

# Procurement Card Program

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## Cardholder Manual

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## **How the Procurement Card System Works**

Each card is assigned a specific University SAP cost object and G/L account. Each purchase made on the card is automatically charged to this cost object and g/l account. In SAP, the transactions will be applied to the default cost object and g/l account. Departments may edit/change the assigned cost object and the g/l account for each transaction.

Card transactions are received each business day and loaded onto the University's mainframe through an electronic process.

The Procurement Card System has been designed to function as a module within SAP utilizing all of the functions of SAP.,. Misuse of Procurement Card information will be viewed as a breach in security and will result in denial of access to the Procurement Card System. The Office of the Treasurer monitors the use of the Procurement Card for violations of internal controls and improper purchases and has the authority to void System Access if a breach of security occurs or if the security of the Procurement Card System information is in question.

## Purpose of the Procurement Card System

The purpose of the University of Kentucky Procurement Card Program is to establish a more efficient, cost-effective method for purchasing and paying for goods and services of small dollar-value transactions. It is designed to replace most purchases and payments currently made by the Departmental Authorization and Voucher (DAV).

All procurement cards are the property of the University of Kentucky.

JP Morgan Chase is the provider of the University of Kentucky procurement cards.

The card, although not a credit card, functions in much the same way as a credit card.

***Personal charges are strictly prohibited.***

The card is a MasterCard and is readily accepted by most vendors. The procurement cards can be used:

- Locally
- Mail Order
- Phone Orders
- **Secure** Internet sites

Technology provides the ability to encode each card with the following controls and limitations which enables the card to be tailored to departmental needs:

- Single Purchase Limit
- Monthly Limit
- Transactions Per Day
- Transactions Per Month
- Merchant Category Restrictions-Used to restrict certain businesses and commodities
- Default SAP Cost Object/G-L Account

At the point-of-sale, the Mastercard system validates the transaction against these pre-set controls.

# Purchasing Policies

## Delegated Purchasing Authority

The Purchasing Division has delegated certain purchases to the departmental level. The Procurement Card is designed to be the primary purchasing method under this delegated purchasing authority in accordance with Business Procedures Manual Sections B-3-2 and B-3-2-1. These sections should be read in their entirety to become familiar with other related policies, regulations and procedures.

## Contract Compliance

The procurement card is generally accepted by all vendors who currently accept MasterCard. University Price Contracts established by the Purchasing Division must be used when purchasing any goods or services covered by a Price Contract. The University price Contracts are listed by commodity and/or vendor name from the Purchasing Division's web site at <http://www.uky.edu/Purchasing/pcts.html>.

**\*\*Computers and accessories may be purchased on the procurement card up to the \$5,000 limit if it is done on the ebuy website (<http://www.uky.edu/Purchasing/ebuy/>) from our contracted vendors. If the purchase is over \$5,000, a requisition must be entered on SAP and a quote sent to Purchasing for processing of a purchase order. If the computer item is > \$1,000 (laptop, etc.) and is a brand not contracted for (Sanyo, Toshiba, etc.), you must enter a requisition in SAP and send a quote to Purchasing for processing of a purchase order.**

## Single Transaction Limit \$5,000

The Procurement Card's Single Transaction Limit is currently set at \$5,000. **Purchases should not be split to circumvent this limit.** Departmental requests for special purchases and temporary Single Transaction Limit increases must be submitted to the Purchasing Division by emailing the Procurement Card Coordinator with the following information:

- Vendor name
- Amount of purchase
- Brief justification
- Last 4 digits of the card number
- Supervisor's approval.

The request will be reviewed. If approved, the request will be forwarded to the Procurement Card Administrator who will advise the department of the increase.

## **Purchasing Policies (cont.)**

### **Capital Equipment Policy**

All capital equipment purchases are restricted from the procurement card with the exception of computers purchased through [www.uky.edu/ebuy](http://www.uky.edu/ebuy) (see above). To review the University's capital equipment policy see **Appendix H**.

### **Promotional Items**

Orders for promotional items must be done through the requisition process on SAP.

### **Hospital Purchasing**

**\*\*\* For all those using a Hospital cost center (1058xxxxx):** Per Fiscal Planning/Analysis Dir/Hospital - Hospital departments are not authorized to procure patient related items including but not limited to medical/surgical supplies and/or minor equipment on the procurement card when using a hospital cost center. Patient related items that are needed and do not have a SAP material number are to be put on a ZB requisition as a NON-FILE item and sent through the system. A matrix has been developed to help define what type of requisition needs to be used.

