from the State Budget Director.

7.1.5 Maintain a Purchasing Card Record (DMA Form 74):

- Save the receipt/shipping invoices inside the envelope with the Purchasing Card Record for statement verification purposes.
- Log each transaction on the Purchasing Card Record.
- Supply a business purpose for purchase. (See Appendix 9 for business purpose examples.)

7.2 Statement Verification

7.2.1 A statement for each account is mailed to the cardholder every two weeks. (An electronic billing file is also sent to DMA-SBF for payment processing.) Additionally, the cardholder can login to <https://access.usbank.com> to print their billing statement.

7.2.2 It is your responsibility as the cardholder to verify the correctness of the statement against your Purchasing Card Record and receipts. If there are inaccuracies and/or erroneous charges, you must report them to US Bank Customer Service at (800) 344-5696. Please include documentation of any disputes in your PCard submission.

7.2.3 Sign the Purchasing Card Record and submit it bi-weekly with **original detailed receipts** and a copy of the statement to DMA-SBF.

7.2.4 The bi-weekly billing cycle closes every other Friday, in accordance with the attached schedule. Cardholders should receive their statements from the card supplier approximately five (5) business days after the statement closing date. Reports should be submitted to DMA-SBF no later than ten (10) business days after the close of the billing cycle. (This will coincide with the close of the next billing cycle, as illustrated).

**WISCONSIN DEPARTMENT OF MILITARY AFFAIRS
RELATIONSHIP OF BILLING AND REPORTING CYCLE**

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6 CYCLE ENDS	7
8	9	10	11	12	13	14
15	16	17	18	19	20 REPORT DUE	21

7.3 Credit Card Purchasing Log Certification Guidelines

Supervisor/approving official must adequately review the Cardholder Credit Card Purchasing Log (DMA Form 74) for each cardholder assigned to them so that they may certify in writing that each purchase listed on the statement was made in compliance with the Wisconsin State Procurement Manual, State PCard procedures and the agency procedures contained in this Manual. After such review, a Cardholder Credit Card Purchasing Log Certification at the bottom of DMA Form 74 (PCard Envelope) must be signed by the supervisor/approving official for each cardholder each billing cycle and forwarded to the Agency PCard Administrator no later than the ten (10) days after the statement date.

If a cardholder supervisor/approver cannot certify a purchase (or purchases) as compliant with the aforementioned law and procedures, the cardholder supervisor/approver must identify the non-compliant purchases on the designated place on the PCard Envelope (DMA Form 74). The certification must then be signed to certify the remainder of the purchases.

Similarly, if any charges on the Statement of Activity remain in dispute, they must be identified on the Cardholder PCard Envelope.

7.4 Decline of Card

If the Card is declined, the cardholder may contact either of the DMA PCard Administrators at (608) 242-3156 or (608) 242-3155 to determine why the Card was declined. The cardholder may contact US Bank Customer Service as well for assistance in this matter.

The most common reasons that a transaction is rejected include:

- ◆ Exceeding monthly cycle or single transaction limits
- ◆ The merchant falls under a restricted merchant category code. Certain supplier types have been restricted from use due to the types of items or services being sold.
- ◆ Invalid zip code is used

7.5 Card Cancellation/Deactivation

7.5.1 Upon receipt of request from a Directorate, the Agency PCard Administrator will cancel a PCard. If the card is available (not lost), the card must be returned to the Agency PCard Administrator who will destroy the card. The Agency PCard Administrator must deactivate the card in the U.S. Bank system as soon as practicable.

7.5.2 Cards may also be deactivated by the Agency PCard Administrator when analysis shows inactivity for six months. The exception to this rule is cards reserved for emergency procurement situations such as a natural disaster.

7.5.3 PCards will be cancelled or deactivated when:

- A cardholder transfers to a different state agency
- A cardholder's employment is terminated with the agency
- The PCard is misused
- A bi-weekly certification of activity is not received after notification of late submittal

7.6 Credit Card Security

Your Purchasing Card should be treated with the same level of care you use with your personal credit cards.

