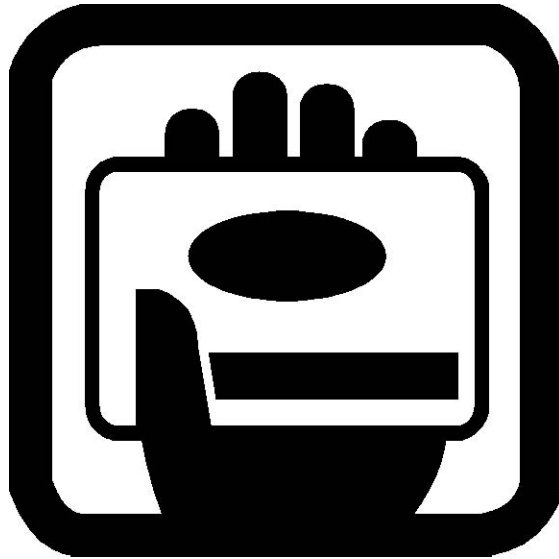


SUL ROSS STATE UNIVERSITY PURCHASING CARD PROGRAM



CARDHOLDER TRAINING MANUAL

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Program Overview

Sul Ross State University's Purchasing Card Program is a fast, flexible alternative for ordering certain goods/services from vendors that accept MASTER CARD as a form of payment. The program is designed to delegate the authority and capability to purchase these items directly to the cardholder. It enables the cardholder to make purchases directly from vendors without the issuance of a purchase order or check request. The program is not designed to replace the current purchasing process but is a supplement to that process and a delegation of purchasing authority and responsibility to the cardholder. Cardholders accept the responsibility of adhering to all State, Board of Regent and Sul Ross State University purchasing policies and procedures and the maintenance of required records. Cards will not be issued to any employee until the account manager and cardholder have received training provided by the Purchasing Department. Accounts will be encumbered based on estimated annual purchases.

How does the program work?

An account manager can apply for a purchasing card in the cardholder's name. The card is mailed to the Purchasing Department and, after appropriate training is complete, it is issued to the cardholder. A purchase may be made in person, by telephone, or over the internet using the card. The cardholder logs the purchase in a transaction log. After a purchase is made, the purchasing card company pays the vendor within three days. The purchasing card company bills the University and is paid. Cardholders access the purchasing card company's website and reconcile online transactions against their transaction log.

What is the benefit?

Departments benefit through reduced paperwork, quick and efficient ordering, and faster delivery. The University benefits due to reduced paperwork and savings through the consolidated billing by purchasing card provider. Vendors benefit through expedited payments.

Important Points of the Program.

The following important points should be reviewed before using the purchasing card:

- ✓ Your signature on the Cardholder Agreement means that you understand the intent of the program and agree to follow the established guidelines as stated in this Purchasing Card Manual. Please read it carefully.
- ✓ Your purchasing card is issued in your name. You are responsible for the security of the card and the transactions made with it.
- ✓ You must not exceed your delegated budget, transaction or monthly limits.
- ✓ You are responsible for maintaining and reconciling your transaction log.
- ✓ The purchasing card is not intended to avoid or bypass appropriate purchasing or payment procedures.
- ✓ The purchasing card is not for personal use.
- ✓ The purchasing card must be returned to the Program Coordinator upon your transfer or termination.

Purchasing Card Policy

The University's Purchasing Card can be utilized to procure goods and services under \$2,000. This program enables the user to make purchases directly from vendors without the issuance of a purchase order or check request. The program is not designed to replace the current purchasing process but is a supplement to that process and a delegation of purchasing authority and responsibility to the cardholder. Cardholders accept the responsibility of adhering to all State, Board of Regent and Sul Ross State University purchasing policies and procedures and the maintenance of required records. Cards will not be issued to any employee until the account manager and cardholder have received training provided by the Purchasing Department. Accounts will be encumbered based on estimated annual purchases.

Program Responsibilities

The following positions have certain responsibilities regarding the University's purchasing card program.

- Program Administrator – The Director of Purchasing is assigned the responsibility of administering the overall program through designation as Program Administrator. The Administrator is responsible for approving credit limits within the established policy and enforcing University policies related to the program, as well as issuing cards and monitoring the use of those cards.
- Program Coordinator – Person who is responsible for maintaining documentation and periodic auditing of purchasing card activities. The Program Coordinator is the first level of contact for questions or problems regarding the program. The Senior Buyer in the Purchasing Department currently serves as Program Coordinator.
- Account Manager – Person who is responsible for designating cardholders for the accounts under their control and for approving monthly purchasing card statements of cardholders to ensure that they are within SRSU's policy. The Account Manager maintains all responsibility for the account and must insure that funds are not overexpended.
- Cardholder – Person designated by the Account Manager to utilize the purchasing card. The cardholder is responsible for adhering to all State, Board of Regents and Sul Ross State University purchasing policies and procedures, for maintaining required records, for verifying all transactions listed on their billing statement, and for maintaining the security of their individual purchasing card. All records including logs, individual statements, invoices and receipts must be maintained on University premises and should be filed in central departmental files after reconciliation. The cardholder is responsible for notification of lost cards and initiating the dispute process for a questionable charge.

Penalties

Any abuse of the card, including but not limited to purchasing prohibited items, splitting orders to avoid purchasing rules, inadequate record keeping or not responding to billing inquiries promptly will result in disciplinary action. The card is to be used for SRSU official business only. Personal purchases, other than an error that is immediately corrected, will be considered misappropriation of state funds and may result in discharge, criminal charges, or both.

