

# Purchasing Card Guide


# Sales Tax Exempt Purchases

Part 6. Cardholder Responsibilities:  
Contact Business Services for a copy our Tax Exemption Form

## How to avoid paying sales tax?

- **Inform the vendor of the tax exemption status 1<sup>st</sup>:**
  - In person, Internet or by phone or fax.
  - If you are charged Sales Tax and is not refunded to your card you, you as the Cardholder are responsible to pay the Sales Tax when the monthly report is submitted to Business Services.

Purchases of:

- lodging (under 30 days)
  - waste collection
  - disposal services
  - purchases or leases of motor vehicles
- are taxable & sales tax s/b included  
when the purchase is made if P-card is used
- 

# Special Expense Form



Return form to: Business Services, IL139  
1501 State Street  
Marshall, MN 56258

## REQUEST FOR APPROVAL OF SPECIAL EXPENSES

1. Name of Requester:		2. Title:		3. Cost Center:							
4. Phone:		5. Date of Request:		6. Requesting Department:							
7. Expenses for which approval is requested (see instructions on page 2) <b>The following requires approval of the President:</b> <input type="checkbox"/> International Travel <b>The following may be approved by the appointing authority or designee:</b> <table border="0"> <tr> <td><input type="checkbox"/> Meal(s) which exceed maximum state allowance</td> <td><input type="checkbox"/> Conference and registration fee(s) in excess of \$1,000</td> </tr> <tr> <td><input type="checkbox"/> Meal(s) within work area</td> <td><input type="checkbox"/> Lodging within work area</td> </tr> <tr> <td><input type="checkbox"/> Refreshments (coffee, tea, or soft drinks)</td> <td><input type="checkbox"/> Other Special Expense (specify)</td> </tr> </table>						<input type="checkbox"/> Meal(s) which exceed maximum state allowance	<input type="checkbox"/> Conference and registration fee(s) in excess of \$1,000	<input type="checkbox"/> Meal(s) within work area	<input type="checkbox"/> Lodging within work area	<input type="checkbox"/> Refreshments (coffee, tea, or soft drinks)	<input type="checkbox"/> Other Special Expense (specify)
<input type="checkbox"/> Meal(s) which exceed maximum state allowance	<input type="checkbox"/> Conference and registration fee(s) in excess of \$1,000										
<input type="checkbox"/> Meal(s) within work area	<input type="checkbox"/> Lodging within work area										
<input type="checkbox"/> Refreshments (coffee, tea, or soft drinks)	<input type="checkbox"/> Other Special Expense (specify)										
8. Full title of the conference, workshop, seminar, meeting or other event:											
9. Event location (title and address of host facility):				10. Date(s) and time(s) of event:							
11. Individuals for whom special expense approval is requested (check all that apply & attach list if more space is needed): <input type="checkbox"/> Requester <input type="checkbox"/> Additional State Employees. List Names and Titles: <input type="checkbox"/> Other participants List names, titles and organizations:											

- **Special Expense forms are required for all expenses for food within 35 miles of SMSU and the form is available online.**

- [https://www.smsu.edu/resources/webspaces/administration/businessservices/Travel/request-for-approval-of-special-expenses\\_2021.pdf](https://www.smsu.edu/resources/webspaces/administration/businessservices/Travel/request-for-approval-of-special-expenses_2021.pdf)

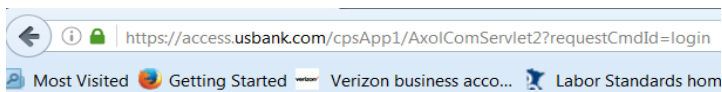
# Access Your Cardholder Account On-line

( <https://access.usbank.com> )

The screenshot shows a web browser window with the URL `https://access.usbank.com/cpsApp1/AxolPreAuthServlet/logout.do?requestCmdId=logoutSuccess`. The page header includes "Access® Online" and "Our P". The main content area features the "nk." logo and the heading "Welcome to Access Online!". Below this is a message: "Please enter the information below and login to begin." The form contains three input fields: "Organization Short Name:" (with a callout bubble labeled "MNSCU"), "User ID:" (with a callout bubble labeled "User ID"), and "Password:" (with a callout bubble labeled "Password"). A "Login" button is positioned below the password field. At the bottom of the form are links for "Forgot your password?", "Register Online", and "Website/Browser Requirements". The footer includes "ring you®", "ational Association", "R215.20b33.0", "col 1", and "08-10-20".

