

CARDHOLDER RESPONSIBILITIES

The Cardholder must only use the P-Card for legitimate State of Arkansas business purposes. Misuse of the card will subject Cardholder to disciplinary action in accordance with Arkansas Purchasing Card Program Policies and Procedures relating to disciplinary action and termination for cause.

The Cardholder MUST:

- Only use the P-Card for official state business.
- Adhere to purchase limits/restrictions imposed on your P-Card.
- Obtain ALL sales slips, register receipts, etc. and provide these to the Agency Reviewer on a monthly basis within your department who is responsible for reconciling these charges.
- Return the P-Card to your Agency Liaison upon terminating employment, or if no longer using the P-Card.
- If in doubt as to whether or not something can be purchased, please contact your Agency Liaison or the Purchasing Card Coordinator (PCC) at DFA-OSP.

LOST/MISPLACED/ STOLEN PURCHASING CARDS

Cardholders are required to report any lost or stolen Purchasing Card immediately to their Agency Liaison. If they are not available, contact US Bank toll-free at 1-800-344-5696 (24 hours a day, 365 days a year). The Agency Liaison in turn will contact the OSP PCC at the first opportunity during normal business hours.

CHARGES NOT ALLOWED

- Travel related charges for employees
- Alcoholic Beverages
- Purchases not approved by your agency
- Cash Advances
- Fuel
- Gift Certificates
- Professional Services, Contracted Services, Telemarketing, etc
- Personal Items
- State Contract Items unless approved



Customer Service 1-800-344-5696

To activate your P-Card you must call the 800 number displayed on the front of the card along with the following information:

- Card Number
- Work Telephone Number
- Zip Code
- Last 4 digits of your SSN

Rev. 10/24/2007

POCKET GUIDE FOR CARDHOLDERS

Arkansas

PURCHASING CARD PROGRAM

Purchasing Card Questions

Phone: 501-324-9316

Fax: 501-324-9311

Web Information:

<http://www.arkansas.gov/dfa/procurement>

DEPARTMENT OF FINANCE AND
ADMINISTRATION

HOW DOES THE PURCHASING CARD WORK?

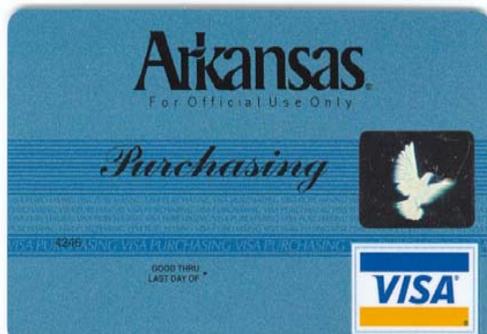
The Purchasing Card issued by US Bank is a special VISA credit card. It works similarly to your personal credit cards, except the charges are billed directly to your agency and paid by them. You are not liable for charges incurred on the card. **HOWEVER**, your purchases will be monitored by your agency and state purchasing officials **FOR PROPER USAGE**.

The purpose of the State of Arkansas Purchasing Card Program is to establish a more efficient, cost effective alternative for agencies to make supply type purchases. The P-Card should greatly reduce, if not eliminate, the need for blanket Purchase Orders, which are now being generated.

Using the P-Card will be a benefit to the State of Arkansas, its suppliers, and to you and your agency. State Agencies will save time and money by consolidating paperwork, suppliers will receive payment more quickly, and you and your agency will get the supplies you need without unnecessary delays.

PERSONAL CHARGES ARE STRICTLY FORBIDDEN.

The adherence to policy allows continued process savings, accountability, and audibility of purchases.



WHAT DO I DO WITH MY RECEIPTS?

!!!IMPORTANT!!!

Whether a purchase is made in person, via telephone, internet, fax, or mail, you must obtain some form of official supporting documentation, such as:

- Detailed cash or sales receipts
- Packing slips with dollar amounts
- Any other detailed document, which shows the cost and the vendor name.

These documents **MUST** be kept and given to whoever in your agency is responsible for approving the electronic charges sent from US Bank on a monthly basis.

As charges are approved, the receipts are sent to Accounts Payable where they are stored in compliance with their normal invoice storage procedures.

IN ORDER FOR THE P-CARD PROGRAM TO BE SUCCESSFUL YOU MUST RETAIN AND TURN IN YOUR RECEIPTS TO APPROPRIATE PERSONNEL WITHIN YOUR AGENCY!

MONTHLY BILLING CYCLE

The billing cycle for P-Cards ends on the 15th of the month unless the 15th falls on the weekend. The next day begins a new billing cycle. All charges incurred on your P-Card must be approved by a Cutoff Date defined in your training. Receipts must be turned in A/P within the designated time frame.

HOW WILL MY P-CARD BE AUDITED?

Not only will P-Cards be audited and reviewed by Legislative and State Purchasing Card Officials, but the Accounts Payable staff will also audit them. Auditors will be looking at the following for compliance:

- Have detailed receipts for charges and/or credits been sent to A/P for approval?
- Have the charges and credits from US Bank been reviewed online in the AccessOnline system?
- Are items being purchased that are not allowable due to purchasing regulations and/or laws?
- Is the charge being split in order to avoid the transaction limit on card?

Non-compliance with any of the above may result in a disciplinary action in accordance with the State Purchasing Card Program and individual agency regulations.

MERCHANDISE RETURNS AND EXCHANGES

When necessary, items should be returned according to vendor specifications. The cardholder is responsible for ensuring that proper credit is posted for any returned items. **UNDER NO CIRCUMSTANCE IS CASH TO BE GIVEN IN LIEU OF A CREDIT BACK TO THE CARDHOLDER'S ACCOUNT.**

CONTACT YOUR AGENCY LIAISON WITH ANY QUESTIONS YOU MAY HAVE ABOUT A PURCHASE OR THE PURCHASING CARD PROGRAM.