<http://www.uky.edu/Purchasing/zbnbmatrix.pdf>

**\*\* If the vendor does not accept the procurement card, a requisition must be entered in SAP with a quote sent to Purchasing for the processing of a purchase order for the needed goods no matter how small the purchase.**

## **Purchasing of Travel Services and Payment of Registration Fees**

Generally, University of Kentucky employees traveling on official university business are responsible for defraying their travel expenses and be reimbursed in accordance with the policies for Official University Travel. (University of Kentucky Business Procedures E-5-1 through E-5-3). In consideration of this requirement, certain travel expenses incurred by an employee may be paid by the University of Kentucky Procurement Card. These expenses may be paid only in strict accordance with the Procurement Card User Agreement and the guidelines outlined in the Cardholder Manual and in Business Procedures Manual Sections E-5-1 through E-5-3. Responsibility for enforcement of this policy rests at the departmental level but the Office of the Treasurer is responsible for monitoring the program and imposing punitive actions or restrictions for policy violations by departmental personnel or cardholders.

### **Obtaining a Procurement Card Approved for Airline Expenses**

Upon special request and approval of the cardholder's supervisor and Dean and/or Administrative Officer, a cardholder may have their Procurement Card approved for purchasing airline tickets for official travel. Each request requires the completion of a new application and cardholder user agreement. The documents should be prepared as follows and directed to the Procurement Card Administrator in the Office of the Treasurer for final approval.

- A. Complete the Procurement Card application located at:  
<http://www.uky.edu/EVPFA/Controller/files/pay/pcapp.pdf>
- B. Get the application approved by the cardholder's Supervisor and Dean/Administrative Officer.
- C. Complete the Cardholder User Agreement located at  
<http://www.uky.edu/EVPFA/Controller/files/pay/UserAgreeNew.doc>
- D. Forward the original application and original user agreement to:

Procurement Card Administrator  
Accounts Payable  
331 Service Building  
Campus 0005

## **Airline Tickets**

Official University air travel arranged through the University's lead travel agency, one of its preferred travel agencies, or its online reservation system may be purchased with the Procurement Card. Official University business air travel arranged through an alternate travel agency or Web site must be purchased with a personal credit card and justified/supported by a cost comparison printed from Trip Manager on the day of purchase. Reimbursement of expenses for purchases from alternative sources must be requested by Travel Expense Voucher. See the Business Procedures Manual sections E-5-1 through E-5-3.

Airfare expenses must be coach/tourist class only (no first class) and may not include circuitous routes for personal reasons.

## **Registration Fees**

Registration fees may be charged to the procurement card for official University business travel. Registration fees are limited to the actual registration fee only. If other expenses are associated with the registration fee such as optional events, meals, or membership dues, shall not to be paid by the procurement card.

## **Hotel Expenses**

Hotel expenses are limited to the single room rate, room tax and business incidentals. These expenses should not be paid in advance unless they are required by the lodging facility. Meals are not allowed on the procard due to the different per diem rate for each destination varies.

## **Auto Rentals**

Auto rental in lieu of other ordinary transportation will be allowed only with acceptable justification. Insurance for collision or comprehensive damage waiver-deductible on rental vehicles is covered by the University's Actual Cash Value Comprehensive & Collision coverage plan and therefore is neither an authorized nor reimbursable travel expense. (Other insurance, including liability or casualty insurance, is a personal expense.)

## **Other Expenses**

All other travel expenses not specifically authorized by this policy are restricted from the procurement card, i.e: subway, taxi & train fares, parking ...

**NOTE:** See the Business Procedures Manual, sections **E-5-1 through E-5-3**, for a complete listing of the University of Kentucky's Travel Regulations.

## Other University Policies

### Office of the Treasurer - Records/Retention and Documentation Standards

The University's record retention policy requires that records of all card transactions be kept on file for audit purposes for three fiscal years. Records and documentation for transactions charged to a WBS Element must be kept on file for three fiscal years after the final financial report has been submitted. The documentation must support the propriety of the transaction and contain the following information:

- A. Vendor name.
- B. Detail listing of what was purchased, including item description, quantity and price.
- C. Total dollar amount of the purchase.
- D. Transaction date.
- E. Purpose/explanation for purchase (if necessary)

Examples of acceptable supporting documentation includes, but are not limited to:

- A. Original sales receipt
- B. Original packing slip
- C. Original cash register receipt
- D. Copy of order form or application
- E. Email confirmation of Internet order

**Documentation required for travel expenses may differ from the above.**

Airline expenses require the flight itinerary and ticket receipt. A hotel folio must be provided for hotel expenses. For registration fees, a receipt including a breakdown of itemized expenses is required.

Copies of supporting documentation are acceptable only when the original is not available. Imaged documentation is acceptable as original documentation if it meets the criterion set forth in the University's Records Retention Program. Please consult your records retention manager for compliance requirements.

## **Office of the Treasurer - Internal Controls**

Each college/department/unit utilizing the card must maintain a **separation** of duties between the use of the card and approval of the transactions for payment. Approval of Procurement Card transactions should be by the direct supervisor of the cardholder. If the supervisor has delegated this process to another, the delegation should be made in writing.