Click logo in

# Cardholder Activity Report



Step 1



- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Account Information
- Reporting
- Dashboard
- Data Exchange
- My Personal Information

## Welcome to Access Online

Your last login was 11/21/2016

### Message Center

Message(s) from Access Online

Home

Contact Us

Training

Step 2



- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Account Information
- Reporting
- Dashboard
- Data Exchange
- My Personal Information

## Transaction Management

### Transaction List

View, review, allocate/reallocate and add co

[View Previous Cycle](#)

Presents the Transaction list for the prev

View Previous Cycle

[View Pending Transactions](#)

Presents the pending transactions list.

Home

Contact Us

Step 3

### [-] Card Account Summary

Account Number: ●

Account Name:

Billing Cycle Close Date: 11/08/2016

- All
- Open
- 11/08/2016
- 10/10/2016
- 09/08/2016
- 08/08/2016
- 07/08/2016
- 06/08/2016

Search

Print Account Activ

● Open Account



[+] Search Criteria

[-] Transaction List

Records 1 - 2 of 2

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant
<input type="checkbox"/>	<span style="color: red;">Ⓡ</span> <span style="color: red;">ⓓ</span>	Pending	11/01	11/02	VZWRLSS*MY VZ
<input type="checkbox"/>		Pending	10/12	10/13	BROADCAST MUS

Ⓡ Reviewed ⓓ Disputed Ⓜ Reallocated Ⓜ, Ⓜ Trans Detail Level Ⓜ U

Check All Shown | Uncheck All Shown

Records 1 - 2 of 2

- Reallocate
- Mass Reallocate
- Change Review Status
- Approve

# Billing Cycle Close Date

- Pulls transactions to be listed/included on the Cardholder Activity Report
- "Open" includes transactions that have occurred since the most recent Billing Cycle Close Date
- "All" includes all transactions that have been charged to the card for the past 6 months
- Check All Shown & Reallocate

The screenshot shows the US Bank Transaction Management interface. The left sidebar contains a navigation menu with items like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Account Information', 'Reporting', 'Dashboard', 'Data Exchange', and 'My Personal Information'. Below this are 'Home', 'Contact Us', and 'Training'. A red arrow points to the 'Home' link. The main content area is titled 'Transaction Management Card Account Summary with Transaction List'. It displays account information, a 'Billing Cycle Close Date' dropdown menu (with a red arrow pointing to it), and a table of transactions. The table has columns for 'Select', 'Status', 'Approval Status', 'Trans Date', 'Posting Date', and 'Merchant'. Below the table are buttons for 'Check All Shown', 'Uncheck All Shown', 'Reallocate', 'Mass Reallocate', 'Change Review Status', and 'Approve'. A red arrow points to the 'Reallocate' button. The footer of the page reads 'All of ITS serving you®'.

**usbank.** Transaction Management  
Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*  
Card Account ID: .....

» Trans List

[ - ] Card Account Summary

Account Number: ⊕  
Account Name:

Billing Cycle Close Date: 08/10/2015 ⊕ **Search** **Print Account Activity**

⊕ Open Account

[ + ] Search Criteria

[ - ] Transaction Lis

Records 1 - 2 of 2

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant
<input type="checkbox"/>	<span>Ⓡ</span> <span>Ⓛ</span>	Pending	08/01	08/03	VZWRLSS*MY VZ VB P
<input type="checkbox"/>	<span>Ⓡ</span> <span>Ⓛ</span>	Pending	07/29	07/30	BEST WESTERN HOTELS - S

Ⓡ Reviewed Ⓛ Disputed Ⓡ Reallocated Ⓛ, Ⓛ Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