Card Use

The card may be used for single purchases of less than \$2,000 and total purchases per month of less than \$5,000. Higher or lower limits per month may be requested. Only the authorized cardholder may use the card to make purchases, however, the cardholder may call in an order and allow others to pick it up. Permitted purchases are all allowable categories of purchases except those listed below:

- Purchases of furnishings, equipment, or software with a unit price of \$500 or more or a total price of \$1,000 or more, unless approved, in writing, by the appropriate vice president.
- Consulting, Personal or Professional Services
- Insurance
- Temporary Personnel
- Travel
- Hotel Rooms (or Reservations)
- Lease or Rental of Space
- Alcoholic Beverages
- Food and Entertainment (State Accounts)
- Flowers/Plants (State Accounts)
- Memberships
- Cash Disbursements
- Items for Personal Use
- Animals (Live)
- Controlled Items (guns, fax machines, stereo systems, cameras, TVs, VCRs, camcorders, laserdisc players, computers, printers, servers)
- Fuel
- Cell Phones
- Postage
- Chemicals or Hazardous Materials
- Moving Expenses
- Purchases with equipment trade-ins
- Time or Installment purchases.
- Gifts or stipends

Record Keeping

The cardholder is responsible for maintaining a log of all credit card transactions. The log represents official support documentation for the expenditure of funds. The cardholder must retain all credit card slips, itemized invoices, sales receipts, packing slips or other information or correspondence related to the purchase and forward these to the account manager with the monthly reconciliation. All documents should be retained in departmental files for the current fiscal year plus the three previous fiscal years. The file retention period also applies to the purchasing card records of terminated employees.

Reconciliation

The cardholder must reconcile the transaction log at the close of the billing period (no later than the 11th of the month). The transaction log is reconciled to transactions on the bank's website and forwarded, with related documentation, to the account manager responsible for the account on which the card is issued. The account manager must review the documentation and sign the reconciled log. The bank may also send a paper statement which can be filed with your documentation.

Billing/Payment

The Controller's Office will be billed monthly by the issuing bank for all charges made by SRSU cardholders. The Controller's Office will pay the summary billing in full and charge the account designated for each card.

Auditing

All records pertaining to purchasing card use will be subject to post-payment audit by the Purchasing Department, Controller's Office, Internal Auditor's Office and State Auditor's office. Onsite audits will be performed periodically on the records of all cardholders. The objective of the audit is to determine compliance with the purchasing and record keeping requirements of this policy. A report of audit findings will be prepared at the conclusion of each audit and a copy submitted to the account manager and appropriate administrative officers.

Lost or Stolen Cards

Cardholders must notify the issuing bank immediately if a card is lost or stolen. Bank representatives must be informed that the lost/stolen card is a purchasing card. Cardholders must also notify the account manager and Purchasing Card Coordinator or Administrator as soon as possible.

Card Cancellation

When a cardholder transfers to another department or terminates employment, the account manager must notify the Purchasing Department so the purchasing card can be cancelled. The account manager must obtain the card from the cardholder, cut the card in two pieces and return it to the Purchasing Card Coordinator with a written request to cancel the card and a final reconciled transaction log no later than 2 weeks before the employee transfers or terminates employment. Noncompliance with State and University purchasing policies/procedures will also be grounds for cancellation of a cardholder's purchasing card.

Purchasing Card Procedures

How do I obtain a card?

To obtain a purchasing card, contact the Purchasing Department and request a purchasing card action/application form. Complete the form, obtain the appropriate account manager's signature and return the form to the Purchasing Department. Upon receipt of your completed action/application form, the Program Administrator will review, approve and forward the necessary documentation to the purchasing card company for processing. The purchasing card company will send the card(s) to the Program Administrator. This process normally takes two to four weeks. Upon receipt you will be contacted to attend a short orientation/training session. If your account manager has not already had training, he/she will be required to attend as well. At the end of the session, you will be asked to sign the cardholder agreement and the card(s) will be released to you.

How do I make a purchase?

To make a purchase of goods or services using the purchasing card, you must first determine if the transaction is an acceptable use of the card and within your spending limit. A transaction includes the purchase price, freight and installation.

- ✓ Call or fax the order, visit the vendor, or place the order over the internet if there is reasonable certainty that the site is secure. A secure site should display a message box indicating you are about to enter a secure site. The address line should change from http to ftp. Confirm pricing including shipping and installation.
- ✓ Enter information on transaction log.
- ✓ Secure a receipt or invoice for all purchases.
Purchases for SRSU are tax exempt. Stress to the vendor that SRSU is tax exempt. If required, a tax exemption form can be obtained from the Purchasing office and forwarded to the vendor.
- ✓ Provide detailed shipping instructions to the vendor. All items must be shipped to an SRSU authorized facility. Since no purchase order will be issued, all boxes and packing lists should be labeled with the words PCARD, the cardholder's name and department to insure delivery to the correct person. If delivered directly to the department, information should include building and room number.
- ✓ Direct the vendor not to charge the account before the goods are shipped. Back orders should not be charged until the goods are shipped.

How do I receive goods/services?

Upon receipt of goods/services, you should immediately verify the contents of the shipment and that they are in good condition or that the services have been satisfactorily completed. It is your responsibility to ensure receipt of goods and to follow up with vendors to resolve any delivery problems, discrepancies, and/or damaged goods. By law, vendors have only 15 days to file a claim on damaged freight. All receipts should be clearly dated and signed.

How do I keep my records?

Each individual purchase must be recorded in the transaction log at the time of purchase. You must enter the transaction date, the vendor, and a description of the items purchased. The description should include enough detail so it may be recognized as an appropriate purchase. You must also indicate the appropriate object codes for the purchase.