## **Office of the Treasurer - Responsibilities**

Authority to use the procurement card is delegated to departments by the Purchasing Division. However, disbursement of funds for settlement of valid claims for goods and services is the responsibility of the Office of the Treasurer. Therefore, use of the procurement card must be in accordance with the purchasing regulations as well as the internal controls and audit standards set forth by the Office of the Treasurer.

## **Deans/Directors/Administrative Officers**

The minimum level of approval of procurement card applications is Dean / Director / Administrative Officer. Approval also implies that all colleges / departments / units using the cards will do so in accordance with all University policies.

## **Cardholder**

A procurement cardholder must be a regular UK employee. Procurement cards are not issued to students or STEPS employees. Each recipient of a University of Kentucky procurement card is required to attend a training session conducted by the Procurement Card Administrator. The training focuses on the basic use of the card and the responsibilities associated with it. After completion of the training, each recipient is required to sign a Cardholder User Agreement (Appendix B) which spells out the responsibilities of each cardholder.

## **Participating in the Program**

### **Obtaining and Completing a Card Application (APPENDIX C)**

An application may be obtained by going to the web address listed on this manual's cover page or the Forms page off of the UK Home Page. The application will be reviewed by the Procurement Card Administrator. Upon approval, the Procurement Card Administrator will schedule training sessions and notify all new applicants via email.

#### **NOTE: WBS ELEMENTS**

A card application identifying a WBS Element as the default cost object must also provide the expiration date of the grant. When an expired grant is renewed, it is the responsibility of the department to notify the Procurement Card Administrator, in writing, with the new cost object and expiration date. Cards tied to WBS Elements will be suspended the following month after the grant expires unless notification has been received. Notifications should be from the cardholder's Business Office or Supervisor and sent to the Procurement Card Administrator at [procard @email.uky.edu](mailto:procard@email.uky.edu).

## **Procedures**

### **Card Information Revision**

On occasion, it may be necessary to change minor information on a procurement card. In these cases the information on an original card application may be revised by sending an email to the Procurement Card Administrator. The email must be from the cardholder's Business Officer or Supervisor. Please include the cardholder name and the changes desired. To change the name or department of a cardholder, the card must be deleted and a new card application completed.

### **Card Renewal**

New cards are issued for three year periods. Upon expiration, they are automatically renewed.

### **Termination of Employment/Transfers**

Card(s) assigned to an employee who terminates employment with the University or transfers to another department must be deactivated immediately. The cardholder/department is responsible for notifying the Procurement Card Administrator in writing via email prior to the termination/transfer date.

### **Lost /Stolen Card(s)**

Upon determination that a card has been lost or stolen, it is the cardholder's responsibility to **immediately** contact JP Morgan Chase at **1-800-270-7760** and also notify the Procurement Card Administrator at [procard@email.uky.edu](mailto:procard@email.uky.edu).

### **Express Mail Couriers**

The University of Kentucky requires all air express shipments to be paid on the Procurement Card. This requires that the card be set-up with UPS and/or FedEx. See Appendix F for the appropriate registration forms. These forms must be processed in order for the card to be charged and to get the University's discount. Only one card number may be set-up for each shipper account number. Check with your department's Business Office to determine if your card needs to be established against your shipper account. If the card currently registered with these Express Mail Couriers is canceled, a new form needs to be processed ASAP to register a new card number.

If you do not have an account with the Express Mail Courier you wish to use, contact the vendor's customer service to establish an account before sending the registration forms.

### **Sales Tax**

The University of Kentucky, as an agency of the Commonwealth of Kentucky, is exempt from Kentucky Sales Tax. The sales tax-exempt number **(A-276)** is embossed on the front of every card. Vendors may receive a tax-exempt certificate by contacting the Purchasing Division at (859) 257-9100x233 or by following the link provided below: [www.uky.edu/Purchasing/taxexempt.pdf](http://www.uky.edu/Purchasing/taxexempt.pdf).

When making out-of-state purchases, please be aware that our tax exempt status may be recognized by that state. Purchasing's webpage offers a listing of "State-by-State Sales Tax Exemption Information" which can be found at the following web link:

<http://www.uky.edu/Purchasing/taxexemptinfo.htm>

### **Card Misuse or Irregularities**

Misuse of a card or unusual or irregular transactions should be reported to the Procurement Card Administrator immediately.

### **Disputed Charges, Credits, and Returns**

The cardholder is responsible for contacting the vendor for any disputed charges or other items such as credits and returns. Disputed charges could result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc.

Disputes can generally be resolved by contacting the vendor. However if the cardholder is unable to reach an agreement with the vendor, the next step is to complete a "Dispute" form (Appendix D) and fax or mail it along with any supporting documentation to:

Procurement Card Administrator  
Accounts Payable  
331 Service Building  
Lexington, Ky. 40506-0005  
FAX 323-1954

All disputed charges should be submitted to the Procurement Card Administrator within sixty (60) days of the bank date. Any dispute received after the 60 days may result in our inability to assist you with the dispute. A copy of the dispute form should be maintained for your records. The request will be forwarded directly to JP Morgan Chase for review. JP Morgan Chase will immediately investigate the dispute and notify the department of the results.