- The card shall not be loaned to another person. The only person authorized to use the Purchasing Card is the person whose name is on the front of the card or who completed the Purchasing Card Application/ Use Agreement.
- Your Purchasing Card account number shall be guarded carefully. Do not post it or write it in any location that is accessible to others.
- Prior to any transactions conducted over the Internet, make certain your web browser indicates that you are dealing with a secure site. (For example, Microsoft Internet Explorer displays a lock icon on the status bar when the site is secure.)
- **Sign your PCard.**

7.7 Reporting Lost or Stolen Cards

Unlike personal credit cards where cardholders are responsible for paying the first \$50.00 in charges if the card is stolen or misused, the Purchasing Card Program holds the Department responsible for paying **all** charges resulting from stolen or misused cards **until US Bank has been notified.**

Therefore, you must notify US Bank and your Agency Purchasing Card Administrator immediately when you discover your card is lost or stolen. Report a lost or stolen card by calling US Bank at (800) 344-5696.

7.8 Standards of Conduct and Failure to Comply with Law or Procedures
Cardholders, supervisors/approving officials, and office/division directors must ensure the PCard is used in compliance with the Wisconsin Procurement Manual, State PCard procedures, applicable procedures of the agency and Division/Office for which the cardholder is authorized to make PCard purchases.

Cardholders and those approving their purchases who knowingly, or through willful neglect, fail to comply may be subject to suspension or termination of card privileges or other disciplinary action up to and including termination of employment and criminal prosecution. All violations including type of misuse, amount of funds involved and disciplinary action enforced shall be reported to the DMA State Human Resources Office and DMA Legal Counsel.

Any of the following reasons, among others, would also subject a cardholder to disciplinary action in accordance with administrative procedures:

- The PCard is used for personal or unauthorized purposes.
- The PCard is used to purchase alcoholic beverages or any substance, material or service which violates applicable policy, law or regulation.
- The cardholder does not adhere to PCard procedures.
- The cardholder allows the card to be used by another individual.
- The cardholder divides a purchase to circumvent the competitive process required by the Wisconsin State Procurement Manual or the dollar limit of his/her card.
- The cardholder uses another's PCard or allows his/her PCard to be used to divide a procurement to reduce its value and circumvent the dollar limitations of his/her card or the competitive processes required by the Wisconsin State Procurement Manual.
- The cardholder fails to provide information about any purchase when requested by the Division/Office Director or Agency PCard Administrator.
- The cardholder or Approving Official fail to provide information regarding any purchase.
- The cardholder fails to maintain the card or account information in a secure manner

7.9 Internal Controls and Audits

The Agency PCard Administrator must ensure that at least one of the persons reviewing and approving a cardholder's purchases is not the cardholder. This separation of duties will aid in ensuring the independence of the supervisor/approving official. This also increases the opportunity to detect and prevent misuse or fraudulent use of the PCard.

Each PCard review process requires two separate individuals to ensure separation of duties. No cardholder can provide the supervisor signature approval on the Cardholder Activity Statement. Supervisors/approving officials also cannot delegate their review and approval responsibilities to the cardholder.

All PCards and card activity are subject to audit by State Budget and Finance, State Bureau of Procurement, State Controller's Office and the Legislative Audit Bureau.

Audits may address:

- Adequacy of internal procedures
- Appropriateness of cardholder spending limits
- Adequacy of review, reconciliation and payment procedures
- Adequacy of documentation for transactions
- Reasonableness of purchase volume
- Eligibility of suppliers purchased from
- Compliance with the Wisconsin State Procurement Manual, Wisconsin State Accounting Manual and Agency procedures

Documents that support PCard purchases are kept in the State Budget and Finance Office for future audit purposes and records retention purposes.