For each purchase, you must obtain an itemized receipt/invoice that clearly indicates what is being purchased and the associated cost. All receipts must be kept with the transaction log in the order the transactions are recorded. Other documents that must be retained and kept with the log are packing slips, credit card receipts/slips and other information or correspondence related to the purchase. Any credit, return, or disputed item must also be recorded in the transaction log.

No later than the 11th of the month, you must reconcile the log to the bank's online system. Each item must match the transaction, per the log. Any discrepancy should be identified and promptly investigated with documentation of action taken recorded as an attachment to the log. It is your responsibility to resolve all discrepancies. The log must be reconciled and forwarded with associated documentation to the account manager within 3 days of the receipt of the statement. Failure to maintain and reconcile log may result in cardholder privileges being removed.

How do I return or dispute an item?

Should a problem arise with a purchased item or charge, you should make every attempt to first resolve the issue directly with the supplier. Review of future online transactions is vital to insure the account is properly credited for returns, credits and disputed charges. The returned, credited or disputed item must be noted on the transaction log.

RETURNS: If an item needs to be returned to a supplier, contact the supplier and obtain instructions for the return. Some suppliers may charge a restocking or handling fee for returns. All returns must be recorded in the transaction log.

CREDITS: If an item is accepted as a return by the supplier, a credit for this item should appear on the following month's statement. All credits must be recorded in the transaction log.

DISPUTED CHARGES: If you find a discrepancy on a monthly statement, you should contact the supplier and attempt to resolve the problem directly. **All disputed items must be recorded in the transaction log.** If you cannot resolve a disputed item directly with the supplier, contact Customer Service at Citibank. If they are unable to resolve the problem immediately, they will ask you to complete a Statement of Disputed Item Form. Fax the form to the number indicated on the form. Citibank will place the charge in a 'State of Dispute' and the account may be given a provisional credit.

How do I make payments?

The good news is, you don't! The Controller's Office will be billed monthly by the purchasing card company for all charges made by SRSU cardholders. Your monthly paper statement is for information only. File this statement with your transaction log and supporting documentation. The purchasing card does not affect the cardholder's credit rating in any way.

How can I increase my budget?

Request a budget increase from your account manager. The account manager must put their request in writing and submit it to the Purchasing Card Administrator. You and your account manager will be notified in writing if this has been approved. Do not spend over your existing limit until you have been officially notified of the increase.

How do I cancel a card?

Cards can be cancelled at anytime but must be cancelled if you transfer to another department or leave employment with SRSU. No later than 2 weeks before you transfer or leave our employment, you should cut the card in half and give it to your account manager who will forward it to the Purchasing Card Coordinator. The account manager will also be required to send a written request to cancel the card and you must provide a final reconciled transaction log.

How do I report a lost or stolen card?

Lost or stolen cards must be reported immediately to Citibank at 1-800-248-4553. Contact the SRSU Purchasing Card Coordinator or Administrator at (432) 837-8045 after contacting Citibank or P-Card Issuer..

Appendices

Program Contacts

Purchasing Policy

Forms

Transaction Log Instructions

CitiDirect Global Card Management System Guide

Purchasing Card Program Contacts

SRSU Purchasing Department		(432) 837-8045
Citi Bank Card Activation	1-800-248-4553	for cardholders to activate a new card. Last 4 digits of SS# required.
Citi Bank Customer Service	1-800-248-4553	for cardholders to inquire about account balance, transaction history and declines. Also the number for lost/stolen card notification.

3.02 PURCHASING

POLICIES

A. Purchasing Authority: Sul Ross State University receives its authority to purchase goods and services from the State of Texas. Accordingly, the University has adopted and adheres to a policy of centralized purchasing in order to:

- 1 Insure compliance with state and federal laws, rules, and regulations;
- 2 Protect the University from unauthorized acquisitions of supplies, equipment and services;
- 3 Provide budgetary control and coordination;
- 4 Insure fair and ethical business practices; and
- 5 Provide savings through consolidation of requirements, standardization of products where appropriate, and competitive bidding.

The Purchasing Department, under the supervision of the Director of Purchasing, has sole authority for the negotiation and purchase of all goods and services for the University with the exception of contracts negotiated and awarded by the System Office, items requiring approval by the President, Chancellor or Board of Regents, and the following specific delegations that exist under proper administrative approval.

- 1 The Director of the Museum of the Big Bend is authorized to purchase general merchandise for resale in the museum gift shop.
- 2 Agency and club account purchases can be made directly utilizing the check request process if desired.
- 3 Approved employees are authorized to make purchasing card purchases of items costing less than \$2,000 through the Purchasing Card process.

All other purchases are to be submitted as a formal request to the Purchasing Department to secure a good or service following the procedures listed and outlined in this policy. The following people are authorized to enter into contracts (including purchase orders) on behalf of the University: the President, the Vice President for Finance & Operations, the Director of Purchasing and, in some cases, the Senior Buyer. No other individuals may sign any contract, order any goods/services, or represent to a vendor that they have authority to obligate University funds without written authority from the President. SRSU departments must follow the purchasing rules and regulations of the State of Texas and the procedures approved by the Board of Regents of the Texas State University System. Any employee ordering goods or service without following the procedures outlined in this policy may be held personally liable for payment.

B. NonCompliant Purchases Purchases made in violation of this policy will be deemed non-compliant and will be returned to the department with a noncompliant purchase form. The person responsible for the obligation will be required to provide a written explanation for the unauthorized obligation and explain the steps taken to avoid noncompliance in the future. The completed form must be signed by both the person responsible for the obligation and the department head and returned to the Purchasing Office within 3 days of receipt. The documents will then be forwarded to the appropriate vice president or the President for payment approval. Any such payment must come from a source other than state appropriated funds.