## Ordering Process

The procurement card may be used to purchase goods or services in person, over the phone, by mail, or by secure Internet sites. When making a purchase, please be sure to provide the vendor with the following information:

1. Identify yourself as a University of Kentucky employee.
2. You're making a University purchase using a University of Kentucky procurement card.
3. The University is tax-exempt and give the University's tax-exempt number (on front of card).

When making a purchase by phone, also provide the vendor with the following:

4. Individual Card Number and Expiration Date.
5. Complete delivery address including building and room number.
6. Description of goods or services to be ordered.

The final step of a phone order should be:

7. Recap the items and quantities ordered.
8. Verify that all items are available for shipment. **Backordered items should be ordered separately if the entire order is under the Single Transaction Limit.** Purchases are not to split to avoid the procurement card's Single Transaction Limit.
9. Verify the total charges, including any shipping/handling, hazardous fee charges, etc..
10. Request that the vendor include a receipt of your order with the shipment or mail you a receipt immediately upon shipment.

An "Order Control Log" or similar document is recommended for departments that make frequent purchases. See Appendix E for an example of a control log. Such a log can be helpful in verifying orders when received.

**NOTE:** By University policy, vendors are not permitted to charge your card for purchases until the items have been shipped.

## Card Failure/Transaction Approval Denied

If a card becomes defective and will not "read" at the point of sale terminal or a transaction is denied, contact the Procurement Card Administrator at 859-323-4404 or [procard@email.uky.edu](mailto:procard@email.uky.edu). All reports of denied transactions should be reported within **ten** business days, otherwise the transaction or transactions in question cannot be researched.

## APPENDIX A

## Procurement Card Restrictions

### Restricted Businesses

- A. Florists
- B. Liquor Stores
- C. Convenience Stores
- D. Post Offices
- E. Insurance Agencies
- F. ATMs
- G. Attorneys
- H. Jewelers
- I. Gasoline Distributors
- J. Caterers
- K. Restaurants
- L. 1099 Reportable Vendors
- M. Medical Services
- N. Real Estate/Property

### Restricted Purchases

- A. Alcoholic Beverages
  - B. Ammunition/Weapons
  - C. Banking Services
  - D. Cash Advances
  - E. Communication Services (cellular phones, pagers, internet services, etc.)
  - F. Consulting and Related Services
  - G. Flowers
  - H. Gasoline
  - I. Insurance
  - J. Legal Services
  - K. Memberships
  - L. Postage Stamps
  - M. Prepaid Phone Cards
  - N. Prescription Drugs and Controlled Substances
  - O. Promotional Items
  - P. Rent/Lease Payments
  - Q. Temporary Help Services
- All Other Discretionary Expenses  
**(Appendix I)**

### Quasi Restricted Purchases

- A. Airline Tickets – Only airline tickets purchased through the University's preferred travel agencies are allowed on Procurement Cards that have been specifically approved for airline expenses.
- B. Food Products – All purchases of food products made by Procurement Card must be in strict accordance with the Discretionary Expenditure Policy funding requirements. The department is delegated the responsibility to adhere to the University's requirements for appropriate documentation, funding and approval.
- C. Capital Equipment – (Also see Appendix H)
  - Any equipment costing \$2,000.00 or more may not be purchased by Procurement Card.
  - All equipment costing less than \$2,000.00 may be purchased by Procurement card except as follows:
    - Computers and computing equipment (automatic data processing devices) costing \$1,000.00 or more.

Note: Technology related equipment and supplies may be purchased on ebuy by Procurement Card. For details go to <http://www.uky.edu/Purchasing/ebuy/>.

APPENDIX B

UNIVERSITY OF KENTUCKY  
Procurement Card Program  
Cardholder User Agreement

**As a recipient of a University of Kentucky Procurement Card, I agree to the following terms and conditions:**

1. I will use the card only in accordance with University policies, regulations, and procedures as stated within the University Personnel Policy Manual, the Business Procedures Manual, and the Procurement Card User's Guide.
2. I will adhere to University price contracts and will not manipulate/split orders over the Single Transaction Limit.
3. I understand this is NOT a personal purchasing card and I will not make any personal charges against my card(s) under any circumstances.
4. I am responsible for ensuring my card(s) and my card number(s) are protected from theft or loss. I will immediately notify the Procurement Card Administrator of any loss or improper use of my card(s) or card number(s).
5. I am responsible for obtaining and submitting, for audit purposes, all proper invoices/receipts or other documentation necessary to substantiate the propriety of each card transaction.
6. I will surrender the procurement card to the University's Procurement Card Administrator or my immediate supervisor upon demand or upon my termination of employment with the University.
7. If my procard is approved for travel, I will comply with the travel regulations and limitations established by the Procurement Card policies and the Business Procedures Manual Travel Regulations (E-5-1 – E-5-3).
8. If my procard defaults to a grant account, I am responsible for ensuring that all purchases made on this card be for that specific grant.
9. I understand that failure to comply with the policies, regulations, and guidelines set forth herein may result in termination of my employment from the University of Kentucky.