7.10 Assets

7.10.1 Purchases that are made on PCards are identified as a DMA asset if it meets any of the criteria listed below.

7.10.1.a Capitalized assets – an item that was purchased for greater than \$4,999 per unit cost.

7.10.1.b All equipment items that were purchased for greater than \$1,000 per unit cost.

7.10.1.c Items identified in the DMA Asset Management Policy regardless of cost including but not limited to:

- Weapons
- Trailers
- Non-fleet vehicles – vehicles purchased by programs or donated to programs

7.10.2 If your purchase is considered an asset, the following information is needed to be entered on the DMA Form 74 or included as a separate memo in the PCard envelope.

7.10.2.a Item purchased

7.10.2.b Serial number

7.10.2.c Custodian – person who has possession of the item

7.10.2.d Location – the location where the item is being stored

Example: Trailer; Serial number: 12345; Custodian: Joe Smith; Location: State EOC - JFHQ, Madison

8.0 KEY CONTACTS

The following resource persons are available to provide assistance, answer questions or help solve any problems that arise:

Department of Military Affairs Purchasing Card Administrators

Lucinda Fritchen – (608) 242-3156 (DMA-SBF)

Anna Oehler – (608) 242-3155 (DMA-SBF)

- For questions about ***budget/finance*** policies and procedures
- To apply for a Purchasing Card
- To replace damaged cards
- For account inquiries
- For billing information
- If you didn't receive your bi-weekly statement
- To report a lost or stolen card

US Bank Customer Service: (800) 344-5696

- To report lost or stolen cards
- For questions about your statement
- To report suspected fraud, notify US Bank Fraud Dept. at (800) 523-9078

WISBUY

Dana Casey – (608) 242-3366 (DMA-SBF)

- To request access
- For information on the system and contracts

VendorNet

Dana Casey – (608) 242-3366 (DMA-SBF)

James Richardson – (608) 242-3158 (DMA-SBF)

- For information on the system and contracts
- To find contracts or assist in a contract search
- To find bids and suppliers

DMA Procurement

Dana Casey – (608) 242-3366 (DMA-SBF)

James Richardson – (608) 242-3158 (DMA-SBF)

Anna Oehler – (608) 242-3155 (DMA-SBF)

- For information on the DMA and State procurement process and policies
- To find bids and suppliers
- To complete requests for bids, requests for proposals, simplified bids, waivers, etc.

APPENDIX 1: AGENCY CERTIFICATE OF EXEMPT STATUS

SALES & USE TAX		Wisconsin Department of Revenue
CERTIFICATE OF EXEMPT STATUS (CES)		PO Box 8902
(Religious, Charitable, Scientific or Educational Organization)		Madison WI 53709-8902
Sales to the below named organization are exempt from taxation on purchases under the Wisconsin Sales and Use Tax Law pursuant to Sec. 77.54(9a), Wis. Stats.	CES NUMBER	PHONE (608) 266-2776
	ES 40689	TDD (608) 267-1048
This certificate is valid until revoked by the Wisconsin Department of Revenue.	DATE ISSUED	
	04/09/97	
STATE OF WISCONSIN DEPT OF MILITARY AFFAIRS 101 E WILSON MADISON WI 53702		IMPORTANT: Sales to your organization are taxable unless you furnish your supplier with the CES number shown above. Sales by your organization may be subject to tax. If your organization has taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

S-204 (R. 1-97)

APPENDIX 2: PURCHASING CARD APPLICATION AND AGREEMENT

STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS PURCHASING CARD APPLICATION AND USE AGREEMENT

Cardholder Name (as shown on payroll)	Work Unit
Work Address for Billing Statements	City, State, Zip
Work Email	Work Phone Number
Date of Birth (MMDDYYYY)	

The undersigned hereby requests the issuance of a State of Wisconsin Purchasing Card to facilitate the purchase of items needed to accomplish the mission of the work unit listed above. I understand that the Purchasing Card is for business use only, and that any unauthorized personal use of this card can result in revocation of card privileges, disciplinary action up to and including dismissal, and potential recovery of funds from future payroll earnings.