C. Best Value Procurement In accordance with section 51.9335(a)(e) of the Texas Education Code, SRSU purchases goods and services on a best value basis. Best value procurement allows the University to utilize any of the following methods of procurement:

- 1 competitive bidding;
- 2 competitive sealed proposals;
- 3 catalog purchase;
- 4 group purchase; or
- 5 other alternative methods relevant to specific application of purchase.

In determining what is best value, the University shall consider:

- 1 the purchase price;
- 2 the reputation of the vendor and of the vendor's goods and services;
- 3 the quality of the vendor's goods and services;
- 4 the extent to which the goods or services meet the University's needs;
- 5 the vendor's past relationship with the University;
- 6 the impact on the ability of the University to comply with laws and rules relating to historically underutilized businesses (HUB) and to the procurement of goods and services from persons with disabilities;
- 7 the total long-term cost to the University of acquiring the vendor's goods or services;
- 8 the use of material in construction or repair to real property that is not proprietary to a single vendor unless the University provides written justification in the request for bids for use of the unique material; and,
- 9 any other relevant factor that a private business would consider in selecting a vendor.

D. Bid Guidelines All SRSU purchases are considered open to competition. However, the following bid guidelines are established for procurements. The Purchasing Department will obtain bids/proposals for procurements over \$5,000, working with the requestor to develop appropriate specifications. Requisitions must not be divided in an attempt to circumvent the limits established below:

- 1 \$0 and above Procurement of goods and services from persons with disabilities Texas Industries for the Blind and Handicapped (TIBH) must be considered when using state funds. A link to TIBH can be found on the Purchasing Department webpage.
- 2 \$5,000.01 to \$25,000 Minimum 3 informal bids/proposals required including two HUB vendors.
- 3 \$25,000.01 to \$100,000 Written bids/proposals required including two HUB vendors.
- 4 \$100,000 and above Written bids/proposals required including two HUB vendors and HUB subcontracting plan.

E. Exemptions: The following purchases are exempt from competitive bidding when they represent the best value to the University. Submission of a purchase requisition and other rules may apply:

- 1 Newspaper/Television advertising
- 2 Hotels and Conference Rooms
- 3 Library materials for the Bryan Wildenthal Memorial Library in accordance with Texas Gov't Code 2155.139.
- 4 Membership fees and dues
- 5 Newspaper and magazine subscriptions, books, videos, and software purchased directly from the publisher
- 6 Freight
- 7 Intra-agency payments
- 8 Goods and services provided by the Texas Department of Criminal Justice or the Texas Industries for the Blind and Handicapped. (Links to these sites can be found on the Purchasing Department webpage.)
- 9 Equipment Internal Repairs (extent of repairs cannot be determined until equipment is disassembled.)
- 10 Purchases from Federal Agencies
- 11 Utilities
- 12 Purchases from other State Agency contracts. (Links are found on the Purchasing Department webpage.)

Other statutory exemptions may be utilized on certain purchases according to State Law if it is determined to be in the best interests of the University.

- F. Approval and Fund Verification Requirements: All requests for the purchase of goods or services must be approved by the appropriate account manager prior to forwarding the request to the Purchasing Department. Requests for payment of membership dues/fees must be approved by the President. Requests for furnishings, equipment, and/or software with a unit price of \$500 or more, or a total price of \$1,000 or more, regardless of source of funds, must be approved by the vice president in the requestors reporting line. Awards between \$100,000 and \$250,000 require Chancellor approval. Awards of \$250,000 or more require Board of Regents approval except as provided in Chapter III section 1.12 of the Regents Rules and Regulations. The Board of Regents meets quarterly so long range planning must take place for procurements of this magnitude.
- G. Emergency Purchases are defined as a purchase of goods or services so badly needed that an agency will suffer financial or operational damage unless they are secured immediately. @ Emergency purchases are rare and should be based on unforeseeable circumstances. A written justification of the emergency must be submitted with the requisition and should state the reason for the emergency, the financial or operational damage that would occur and why the purchase could not be anticipated.
- H. Proprietary Purchases are purchases where no equivalent product or service competition is available. The use of specifications which limit competition to one manufacturer, one product or one vendor require a written justification to be provided with the requisition. The justification should include an explanation of the unique feature of the product, the need for this feature and why competitive products are not available. Personal preference is not an acceptable justification for noncompetitive specifications.
- I. Historically Underutilized Businesses SRSU encourages the active participation of minority and female-owned businesses in the competitive bidding process for the University=s purchase of goods, services, and/or contracts. To ensure this continued participation, SRSU efforts shall include, but are not limited to:
- 1 Maintaining an updated list of minority and female-owned businesses and vendors through communications with the Texas Department of Commerce and the Texas Building and Procurement Commission.
 - 2 Identifying potential local minority and female-owned business enterprises from vendors presently doing business with SRSU and assisting with registration process.
 - 3 Assisting minority and female-owned businesses, as well as other vendors, whenever possible, with the bidding process.
 - 4 Increasing the number of minority or female-owned vendors included in the bidding process through the use of the lists mentioned above.
 - 5 Awarding purchase orders to qualified minority and female-owned businesses, to the extent possible in instances where competitive bidding is not required and product quality and specifications are not compromised.
- J. Purchasing Card The University=s Purchasing Card can be utilized to procure goods and services under \$2,000. This program enables the user to make purchases directly from vendors without the issuance of a purchase order or check request. The program is not designed to replace the current purchasing process but is a supplement to that process and a delegation of purchasing authority and responsibility to the cardholder. Cardholders accept the responsibility of adhering to all State, Board of Regent and Sul Ross State University purchasing policies and procedures and the maintenance of required records. Cards will not be issued to any employee until the Account Manager and Cardholder have received training provided by the Purchasing Department. Accounts will be encumbered based on estimated annual purchases.