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**I hereby certify that I have read, understand and shall adhere to the University of Kentucky's Procurement Card policies, regulations, and procedures.**

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Procurement Card Administrator  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX C

## UNIVERSITY OF KENTUCKY PURCHASING CARD APPLICATION

### EMPLOYEE INFORMATION

Card Applicant's SAP Person ID \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
Business Street Address (Department Name) Address 2 (Room and Building) Business Phone Number  
City \_\_\_\_\_ State \_\_\_\_\_ Zip and speed sort \_\_\_\_\_ Cardholder's EmailAddress \_\_\_\_\_  
Mother's Maiden Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ Cardholder Department Number \_\_\_\_\_

Airline Tickets on card:  Yes  No Procard Editor 1 (SAP User ID) \_\_\_\_\_

Auto Rental on card:  Yes  No Procard Editor 2 (SAP User ID) \_\_\_\_\_

Hotel Lodging on card:  Yes  No Procard Editor 3 (SAP User ID) \_\_\_\_\_

If this application is to add travel to an existing card, provide last 4 digits of card# \_\_\_\_\_

### COMPANY INFORMATION

Company Address \_\_\_\_\_ **ACCOUNTS PAYABLE 331 SERVICEBLDG** \_\_\_\_\_  
**LEXINGTON** \_\_\_\_\_ **KY** \_\_\_\_\_ **40506-** \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Credit Limit \_\_\_\_\_ Primary Cost Object \_\_\_\_\_ Secondary Cost Object \_\_\_\_\_

MCC Group (Include \ Exclude) \_\_\_\_\_ Single Transaction Limit \_\_\_\_\_ Second Line of Embossing (Dept Name) \_\_\_\_\_

Transaction Per Day \_\_\_\_\_ Transactions per Month \_\_\_\_\_ Hierarchy Level \_\_\_\_\_ Hierarchy ID \_\_\_\_\_

### EMPLOYEE / APPROVAL SIGNATURE

Signature of Applicant / Date \_\_\_\_\_ Procurement Card Administrator/Date \_\_\_\_\_

Approving Supervisor Name (Please Print) Email Address \_\_\_\_\_ Approving Supervisor Signature and Date \_\_\_\_\_

Approving Dean/Administrative Officer Name (Please Print) Email Address \_\_\_\_\_ Approving Dean/Administrative Officer Signature/Date \_\_\_\_\_

**APPENDIX D****JP MORGAN CHASE DISPUTE FORM**

NAME: \_\_\_\_\_ MC ACCT # \_\_\_\_\_

MERCHANT NAME: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TRANSACTION DATE: \_\_\_\_\_ POST DATE: \_\_\_\_\_

Dear Cardholder,

This form has been forwarded to you for your convenience. If you need additional space please use the reverse side. Regulations regarding your dispute require that you notify us in writing within 60 days of your receipt of the transaction. Attempts should be made with merchant to resolve the dispute before notifying your Procurement Card Administrator. Any response received after the above mentioned time frame may result in our inability to assist you with your dispute. Please fax your dispute notification to: **1-859-323-1954**.

**CHECK & COMPLETE THE ONE THAT BEST DESCRIBES YOUR DISPUTE & PROVIDE ALL REQUESTED DOCUMENTATION**

- A. \_\_\_\_ I have been billed more than once for the same transaction. I authorized only one charge with this merchant for \$\_\_\_\_\_. My card was in my possession at the time of the disputed billing.
- B. \_\_\_\_ I have been charged for a purchase that was paid for by other means. (Other credit card, Check, Etc.) **Enclose copy of other method of payment that verifies purchase was paid for by other means.**
- C. \_\_\_\_ I have been billed for the wrong amount on my account. My credit card receipt shows \$\_\_\_\_\_. However, I was billed \$\_\_\_\_\_. **Enclose a copy of receipt showing correct amount.**
- D. \_\_\_\_ I did not authorize this charge.
- E. \_\_\_\_ Merchant was to issue credit for goods returned on \_\_\_\_\_. This credit has not posted to my account. **Enclose copy of credit receipt received from merchant / or copy of returned mail receipt.**
- F. \_\_\_\_ I have not received the Services/Merchandise I ordered. The Service/Delivery date was \_\_\_\_\_. **Explain all details, including your attempt to resolve with the merchant.**
- G. \_\_\_\_ I attempted to return merchandise but the merchant refuses to accept it. **Explain reason for return, Give Merchant's response & provide copy of original return mail receipt.**
- H. \_\_\_\_ I Canceled Service, Airline ticket, Hotel reservation, on \_\_\_\_\_. Cancellation # \_\_\_\_\_
- I. \_\_\_\_ I have contacted the merchant to resolve my dispute about the quality of services or goods and am still not satisfied. **Describe dispute fully, in detail. Include all documentation that supports your claim.**
- J. \_\_\_\_ I have resolved my dispute with the merchant.