I understand that the following items may not be purchased with the Purchasing Card:

Alcoholic Beverages	Fuel for Vehicle Use	Printing
Building Improvements	Hospitality/Entertainment	Radioactive Materials
Cash Advances	Insurance	Motor Vehicles
Consulting Services	Leases/Rentals	Temporary Help Services
Flowers/Gifts	Legal Services	Personal Use Items

I understand that this card is the property of the Wisconsin Department of Military Affairs, and as such must be surrendered to the Agency in the event I terminate my employment with my current work unit within the Agency. I accept full responsibility for the protection and **proper use of this card as indicated above and in the Department of Military Affairs Purchasing Card User Manual and State Procurement Manual.**

Applicant Signature	Date	Supervisor Signature	Date

FOR STATE FINANCE USE: Issuance of a State Purchasing Card for the above-named individual is hereby approved:

Purchasing Card Administrator	Date

AGENCY ACCOUNTING INFORMATION:

AGENCY	GROUP	SUFFIX	RPT LVL 1	RPT LVL 2	RPT LVL 3	RPT LVL 4	RPT LVL 5
FUND	DEPT	APPR	ACCT	PROG	PROJ	ACTV	SPLIT %

VISA CARD # ISSUED	TRANSACTION LIMIT	MONTHLY LIMIT

COMPLETE THIS SECTION WHEN THE PURCHASING CARD IS GIVEN TO CARDHOLDER

I have completed any Purchasing Card training required of me and have received a copy of the Department of Military Affairs Purchasing Card Manual.

I understand this card is for official use only and the limitations of what can be purchased.

I hereby acknowledge that non-adherence to any of the policies and procedures listed in the State Procurement Manual, State Accounting Manual, and Department of Military Affairs Purchasing Card Manual can result in revocation of card privileges, disciplinary action up to and including dismissal, and potential recovery of funds from future payroll earnings.

I acknowledge receipt of the Purchasing Card.

Cardholder Signature	Date

APPENDIX 3: PURCHASING CARD DOCUMENTATION CHECKLIST

ALL documentation items required for each purchase

Guidelines for Card Use for Travel

The Purchasing Card can be a tool for you to use to pay for business related lodging and transportation expenses. The use of a State Purchasing Card is authorized only for the following travel costs:

- Lodging costs
- Intercity Transportation Costs (Airfare, Train, Intercity Bus)
- Airline Baggage Fee
- Rental Vehicle Costs (from the state's contract supplier only)
- Airport Shuttles
- Parking for overnight hotel stays or at airport

Use of the Purchasing Card for travel does not exempt you from the State of Wisconsin Uniform Travel Guidelines or from the agency's mandatory out-of-state travel approval process.

Some PCard travel expenses require specific receipts or attachments when submitting the PCard Log. See below for specifics related to travel related PCard purchases.

Airline Tickets & Related Flight Fees (baggage, parking)

- ☐ Detailed receipt for the purchase, no Wisconsin sales tax charged. The State of Wisconsin is exempt from state and local taxes, but not from federal excise taxes on airfares. When making reservations, be prepared to provide the agency's tax-exempt number.
- ☐ Out of State Travel (OOST) Authorization form (properly filled out and approved). The actual dates of travel should match the travel dates on the OOST form. If the employee is staying longer than the business purpose, the details should be documented on the OOST but the actual travel dates should be on the form, not the dates of the business purpose. Note: If another employee is added to the OOST (or other changes are made to the OOST), the form must be re-routed for division approval.
- ☐ Letter of agreement if the charge is based on such letter with a non-employee.
- ☐ Limited to one bag per person. Anything over one bag/luggage requires justification and supervisory approval prior to travel. This written approval is required to be submitted.
- ☐ When making airline reservations always identify yourself as an employee of the State of Wisconsin and ask for the lowest appropriate fare.
- ☐ All airfare charges must be supported by an air itinerary receipt from the travel agency issuing the tickets showing a balance due of \$0.