1. Program Contacts/Responsibilities The following positions have certain responsibilities regarding the University's purchasing card program.
 - a. Program Administrator B The Director of Purchasing is assigned the responsibility of administering the overall program through designation as Program Administrator. The Administrator is responsible for approving credit limits within the established policy and enforcing University policies related to the program, as well as issuing cards and monitoring the use of those cards.
 - b. Program Coordinator B Person within the Purchasing Department who is responsible for maintaining documentation and periodic auditing of purchasing card activities. The Program Coordinator is the first level of contact for questions or problems regarding the program.
 - c. Account Manager B Person who is responsible for designating cardholders for the accounts under their control and for approving monthly purchasing card statements of cardholders to ensure that they are within SRSU's policy. The Account Manager maintains all responsibility for the account and must insure that funds are not overexpended.
 - d. Cardholder B Person designated by the Account Manager to utilize the purchasing card. The cardholder is responsible for adhering to all State, Board of Regents and Sul Ross State University purchasing policies and procedures, for maintaining required records, for verifying all transactions listed on their billing statement, and for maintaining the security of their individual purchasing card. The cardholder is responsible for notification of lost cards and initiating the dispute process for a questionable charge.
2. Penalties Any abuse of the card, including but not limited to purchasing prohibited items, splitting orders to avoid purchasing rules, inadequate record keeping or not responding to billing inquiries promptly will result in disciplinary action. The card is to be used for SRSU official business only. Personal purchases, other than an error that is immediately corrected, will be considered misappropriation of state funds and may result in discharge, criminal charges, or both.
3. Card Use The card may be used for single purchases of less than \$2,000 and total purchases per month of \$5,000. Higher or lower limits per month may be requested. Permitted purchases are all allowable categories of purchases except those listed below:
 - a. Consulting, Personal or Professional Services
 - b. Insurance
4. Record Keeping The cardholder is responsible for maintaining a log of all credit card transactions. The log represents official support documentation for the expenditure of funds. The cardholder must retain all credit card slips, itemized invoices, sales receipts, packing slips or other information or correspondence related to the purchase. All documents should be retained for the current fiscal year plus the three previous fiscal years. The file retention period also applies to the purchasing card records of terminated employees.
5. Reconciliation A detailed statement of purchases is mailed by the bank to each cardholder monthly. The statement represents the cardholder's charges that have been paid by the issuing bank during the billing cycle. These charges must be compared with the cardholder's entries on the transaction log. The cardholder must reconcile the log and statement within 3 days of receipt of the statement. The account manager responsible for the account on which the card is issued must review and sign the reconciliation and related documentation monthly. A copy of the signed transaction log must be forwarded to the Purchasing Department for review upon completion of the reconciliation.

Billing/Payment The Controller's Office will be billed monthly by the issuing bank for all charges made by SRSU cardholders. The Controller's Office will pay the summary billing in full and charge the account designated for each card.

Auditing All records pertaining to purchasing card use will be subject to post-payment audit by the

Purchasing Department, Internal Auditor's Office and State Auditor's office. Onsite audits will be performed periodically on the records of all cardholders. The objective of the audit is to determine compliance with the purchasing and record keeping requirements of this policy. A report of audit findings will be prepared at the conclusion of each audit and a copy submitted to the account manager and appropriate administrative officers.

Lost or Stolen Cards Cardholders must notify the issuing bank immediately if a card is lost or stolen. Bank representatives must be informed that the lost/stolen card is a purchasing card. Cardholders must also notify the account manager and Purchasing Card Coordinator or Administrator as soon as possible.

Card Cancellation When a cardholder transfers to another department or terminates employment, the account manager must notify the Purchasing Department so the purchasing card can be cancelled. The account manager must obtain the card from the cardholder, cut the card in two pieces and return it to the Purchasing Card Coordinator with a written request to cancel the card and a final reconciled transaction log no later than 2 weeks before the employee transfers or terminates employment. Noncompliance with State and University purchasing policies/procedures will also be grounds for cancellation of a cardholder's purchasing card.

- c. Temporary Personnel
- d. Travel
- e. Lease or Rental of Space
- f. Alcoholic Beverages
- g. Food and Entertainment (State Accounts)
- h. Flowers/Plants (State Accounts)
- i. Memberships
- j. Cash Disbursements
- k. Items for Personal Use
- l. Animals
- m. Controlled Items (guns, fax machines, stereo systems, cameras, TVs, VCRs, camcorders, laserdisc players, computers, printers, servers)
- n. Fuel
- o. Cell Phones
- p. Postage
- q. Chemicals or Hazardous Materials
- r. Moving Expenses
- s. Purchases with equipment trade-ins
- t. Time or Installment purchases.

- u. Gifts or stipends
- v. Purchases of furnishings, equipment, and/or software with a unit price of \$500 or more, or a total price of \$1,000, unless the purchase has been preapproved, in writing, by the vice president in the requestor's reporting line.

PROCEDURES

Purchase of all services and goods which cannot be supplied by the University General Stores is accomplished through the requisition process or purchasing card process. Employee must ensure that items are not available through University General Stores before utilizing the requisition or purchasing card process.