\_\_\_\_\_  
CARDHOLDER SIGNATURE\_\_\_\_\_  
DATE



## APPENDIX F

### Fedex Mastercard Procurement Program

Many of you have requested Fedex involvement in UK's Procurement Card Program. We are pleased to announce the capability to have your shipments billed to your Department Mastercard account. To utilize this billing option, you will need to fax this form to 1-800-548-3020.

No other service aspect has changed. Continue to call 1 (800) GO FEDEX for on-call pickups, leave your package at the normal pick up site, or drop your package in one of our convenient drop boxes. (call 1-800-GO FEDEX for the nearest drop box).

If you do not have a Fedex Account number, call 1 (800) GO FEDEX to initiate an account and then fax this form.

Thank you for being a Fedex customer and trusting us to quickly and dependably deliver your important packages.

UK has moved to zone pricing.

<b>Fax: 1-800-548-3020</b>	<b>Fedex, Billings Dept</b>
<b>Mastercard Account Number</b>	_____
<b>Expiration Date</b>	_____
<b>Name as it Appears on the Card</b>	_____
<b>FedEx Account Number</b>	_____
<b>Telephone Number</b>	_____
<b>Contact Name</b>	_____

**NOTE to Departments:** Also fax or email this form to Scott Lutin, Procurement Card Administrator, to ensure that your shipping account is tied to the University Discount.

Fax: 323-1954  
Email: [procard@email.uky.edu](mailto:procard@email.uky.edu)

## APPENDIX F

### UPS PROCUREMENT CARD REGISTRATION

Dear Valuable UK Customer,

Thank you for your business. UPS is pleased to announce that we are able to process your International and Domestic air shipments using the University of Kentucky's new department procurement card. To register your procurement card for UPS air shipments please complete the bottom of this form and return it via fax to 1-801-459-9825. This will ensure that you receive the special UK discounted rates when you use your procurement card.

After registering your card number with UPS (please allow 2 weeks), simply select the Bill Shipper option in section 7 (method of payment) on the Air Shipping Document (ASD). Call UPS to request an "ON-CALL AIR PICKUP @ 1-800-742-5877 or deposit your shipment in one of your many Air Drop-Boxes located all across campus. You can also drop your shipments off at the UK post office in the basement of the classroom building.

UPS is committed to offering flexible shipping and payment solutions to customers at UK. Please feel free to visit our UPS web site @ [WWW.UPS.COM](http://WWW.UPS.COM) and look under the "site locator" screen for the closest drop box location near you. You can also request an "ON CALL AIR PICK-UP" from our web site.

Again, thank you for choosing UPS for all your express shipping needs.

**Fax to:** **1-972-884-3083**

**UK Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**UPS Shipper Number:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTE TO DEPARTMENTS:** Beware of your monthly credit limit. For large accounts this could pose a problem.

APPENDIX G



**UNIVERSITY OF KENTUCKY  
ACCOUNT ACTIVATION REQUEST FORM**

To Begin Placing Orders with OfficeMax, complete this form and fax to:

Wendy Jenks  
Fax: 502-253-6309

Or Email to: [kenlennon@officemax.com](mailto:kenlennon@officemax.com)

Name:	**
Office Max Consignee/ShipTo (if known):	
Dept Name:	
Bldg – Room #:	**
Street Address:	**
City/State/Zip+4:	**
Phone#:	**
Fax#:	
Email:	**

**PROCUREMENT CARD INFORMATION:**

MasterCard #:	**
Expiration Date:	**

**\*\*REQUIRED FIELDS; REQUEST CANNOT BE PROCESSED IF THIS INFORMATION HAS NOT BEEN PROVIDED**

## **APPENDIX H**

### **EQUIPMENT CAPITALIZATION POLICY**

*Effective July 1, 2001 the Board of Trustees adopted a revised policy for capitalization of equipment. The new policy is stated below, and is the basis for accountability.*

#### **CAPITALIZATION POLICY:**

##### **Category I**

Equipment costing \$2,000 or more will be capitalized.

##### **Category II**

Equipment costing \$1000 or more will be capitalized when it is:

Computing equipment (automatic data processing devices and data processing functions, such as terminals, keyboards, visual display devices, printers, and central processing units).