Hotel/Lodging

- ❑ Detailed receipt for the purchase, no Wisconsin sales tax charged. The receipt can be a fax or an email confirmation if the required information (i.e., name, destination, and dates of travel) is included. All lodging charges must be supported by the original machine-printed or original handwritten receipt furnished by the hotel/motel. The receipt shall clearly indicate that only lodging was charged to your Purchasing Card.
- ❑ Hotel folio with name of individual staying in hotel room.
- ❑ Ensure only lodging charges are charged to the PCard. All other expenses such as meals, portage, telephone calls, movies, room service, laundry, etc. must be paid separately with either cash or personal credit card. The other allowable costs can then be claimed on a travel reimbursement request.
- ❑ Out of State Travel Authorization (OOST) form (properly filled out and approved), if applicable. The actual dates of travel should match the travel dates on the OOST form.
- ❑ Secure a State of Wisconsin discounted rate. (This is different from the Government Rate). If a discounted rate is unavailable, find another hotel. If no other hotel is available, document that no Wisconsin discount rate was available.
- ❑ Where lodging expenses exceed the state authorized travel guidelines, the employee's travel claim will be reduced by the amount of the overage, unless justification is provided that establishes the reasonableness of the choice of the hotel.

Shuttle / Bus / Train

- ❑ Detailed receipt for the purchase, no Wisconsin sales tax charged. The receipt can be a fax or an email confirmation if the required information (i.e., name, destination, and dates of travel) is included.
- ❑ Out of State Travel Authorization (OOST) form (properly filled out and approved), if applicable. The actual dates of travel should match the travel dates on the OOST form.

Rental Vehicles

- ❑ Use of rental vehicles is authorized only when specifically approved by the Adjutant General or authorized designee at the time an out-of-state travel request is approved. The use of a Purchasing Card for these costs is allowed only in cases where this pre-approval has been received.
- ❑ Detailed receipt for the rental, no Wisconsin sales tax charged. The receipt can be a fax or an email confirmation if the required information (i.e., name, destination, vehicle model and type, insurance, number of passengers and dates of travel) is included.
 - Ensure an approved supplier is used for in-state or out-of-state rental vehicle needs. Verify with State Budget and Finance Procurement Unit what the current rental vehicle supplier is for in-state or out-of-state depending on the location of your trip.

- Ensure that no additional insurance is purchased. Contract rental rates include the collision damage waiver; therefore, no additional insurance cost should be incurred.
- Ensure that the economy-sized vehicle is selected unless three or more individuals are traveling together, in which case, a sedan is allowed.
- ❑ Out of State Travel Authorization (OOST) form (properly filled out and approved), if applicable. The actual dates of travel should match the travel dates on the OOST form.
- ❑ State of Wisconsin contracted supplier was used for in-state and out state rentals.

Other Provisions Relating to Travel

- ❑ Use of a State Purchasing Card for costs associated with traveling with a spouse or family member is prohibited, even if the intent is to reimburse the state for non-business costs at a later time. Essentially, the state's tax-exempt status should not apply to individual travel costs. When an employee travels with a spouse or family member, the traveler must incur the expense and file for reimbursement for that portion of the costs that relate to the traveler's business purpose.

Guidelines for Card Use for Non-Travel

Commodity Items

- ❑ Detailed receipt for the purchase, no Wisconsin sales tax charged. The receipt can be a fax or an email confirmation if the required information is included.
- ❑ No WisBuy printouts-need invoice or detailed packing slip with pricing (itemized listing)

Contract Purchases

- ❑ Detailed receipt for the purchase, no Wisconsin sales tax charged. The receipt can be a fax or an email confirmation if the required information is included.
- ❑ Prior written approval from DMA-SBF Procurement (email request with purchase request attached)
- ❑ Copy of the approval email from DMA-SBF Procurement
- ❑ Copy of the purchase request

Conference Registration

- ❑ Completed Registration form showing event name, name of attendee, registration fee, location of event and Remit To information.
- ❑ Detailed receipt for the purchase, no Wisconsin sales tax charged. The receipt can be a fax or an email confirmation if the required information is included.