A. Requisition Process Specific requests to purchase goods or services are to begin with the submission of a purchase requisition. The requisition must include the account code to be charged, a complete and thorough description of the items to be purchased, suggested vendor's name and address, quantity, unit of measure, unit price, total price per item, freight instructions and charges, total price for the requisition, originator's name, and any special processing instructions. The requisition must be approved and fund verified by the account manager and then submitted to the Purchasing Department.

1. The purchase requisition may be generated in one of two ways:
 - a. By completing and submitting a hard copy of the requisition form (see Appendix A) by campus mail or fax. These are also available on the Purchasing Department webpage.
 - b. By entering an online requisition through the FRS System following the guidelines outlined in the Online Requisition Training Manual. (Contact the Purchasing Department for training and approval to utilize this process.)

Once the approved requisition is received by the Purchasing Department, it will be processed for ordering in accordance with the guidelines stated above. Upon completion of processing, a purchase order will be printed, signed and forwarded to the vendor.

2. Receipt of Goods Goods are delivered to the department by Central Receiving or directly from the vendor. While Central Receiving will verify that the number of boxes shipped matches the freight bill, the department has the responsibility of verifying the contents of any shipment. Upon receipt of goods, the department should immediately verify the contents of the shipment and that they are in good condition. The department must sign and date the delivery log or the receiving report, which is a copy of the purchase order, and return it to Central Receiving (in the case of Alpine) or a Business Operations Clerk (in the case of RGC sites).
 - a. Damages All goods are ordered F.O.B. Destination. Vendors hold the responsibility of filing any freight claim. Freight companies give a limited time to make claims so it is crucial that vendors are notified as quickly as possible about damaged goods. Any packages showing external damage should be refused and returned to the vendor. If internal damage is discovered, contact the purchasing department and the vendor to notify them of damaged merchandise.
- 1 Receipt of Services Upon satisfactory completion of services, the department should sign and date receiving report or contact Central Receiving or an RGC Business Operations Clerk with the appropriate information.

2 Payment Payments to vendors are initiated by the submission of an invoice to the Controller's Office. Any invoice received at the departmental level should be immediately forwarded to the Controller's Office. Once the invoiced items have been verified as received and in good condition, payment to the vendor can be processed.

B. Purchasing Card Process Acceptable goods/services can be purchased through the purchasing card process if the end-user is authorized to participate in this program.

1. To make a purchase of goods or services using the purchasing card, determine if the transaction is an acceptable use of the card and within the cardholder's spending limit. A transaction includes the purchase price, freight and installation.
 - a. Call or fax the order, visit the vendor, or place the order over the internet if there is reasonable certainty that the site is secure. Please see the training manual for guidance on identifying secure sites. Confirm pricing including shipping and installation.
 - b. Enter information on transaction log.
 - c. Secure a receipt or invoice for all purchases.
 - d. Purchases for SRSU are tax exempt. Stress to the vendor that SRSU is tax exempt. If required, a tax exemption form can be obtained from the Purchasing office and forwarded to the vendor.
 - e. Provide detailed shipping instructions to the vendor. All boxes and packing lists should be labeled with the words PCARD, the cardholder's name and department. If delivered directly to the department, information should include building and room number.
 - f. Direct the vendor not to charge the account before the goods are shipped. Back orders should not be charged until the goods are shipped.
2. Receipt of Goods/Services Upon receipt of goods/services, the cardholder should immediately verify the contents of the shipment and that they are in good condition or that the services have been satisfactorily completed. It is the cardholder's responsibility for ensuring receipt of goods and follow-up with vendors to resolve any delivery problems, discrepancies, and/or damaged goods.
 - a. Returns, Credits and Disputed Charges The cardholder should attempt to resolve any disputed item directly with the vendor. If this is not successful, cardholder should complete the Statement of Disputed Item form and forward it to the Program Coordinator who will then contact the credit card company.

1 Record Keeping/Reconciliation Each individual purchase must be recorded in the transaction log and the amount split between appropriate object codes. The log must include a detailed description of the item so it may be recognized as an appropriate purchase. It is the cardholder's responsibility to always obtain an itemized receipt when using the purchasing card. All receipts must be kept with the transaction log in the order the transactions are recorded. All credits, returns, and disputed items must be recorded in the transaction log. The log must be reconciled to the statement and forwarded to the account manager within 3 days of the receipt of the statement. A copy of the signed transaction log should be forwarded to the Program Coordinator upon completion of the reconciliation and approval of the account manager.

2 Payment The Controller's Office will be billed monthly by the issuing bank for all charges made by SRSU cardholders. The monthly statement received by the cardholder is for reconciliation purposes only and should be kept with the transaction log and supporting documentation. It should not be paid by the cardholder. The purchasing card does not affect the cardholder's credit rating in any way.