APPENDIX I

UNIVERSITY OF KENTUCKY  
Discretionary Expenditure Policy  
March 9, 2007

Category	Transaction Type	Non-Disc. Funds	Disc. Funds	Minimum Levels of Responsibility*	Special Comments	UK Bus. Proc. Ref
ALCOHOL	Alcoholic Beverages	No	Yes	Provost/Exec Vice President	Not permitted on non-discretionary funds for any function.	<a href="#">B-3-2-2</a>
AWARDS	Employee Awards / Incentive Programs	Yes	Yes	Dean/CC President	Must be part of an Employee Award/Incentive Program approved by the President. Any other individual employee recognition mementos not to exceed \$50 in value.	<a href="#">E-7-12</a>
	Student Awards	Yes	Yes	Dean/CC President IF AWARD <\$500  Provost/Exec Vice President IF AWARD >\$500	Must be part of a Student Award Program approved by the President. Any other recognition mementos not to exceed \$50 in value.	<a href="#">E-7-11</a>
CARDS	Holiday/Greeting Cards	No	Yes	Provost/Exec Vice President		<a href="#">B-3-2-2</a>
CONTRIBUTIONS	Cash Donations	No	No		Not allowed from any funds (See Gifts - Memorial)	
DUES	Institutional	Yes	Yes	Dean/CC President/ Administrative Officer	Membership must be in the name of the University of Kentucky and not an individual.	<a href="#">B-3-2-2</a>
	Individual Membership to:					
	* Civic, Service, Private Club	No	No		Not allowed from any funds. This includes memberships to Boone Center and Spindletop.	
	* Professional Organizations	No	Yes	Dean/CC President/ Administrative Officer	May be paid from endowment funds for faculty members holding endowed chair positions.	
	* Professional Licenses	No	Yes	Provost/Exec Vice President	May be paid from endowment funds for faculty members holding endowed chair positions.	
ENTERTAINMENT CONTRACTS	-	Yes	Yes	Dean/CC President/ Administrative Officer	Valid contract required	<a href="#">B-4</a>

**Discretionary Expenditure Policy**  
March 9, 2007

Category	Transaction Type	Non-Disc. Funds	Disc. Funds	Minimum Levels of Responsibility*	Special Comments	UK Bus. Proc. Ref
<b>FLOWERS</b>	Classroom Purposes	Yes	Yes	Dean/CC President/ Administrative Officer		<a href="#">B-3-2-2</a>
	Congratulatory	No	No		Not allowed from any funds	
	Funeral/Illness: * Employee & Immediate Family (As defined in HR Policy 84.1.1.1)	No	Yes	Dean/CC President/ Administrative Officer	For funerals, monetary gifts, in lieu of flowers, not to exceed \$50 may be made to family-designated charities or memorial funds.	
	* Friends/Donors	No	Yes	Dean/CC President/ Administrative Officer		
	Administrative Professionals Day	No	No		Not allowed from any funds	
<b>GIFTS</b>	<b>Employees:</b> * Appreciation	No	No		Not allowed from any funds	<a href="#">B-3-2-2</a>
	* Memorial	No	Yes	Dean/CC President Administrative Officer	For funerals, monetary gifts, in lieu of flowers, not to exceed \$50 may be made to family-designated charities or memorial funds.	<a href="#">B-3-2-2</a>
	* Retirement	Yes	Yes	Dean/CC President/ Administrative Officer	Must be official retirement from the University as defined in AR II-1.6-1 and AR II-1.6-2. Limit of \$150 - Cash or cash equivalent gifts are not allowed.	<a href="#">B-3-2-2</a>
	* Special Occasions	No	No		Not allowed from any funds	<a href="#">B-3-2-2</a>
	* Sporting Event Tickets	No	No		Not allowed from any funds - refer to sporting event tickets for Friends and Donors.	<a href="#">B-3-2-2</a>
	<b>Friends/Donors:</b> * Appreciation	No	Yes	Provost/Exec Vice President		<a href="#">B-3-2-2</a>
	* Memorial	No	Yes	Provost/Exec Vice President	For funerals, monetary gifts in lieu of flowers not to exceed \$50 may be made to family-designated charities or memorial funds.	<a href="#">B-3-2-2</a>
	* Special Occasions	No	Yes	Provost/Exec Vice President		<a href="#">B-3-2-2</a>
	* Sporting Event Tickets	No	Yes	President	Single tickets only. May include employee ticket in role of host of friend or donor. Season tickets are not allowed from any funds.	<a href="#">B-3-2-2</a> -