- ❑ Brochure, registration form, or agenda from the event showing the date, location, and name of the event (this can be a combination of documents if needed).
- ❑ Out of State Travel/Training Authorization (OOST) form (properly filled out and approved), if applicable. The actual dates of travel should match the travel dates on the OOST form.

NOTE: Employee meals during travel status are prohibited on the Purchasing Card unless included in the regular registration fee. Meals must be paid directly by the employee and submitted on an expense report for reimbursement, including meals listed separately on the registration form.

Credits

- ❑ Detailed credit receipt
- ❑ Copy of the original charge receipt & related documentation originally submitted
- ❑ Copy of the Purchasing Card statement showing the original charge

Department Provided Food

- ❑ Detailed receipt for the purchase, no Wisconsin sales tax charged. The receipt can be a fax or an email confirmation if the required information is included.
- ❑ Agenda from the meeting showing date, time, location and name of the event/meeting
- ❑ Flyer/Announcement that was posted
- ❑ List of attendees with organization identified for meetings
- ❑ Division approval (in writing)

Reimbursements from Other Entities

- ❑ Details for reimbursement to the Department must be documented so the reimbursement can be tracked. This includes the name for the organization that will be reimbursing the Department, the amount of the reimbursement, where the reimbursement funds should be credited (so it offsets expense charged), and when the reimbursement is expected to be received.

Tips

- ❑ Cannot exceed 15%

Sales Tax

- ❑ Documentation must be provided to show that all Wisconsin State sales tax is in the process of being credited back to the Purchasing Card. The Department is exempt from Wisconsin State sales tax ONLY, and must pay other taxes unless another State allows Wisconsin tax exempt status.

Tax exempt status should only be requested when an employee is traveling on official State business and not for personal trips. This includes a trip that was partially business and then turned personal either before or after the official business. Only the portion of the trip that was official business should be requested as tax exempt.

APPENDIX 4: VISA PURCHASING CARD BILLING INQUIRY FORM



Cardholder Name:

Account Number:

Agency and Division Name:

Business Phone:

TRANSACTION INFORMATION

Merchant Name:

Amount of Dispute

Date of Transaction:

Reference Number of Transaction from Statement

DISPUTE DETAILS

Please mark the appropriate dispute reason listed below and if indicated, provide the requested documentation.

- ☐ Need a copy of the transaction in order to submit payment.
- ☐ I do not recognize the above merchant. I am asking that the merchant provide me with more information to help identify whether or not the charge is valid. All valid cards issued to this account are in my possession.
- ☐ Although I did engage in the above transaction, I am disputing \$____ of the above charge. I have contacted _____ (the merchant) and attempted to resolve the matter. I have provided the details in the "Additional Information" section below.
- ☐ Amount is to be billed to a different card number. card number: _____
- ☐ Incorrect Amount. *Must provide copy of receipt.* I was billed \$_____ but should have been billed \$_____.
- ☐ Duplicate Posting. The original transaction posted to my statement for \$_____ on _____ (date).
- ☐ I returned the merchandise to the merchant on _____ (date). The reason for return is detailed in the "Additional Information" section below. *Must provide proof of return.*
- ☐ I have a credit slip and the credit has not posted to my account. *Must provide copy of credit slip.*
- ☐ To best of my knowledge I, nor anyone authorized by me, received the goods or services represented by the charge. I also certify that I, nor anyone with my permission, engaged with the above merchant in any manner. I have not received the merchandise and it was to be delivered on _____ date.
Must give dates when the merchant was contacted to check on the status of the order & their response below.
- ☐ I cancelled a guaranteed late arrival hotel reservation on _____ (date) at _____ (time). Cancellation # is: _____
- ☐ Other. Details of the dispute have been provided below.