VENDOR PROTESTS

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation, evaluation, or award of a contract may formally protest to the Director of Purchasing of the University. Such protests must be made in writing and received in the Director's office within 10 working

days after such aggrieved person knows, or should have known, of the occurrence of the action which is protested. Formal protests must conform to the requirements as set forth below:

- A. In the event of a timely protest or appeal under this section, the University shall not proceed further with the solicitation or with the award of the contract unless the Director of Purchasing makes a written determination that the award of contract without delay is necessary to protect substantial interests of the University.
- B. A formal written protest must contain:
 - 1 A specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;
 - 2 A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above;
 - 3 A precise statement of the relevant facts;
 - 4 An identification of the issue or issues to be resolved; and
 - 5 Argument and authorities in support of the protest.
- C. The Director of Purchasing shall have the authority, prior to any appeals, to settle and resolve the dispute concerning the solicitation or award of a contract.
- D. If the protest is not resolved by mutual agreement, the Director will issue a written determination on the protest.
 - 1 If the Director determines that no violation of rules or statutes has occurred, he/she shall so inform the protesting party by letter which sets forth the reasons for the determination.
 - 2 If the Director determines that a violation of the rules or statutes has occurred in a case where a contract has not been awarded, he/she shall so inform the protesting party by letter which sets forth the reasons for the determination and the appropriate remedial action.
 - 3 If the Director determines that a violation of the rules or statutes has occurred in a case where a contract has been awarded, he/she shall so inform the protesting party by letter which sets forth the reasons for the determination and the appropriate remedial action, which may include ordering the contract void.
- E. The Director's determination on a protest may be appealed by the protesting party to the Vice President for Finance & Operations of the University. An appeal of the Director's determination must be in writing and must be received in the Vice President's office no later than 10 working days after the date of the Director's determination. The appeal shall be limited to review of the Director's determination.
- F. A decision in writing by the Vice President for Finance & Operations shall be final; however, the Vice President for Finance & Operations may refer the matter to the President for consideration.

SUL ROSS STATE UNIVERSITY
PURCHASING CARD PROGRAM
ACTION/APPLICATION FORM

Action Requested (check one of the following)	
New Card Request _____ Account Change _____	*Card Cancellation _____ *Card No. _____
Department Information	
Department: _____ Account Number(s): _____ Account Manager: _____ Acct. Manager Email Address: _____ Acct. Manager Phone: _____ Acct. Manager Fax: _____	
Cardholder Information	
Cardholder Name (24 characters): _____ Social Security Number: _____ SRSU Mailing Address: _____ Cardholder Email Address: _____ Cardholder Work Phone: _____ Cardholder Fax: _____ Cardholder Home Phone: _____	
Cardholder Purchase Limits (This section <u>must</u> be completed)	
Spending Limit Per Month (maximum \$5,000): _____ Single Purchase Limit (maximum \$2,000): _____ Cardholder Annual Credit Limit per Account (specify limit for each budget acct.): _____ _____	

Sign and forward application form to Purchasing Department at: Box C116

Account Manager Signature: _____

Name (print/type): _____

Title: _____

Date: _____

Approved By: _____ Date: _____
(Program Administrator Signature)

* Lost or stolen cards must be reported immediately to Citi Bank at (800) 248-4553. Contact the SRSU Purchasing Card Program Administrator at (432) 837- 8045 after contacting Citi Bank.

Instructions for Purchasing Card Application

- 1 Action Requested – Check one box to signify if this is a NEW application, a CHANGE or a request to CANCEL/CLOSE an existing card. Please be sure to provide the card number for all options except NEW application.
- 2 Department Information – Provide all information in this section. If the cardholder will be authorized to charge to more than one account number under your control, please enter each approved account number in this section.
- 3 Cardholder Information – Provide all information in this section including cardholder's home phone number.
- 4 Cardholder Purchase Limits – Provide the desired limits for this cardholder. If the cardholder will be authorized to charge to more than one account number under your control, please list each account number separately with the annual credit limit for each separate account number.
- 5 Signatures – This application must be signed and dated by the appropriate account manager and forwarded to the Purchasing Department. The Purchasing Card Program Administrator will review the application and if approved, will have the card ordered. Cardholders will be required to attend training before receiving their card.

SUL ROSS STATE UNIVERSITY
CARDHOLDER PURCHASING CARD AGREEMENT

I hereby acknowledge receipt of a Sul Ross State University (SRSU) MasterCard Purchasing Card. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Purchasing Card policies and procedures.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Purchasing Card policies and procedures. I understand that SRSU is liable to Citibank and MasterCard for all SRSU charges.

I agree to use this card for SRSU approved purchases only and agree not to charge personal purchases. I understand that SRSU will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay SRSU any amounts owed by me even if I am no longer employed by SRSU.

I understand that the card is the property of SRSU. I further understand that SRSU may terminate my right to use this card at any time for any reason. I agree to return the card to SRSU immediately upon request or upon termination of employment.

Cardholder: Master Card #: _____

Signature: Date: _____

Printed Name: Department: _____

Cardholder Signature: _____

Keeping and reconciling your transaction log

When you start your log . . .

- 1 Enter your name and last four digits of your card number,
- 2 your FOAPAL number(s),
- 3 and your budget balance.

When you've ordered an item . . .

- 1 Assign a sequential item number and enter the number,
- 2 the order date,
- 3 the vendor name,
- 4 the item description,
- 5 and the amount on the transaction log under the appropriate FOAPAL number. Mark any order forms, receipts, invoices and/or packing lists with the item number and file with your log.

When you receive an item . . .

9. Enter the received date.

When you return an item . . .

10. Assign and enter a new sequential item number, the return date, vendor name, a brief description of what was returned, and add the amount for the returned item under the original account number.

To reconcile your account . . .

- 1 Calculate your new budget balance,
- 2 assign an account code to each transaction,
- 3 compare your log to the transactions online, matching each transaction and entering the transaction date on the log and check the "cardholder reviewed" box,
- 4 Sign and date your log. Retain a copy for your records and submit the original log and supporting documentation to your account manager for approval. Your account manager will review and approve your transactions online and sign and date your log. The log and supporting documentation will be filed in a departmental file.
- 5 Begin entering transactions below the approval signatures from the previous month.

To start a new month . . .

To increase your budget . . .

