MIDWESTERN STATE UNIVERSITY

Office of Purchasing/Contract Management
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

P-CARD QUICK REFERENCE

- Determine if the transaction is an acceptable use of the card. Refer to the P-Card Program Guide, Page 7, for details.
- Determine if the transaction is within the cardholder's spending limit. A transaction includes the purchase price, plus freight and installation and excludes tax. If the transaction amount exceeds $500 verify the merchant's Vendor Hold Status.
- Identify the vendor and place the order. Confirm pricing including shipping and installation and excluding tax.
- Stress to the vendor that MSU is tax exempt.
- P-Card deliveries should be sent to an MSU address. Request that the Cardholder's name, extension and delivery address appear on all packing lists and box labels. This will help ensure that the shipment gets to the right person.
- Keep all receipts/invoices and any other supporting documentation.
- Ensure receipt of goods and follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods.
- After reconciliation of the Transaction Log with the CitiBank Statement, attach all receipts and invoices (in order of the transactions on the Transaction Log) and any other documentation, to the Transaction Log.
- Any loose credit card receipts must be attached to its corresponding invoice or to a blank sheet of paper.
- Forward the reconciled Transaction Log, CitiBank statement, all receipts/invoices, and any other supporting documentation to the Manager Approver for review and signature.
- Retain your copy of the monthly Transaction Log, CitiBank statement, all receipts/invoices, and any other supporting documentation in a secure place for three years plus the current fiscal year.
- Information Technology purchases must receive Information Technology's approval prior to making the purchase. This approval may accompany receipts/invoices when submitting the P-Card Transaction Log.

If you have any questions, please call the P-Card Administrator at ext. 4740.

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