ADDITIONAL INFORMATION REGARDING THE DISPUTED CHARGE

SEND THIS FORM TO:

U.S. Bank Customer
Service
ATTN:

EMAIL:

Cardholder's Signature & Date

Agency P-Card Administrator

APPENDIX 5: DEFINITIONS

Agency Purchasing Card Program Administrator means the individual(s) appointed by the agency that process cardholder information in US Bank System, establish and maintain agency cardholder profiles and other duties related to administration of the program. PCard Administrators track cardholders' compliance with rules and audit transactions.

Billing file means the detailed bi-weekly billing that is received electronically by the State Controller's Office from the Purchasing Card supplier.

Cardholder means a specific State employee who has been issued a Purchasing Card by an agency.

Disputed Item means an item in question or lacking agreement by parties involved, such as an item appearing on a Purchasing Card statement that the State agency or entity disagrees with.

Invoice means a document submitted by a supplier, showing the character, quantity, price, terms, nature of delivery, and other of goods delivered or of services rendered.

Original receipt means the original written acknowledgement that goods or services have been received. All receipts must include the date of purchase, supplier name, items purchased, and prices. Examples of original receipts are as follows:

Purchases in Person: Shall have a detailed receipt at the time of purchase, clearly identifying each item purchased.

Phone/Fax Orders: The original invoice, packing slip, or shipping confirmation sent with the goods purchased. If the packing slip does not have the itemized detail then write it on by hand.

Internet Orders: Print a copy of the order, confirmation screen, or invoice sent via email that shows what was purchased and the dollar amount.

Registration Fees: Attach the registration form and supporting documentation that includes actual dates; location; title of the conference, convention, or seminar; amount of fee; and a breakdown of specific costs (meals, etc.) included in the fee.

Note: This may require obtaining both a payment receipt and a copy of the applicable page from the brochure, application, or registration form.

Piggyback means a form of intergovernmental cooperative purchasing in which a State Agency will be extended the pricing and terms of a contract entered into by another State Agency. One State Agency will competitively award a contract that will include language allowing for other State Agencies to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own.

Purchasing Card (PCard) means a payment method, similar to a credit card, which is issued to an authorized state employee whose job duties involve purchasing for State business.

Purchasing Card Record/PCard Envelope means the medium used by the cardholder to record and verify purchases against the statement. Purchasing Card Record, DMA Form 74 will be used with DMA.

Serial Purchasing means using the PCard for a series of purchases to the same supplier for the same commodity or service without competitive process.

Split Purchasing means writing several smaller orders on the PCard to avoid a competitive process.

Statement means the detailed statement of charges that is sent to the cardholder by the Purchasing Card supplier.

Supervisor/Approver means whoever is responsible for approving the cardholder's time and leave reporting.

APPENDIX 6: DMA MISSING PURCHASING CARD INVOICE/RECEIPT FORM

This form is required to document any missing PCard invoices/receipts. **Complete and submit this form with your reconciled biweekly statement.** The cardholder must make all reasonable efforts to obtain a missing invoice or receipt.

Cardholder's Name:		
Credit Card Reference Number:		
Supplier Name and Address:		
Date of Purchase:		Total Amount of Purchase: \$
Itemized Description of Purchase:		
Quantity	Description of Goods or Services	Cost per Item

Reason original itemized receipt is not available:

Actions taken to acquire a duplicate invoice or receipt including name of contact, phone number and date contacted:

Please accept this document as certification of the missing invoice/receipt. I certify that this expense was incurred on behalf of Department of Military Affairs as true and accurate and that no hidden charges or claims are added into these costs. I will not seek reimbursement from the Department of Military Affairs in any other manner for this expense. I acknowledge that repeated lack of documentation could result in revocation of the P-Card.