**Discretionary Expenditure Policy**  
**March 9, 2007**

Category	Transaction Type	Non-Disc. Funds	Disc. Funds	Minimum Levels of Responsibility*	Special Comments	UK Bus. Proc. Ref
<b>GUEST EXPENSES</b>	-	Yes	Yes	Dean/CC President/ Administrative Officer	Pay from actual receipts. Can not be employee, prospective employee, student or relative of employee or student.	<a href="#">B-3-2-3</a>
<b>MEALS</b>	<b>Employee Meals:</b> * Department Social Activity	No	Yes	Dean/CC President/ Administrative Officer		<a href="#">B-3-2-7</a>
	* Entertaining Official Guests	Yes	Yes	Dean/CC President/ Administrative Officer	Care must be exercised in ratio of employees to guests	<a href="#">B-3-2-7</a>
	* Faculty Orientations/Receptions	Yes	Yes	Dean/CC President/ Administrative Officer		<a href="#">B-3-2-7</a>
	* Unplanned Working Lunches	Yes	Yes	Provost/Exec Vice President	Unplanned meals on federal or federal flow through sponsored projects are unallowable expenses.	<a href="#">B-3-2-7</a>
	* Planning/Administrative Meetings (Planned luncheon)	Yes(1)	Yes	Dean/CC President/ Administrative Officer	(1) Advance Approval of Provost/Exec Vice President required	<a href="#">B-3-2-7</a>
	* Recruitment (Prospective Employee)	Yes	Yes	Dean/CC President/ Administrative Officer		<a href="#">E-7-9</a>
	* Retirement Dinners	No	Yes	Dean/CC President/ Administrative Officer	Must be official retirement from the University as defined in AR II-1.6-1 and AR II-1.6-2.	<a href="#">B-3-2-7</a>
	<b>Employee Spouse Meals</b> * Entertaining Official Guests	No	Yes	Dean/CC President/ Administrative Officer		<a href="#">B-3-2-7</a>
	* Faculty Orientations/Receptions	No	Yes	Dean/CC President/ Administrative Officer	Spouses may also be included in Public Relations Activities and other events.	<a href="#">B-3-2-7</a>
	* Recruitment (Prospective Employee)	No	Yes	Administrative Officer		<a href="#">E-7-9</a>
<b>OFFICE DÉCOR NON-PUBLIC AREAS</b>	-	No	Yes	Dean/CC President/ Administrative Officer	Includes but is not limited to aquariums, flowers, pictures, plants, holiday decorations.	<a href="#">B-3-2-2</a>

**Discretionary Expenditure Policy**  
**March 9, 2007**

Category	Transaction Type	Non-Disc. Funds	Disc. Funds	Minimum Levels of Responsibility*	Special Comments	UK Bus. Proc. Ref
<b>PUBLIC RELATIONS</b>	Fund Raising Activities, Alumni Activities	No	Yes	Dean/CC President/ Administrative Officer	May also be paid from restricted gift account. Includes employee meals, refreshments, travel, entertainment, flowers	<a href="#">B-3-2-2</a>
	Dinners/Admissions Charges	No	Yes	Provost/Exec Vice President	External non-profit organizations - may include spouses. Focus is not on meal but in support of the organization.	
<b>RECRUITMENT EXPENSES</b>		Yes	Yes	Dean/CC President/ Administrative Officer	Refer to Business Procedures Manual for details of allowable expenses.	<a href="#">E-7-9</a>
<b>REFRESHMENTS FOR DEPT USE</b>		No	Yes	Dean/CC President/ Administrative Officer	Includes bottled water, coffee, soda, etc.	<a href="#">B-3-2-2</a>
<b>RELOCATION EXPENSES</b>		Yes	Yes	Provost/Exec Vice President		<a href="#">E-7-8</a>
<b>STUDENT ACTIVITIES AND EXP.</b>	Orientations and Receptions, Department Graduations	Yes	Yes	Dean/CC President/ Administrative Officer	Includes employees meals, refreshments, travel, flowers, entertainment (musicians, speakers).	<a href="#">B-3-2-7</a>
	Travel	Yes	Yes	Dean/CC President/ Administrative Officer	Reimbursement from actual receipts.	
	Grant-in-Aid, Scholarships, Refunds	Yes	Yes	Dean/CC President/ Administrative Officer		
<b>UNIVERSITY, COLLEGE OR DEPARTMENT ACTIVITIES</b>	Community Related Programs, Seminars, Workshops, Conferences and Continuing Education Courses	Yes	Yes	Dean/CC President/ Administrative Officer	University Sponsored self-supporting event where majority of participants are not University employees. Expenses may include meals, refreshments, entertainment, flowers.	<a href="#">B-3-2-7</a>
	Faculty/Staff Retreats, Planning and Administrative Training Meetings (See comments for advance approval)	Yes	Yes	Dean/CC President/ Administrative Officer	Activities organized to enhance employee performance and communication or operation of organization/unit. Expenses may include employee meals (meals require advance approval of the Provost/Exec VP), refreshment, travel, entertainment, flowers. Must obtain advance approval of Dean/CC President/Admin Officer for the event.	<a href="#">B-3-2-7</a>
	Faculty/Staff Orientations/Receptions	Yes	Yes	Dean/CC President/ Administrative Officer	Activities organized and presented by College or Department. Expenses may include employee meals, refreshments, mileage (does not include overnight lodging), entertainment, flowers.	<a href="#">B-3-2-7</a>