

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 1st:**
 - 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) The following requires approval of the President: <input type="checkbox"/> International Travel The following may be approved by the appointing authority or designee: <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

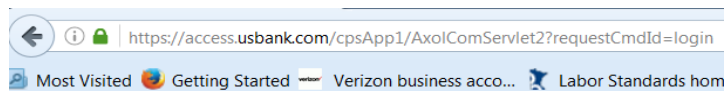
Access Your Cardholder Account On-line

(<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 US Bank logo and the text "Welcome to Access Online!". Below this, a message reads "Please enter the information below and login to begin." The login form consists of 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, there are links for "Forgot your password?", "Register Online", and "Website/Browser Requirements". The footer contains the text "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"/>	Ⓡ ⓓ	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 is a secondary menu with '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 '08/10/2015' selected and a red arrow pointing to it), and buttons for 'Search' and 'Print Account Activity'. Below the dropdown is a table with columns for 'Select', 'Status', 'Approval Status', 'Trans Date', 'Posting Date', and 'Merchant'. The table contains two rows of transaction data. Below the table are buttons for 'Check All Shown' and 'Uncheck All Shown', and another set of buttons for '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"/>	Ⓡ Ⓣ	Pending	08/01	08/03	VZWRLSS*MY VZ VB P
<input type="checkbox"/>	Ⓡ Ⓣ	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	Add Alloc	140540		2025			Stmt 9/24/16
<input type="checkbox"/>	10/12/2016	BROADCAST MUSIC INC	\$1,064.60	Add Alloc	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

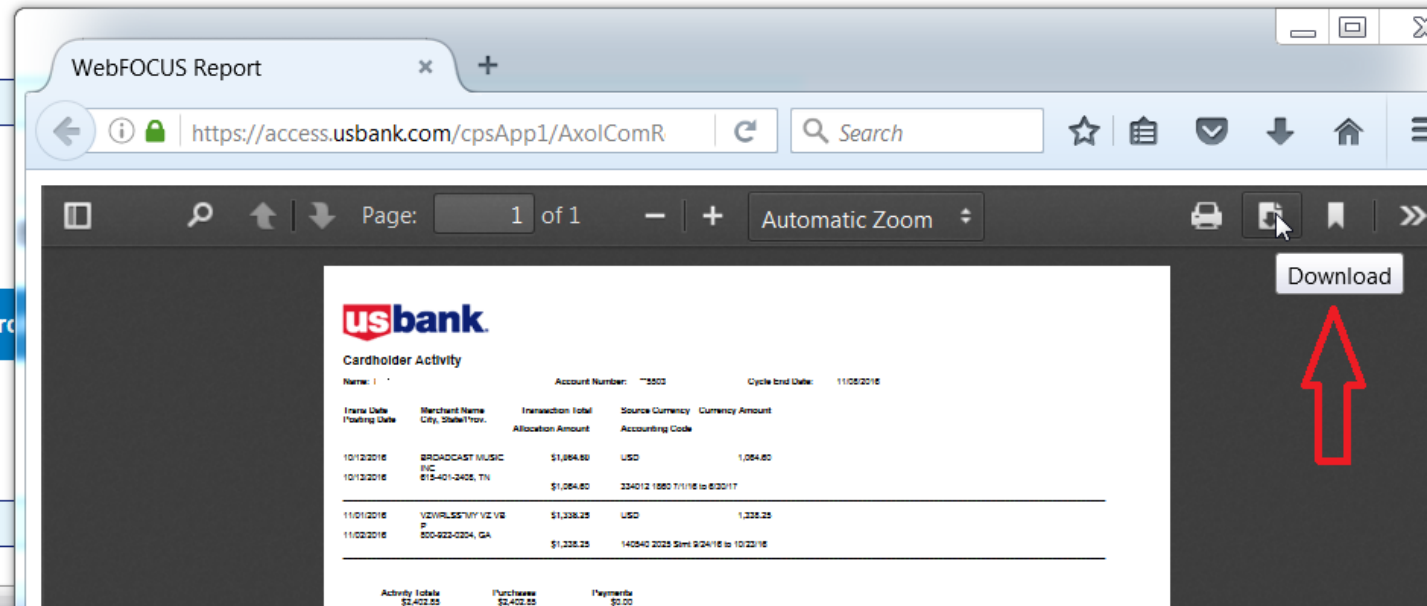
[+] Search Criteria

WebFOCUS Report

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

Page: 1 of 1 Automatic Zoom

Download



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 1/2 VG P.	\$1,338.25	USD	1,338.25
11/02/2016	800-923-0204, GA	\$1,338.25	140840 2025 Stmt 9/24/16 to 10/23/16	

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

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 15th 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 15th of the month

Key Contacts – Who to Call

Business Services	Christy – Ext# 6215	Holly – Ext# 6905
	Christy.Johnson@smsu.edu	Holly.Lichtinn@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
Questions about purchasing policies and procedures	X	