Cardholder's Signature and Date	
---------------------------------	--

APPENDIX 7: DISPUTING TRANSACTIONS QUICK REFERENCE

DISPUTING TRANSACTIONS

NOTE: Transactions should be disputed within 60 days of the statement date. Beyond that date the 'Dispute Transaction' link will not appear in Access Online; you will have to contact Customer Service to see if other options exist.

Logging on

- ☐ Open web browser to: <https://access.usbank.com>
- ☐ To log in:
 - Organization short name: stwisc
 - Type in your User ID
 - Type in your Password
 - Click Logon button
- ☐ On the Transaction Management: Cardholder Transaction List screen, select a transaction to be disputed
 - ☐ Select the link under the Trans Date column
 - ☐ Select the Summary tab
 - ☐ Click the Dispute Transaction link
 - ☐ Select the radio button next to the appropriate dispute reason.
 - ☐ Click the Select button. The Transaction Management: Dispute Reason screen displays.
 - ☐ Type your phone number in the Requestor Phone Number field. Note that you will not include periods, dashes or spaces.
 - ☐ In the Comments button, enter additional comments to explain why you are disputing the charge.
 - ☐ Click the Continue button. The Transaction Management: Dispute Reason screen displays with a message at the top confirming that your request has been completed.
 - ☐ Follow the instructions on the screen to print, sign and fax or mail this form to the U.S. Bank location in Fargo at (888) 678-6046.
 - ☐ When finished, click the transaction detail link to return to the Transaction Management Transaction Detail screen. The D symbol displays in the Status column for the transaction.

APPENDIX 8: SALES TAX CHARGE MEMORANDUM

STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS SALES TAX CHARGE

This form is required to document any charges of Wisconsin State Sales Tax that was charged and was not able to be reversed. **Complete and submit this form with your reconciled biweekly statement.** The cardholder must make all reasonable efforts to have the sales tax charge reversed.

Cardholder's Name:
Credit Card Reference Number:
Date of Purchase:
Supplier Name and Address:
Total Amount of Purchase:
Total Amount of Wisconsin State Tax Charged:
Justification Explaining Why Sales Tax was Approved at Time of Purchase:

Actions taken to have Wisconsin State sales tax charges reversed including name of contact, phone number and date contacted:

Please accept this document as explanation of sales tax charges and corrective actions.

- ☐ I contacted US Bank to reverse the state sales tax on _____.
- ☐ I did not contact US Bank or supplier to dispute the state sales tax. A personal check for the sales tax and any applicable county sales tax is enclosed in the PCard envelope.

Cardholder's Signature and Date	
---------------------------------	--

APPENDIX 9: PURCHASING CARD ACCEPTABLE/NOT ACCEPTABLE BUSINESS PURPOSES

Not Acceptable	Acceptable
Meals	Meals for 24 attendees at <<meeting title>> meeting to discuss <<meeting purpose>>.
Printing (photocopying)	Emergency photocopying of 50 pages for << reason>>.
Lodging	Lodging for <<name>> to attend WI PCard conference.
Fuel	Fuel for rental cars for travel to << location>> for <<meeting/purpose>>.
Motor vehicles	Rental car contract for In/Out states (In state or out of state) for << reason/usage>>.
Equipment lease	Short-term rental of <<type of equipment>> for less than 30 days.
Leases/rentals of office space or other space	Rental of a conference room for <<meeting title>> meeting or conference.
Any items and services for personal, non-business use	Personal use – not able to get reversed from supplier. Personal check for total amount plus sales tax is enclosed.
Parking	Hotel and airport parking to attend <<conference title>> conference.
Computer hardware & software (only properly authorized cardholders may purchase)	Consumable computer related supplies - media, toner cartridges, or keyboards.
Furniture	<<Type of furniture>> furniture. Release received from BSI is attached. (Only allowed if appropriate release is obtained from Badger State Industries where necessary.)