**Reallocate** **Mass Reallocate** **Change Review Status** **Approve**

All of ITS serving you®

# Transaction Management

## Reallocation Worksheet

Card Account Number: \*\*\*\*\*

[Switch Accounts](#)

Card Account ID:

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)					DESCRIPTION
					COST CENTER (6)	SPACE (1)	OBJ CODE (4)	SPACE 2 (1)		
<input type="checkbox"/>	11/01/2016	VZWRLSS*MY VZ VB P	\$1,338.25	<a href="#">Add Alloc</a>	140540		2025			Stmt 9/24/16
<input type="checkbox"/>	10/12/2016	BROADCAST MUSIC INC	\$1,064.60	<a href="#">Add Alloc</a>	334012		1860			7/1/16 to 6/30/16

[Remove Trans](#)

[Save Allocations](#)

**Enter:**

- Cost Center
- Object Code
- Description of what the Purchase is.

# Bank Statements are not mailed out.

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
  - Transaction List
- Account Information Reporting
- Dashboard
- Data Exchange
- My Personal Information


- Home
- Contact Us
- Training


## Transaction Management Card Account Summary with Transaction List


Card Account Number: \*\*\*\*\* Switch Accounts  
Card Account ID: \*\*\*\*\*

Trans List

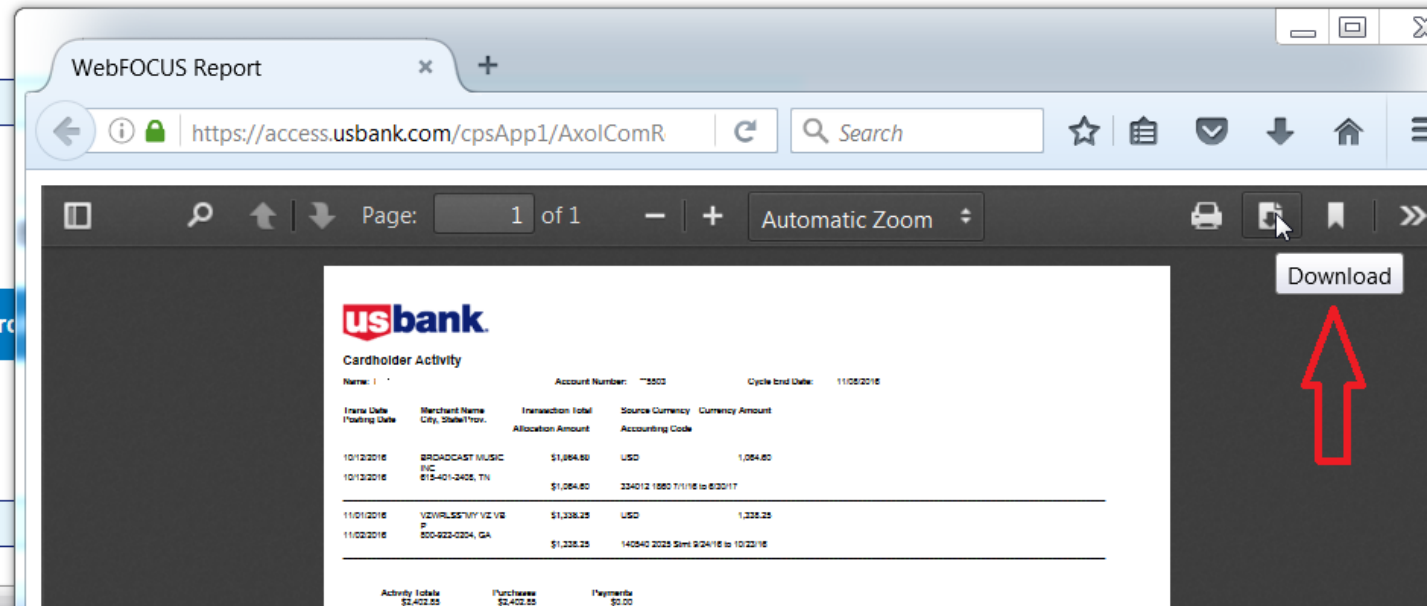
### [-] Card Account Summary

Account Number:   
Account Name:

Billing Cycle Close Date: 11/08/2016  Search

 Open Account

[+] Search Criteria



WebFOCUS Report

https://access.usbank.com/cpsApp1/AxolComR

Page: 1 of 1 Automatic Zoom

**usbank**

Cardholder Activity

Name: Account Number: 7503 Cycle End Date: 11/08/2016

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency	Currency Amount
10/12/2016	BROADCAST MUSIC	\$1,084.80	USD	1,084.80
10/12/2016	INC 215-401-2405, TN	\$1,084.80	234012 1880 11/16 to 8/20/17	
11/01/2016	UNIVERSITY OF VA	\$1,338.25	USD	1,338.25
11/02/2016	P 500-923-0204, GA	\$1,338.25	140840 2025 Stmt 9/24/16 to 10/23/16	

Activity Totals: Purchases \$2,423.05 Payments \$0.00

Download



# Cardholder Activity Report

- **Shows all transactions posted to the account**
  - (Correct Billing Cycle Close Date) Don't print report before close date of report.
- **Cardholder reconciles the monthly report**
  - Cost centers, object codes and descriptions of what the purchase is.
  - Organize your receipts & attach them to a standard size of paper and tape them down – it prevents them from getting lost
- **Submit printed, signed, approved Cardholder Activity Report to Business Services**
  - Due by the 15<sup>th</sup> of month with correct receipts in Business Services.



Print report AFTER  
monthly report closed.  
Date of report is required.

### Cardholder Activity

Name

Account Number:

Cycle End Date:

08/10/2015



Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
07/29/2015	BEST WESTERN HOTELS - ST.	\$93.27	USD	93.27
07/30/2015	ST. CLOUD, MN	\$93.27	215120 2130 Lodging 2015 Sourcing Summit	
08/01/2015	VZWRLSS*MY VZ VB P	\$1,450.80	USD	1,450.80
08/03/2015	800-922-0204, GA	\$1,450.80	140540 2025 6/24 to 7/23/15 Billing Stmt	

Activity Totals  
\$1,544.07

Purchases  
\$1,544.07

Payments  
\$0.00

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_



# Cardholder Activity Report - Supervisor Checklist

- Original receipts are attached in order on an 8 ½ x 11 sheet...
- All required items are entered on cardholder report
  - Cost center
  - Object code
  - Description
  - Employee Signature
- Purchases comply with policy/procedure
  - Sales tax exempt
  - Special expense form
  - Out of state travel form



## Cardholder Activity

Name		Account Number:		Cycle End Date: 08/10/2015	
Trans Date	Merchant Name	Transaction Total	Source Currency	Currency Amount	
Posting Date	City, State/Prov.	Allocation Amount	Accounting Code		
07/29/2015	BEST WESTERN	\$93.27	USD	93.27	
07/30/2015	HOTELS - ST. ST. CLOUD, MN	\$93.27	215120 2130	Lodging 2015 Sourcing Summit	
08/01/2015	VZWRLLSS*MY VZ VB	\$1,450.80	USD	1,450.80	
08/03/2015	P 800-922-0204, GA	\$1,450.80	140540 2025 6/24 to 7/23/15	Billing Stmt	

Activity Totals \$1,544.07      Purchases \$1,544.07      Payments \$0.00

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_



**Sign and have cardholder submit to Business Services by the 15<sup>th</sup> of the month**

# Key Contacts – Who to Call

Business Services	Holly– Ext# 6905	Holly – Ext# 6905
	Holly.Lichtsinn@smsu.edu	Holly.Lichtsinn@smsu.edu
Apply for a Purchasing Card	X	
Replace Damaged Card	X	
Malfunctioning Card	X	
Cancel or report lost/stolen card (during business hours)	X	
Monthly activity reports/receipts turned into Business Services	X	X
Questions about purchasing policies and procedures	X	