16. Request a budget increase from your account manager. The account manager must put their request in writing and submit it to the Purchasing Card Administrator. If this has been approved, enter the budget increase on your log.

SUL ROSS STATE UNIVERSITY

Purchasing Card Transaction Log

Ref No.	Order Date	Vendor Name	Description	FOAPAL 121111-555555 2	FOAPAL 222111-555555	FOAPAL 445111
4	5	6	3	Beginning Balance	1,000.00	500.00
1	3/4/07	Quill	7	Paper, Pens	50.00	
2	3/5/07	True Value		Nuts and bolts	10.00	
3	3/27/07	Office Depot		Address Stamps		25.00
4	3/30/07	Office Depot	10	Returned stamps spelling error		25.00
			11	Balance as of 3/31/07	940.00	500.00
				Default:		
		14		add signatures after printing.		
15						
5	4/10/07	Baeza's Thriftway		Refreshments for meeting		50.00
	4/27/07	16		Budget Increase approved		100.00

Cardholder Name:

① _____ John Doe

Last four digits of card: 4369

Account Code Key		
7299 Contracted Services	7315 Food/Entertainment	7367 Maintenance/Repair
7300 Supplies & Materials	7281 Advertisements	7380 Computer Software
7303 Subscriptions	7334 Furniture/Equipment	7382 Books/Ref. Materials

CARDHOLDER QUICK REFERENCE GUIDE

Sul Ross State University Procurement Card Program

CitiDirect Global Card Management System Quick Reference Guide

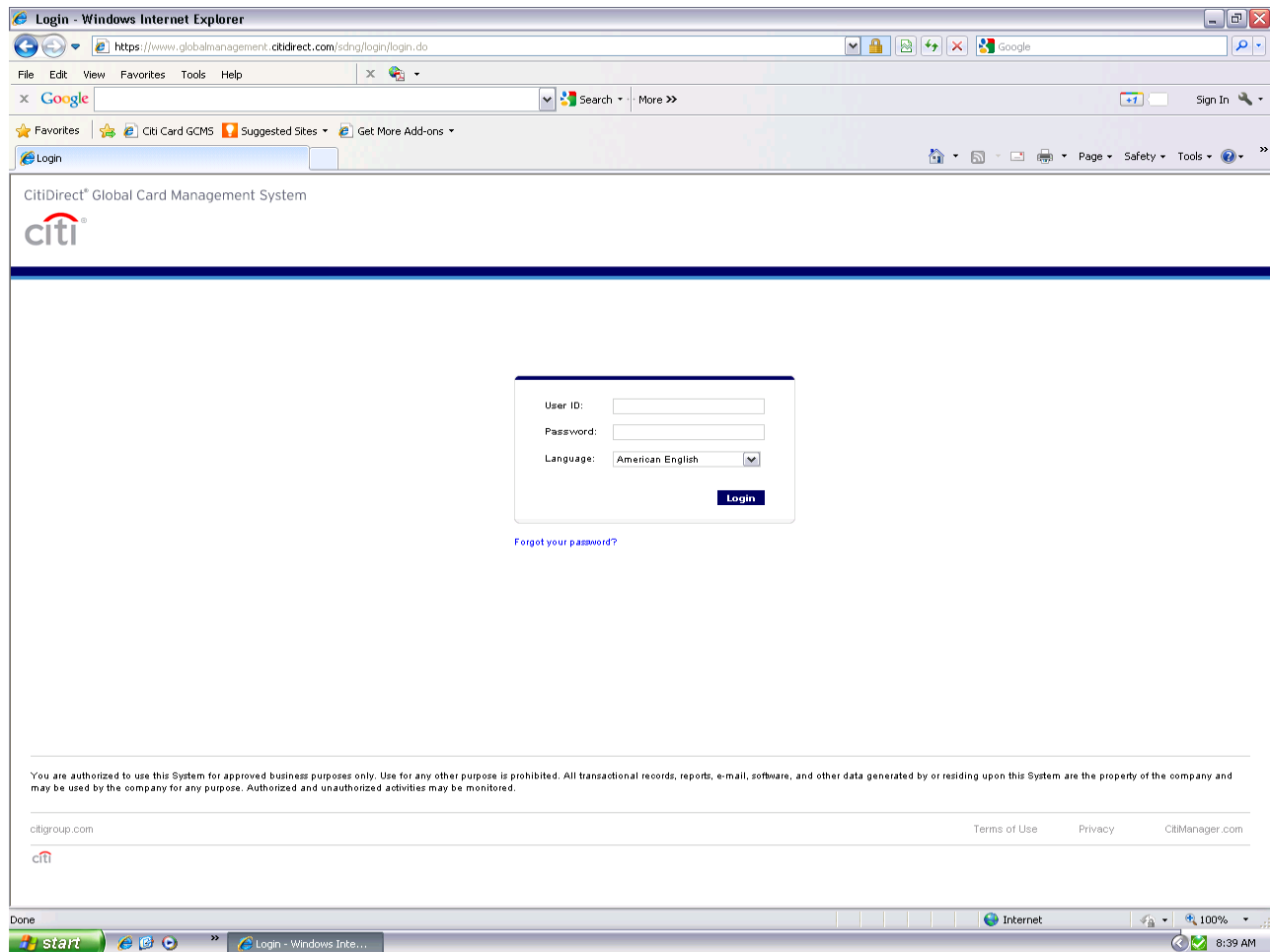
For
Cardholders

PROCUREMENT CARD ADMINISTRATOR: NOE HERNANDEZ;
OFFICE PHONE: (432) 837-8045
OFFICE FAX: (432) 837-8046
EMAIL: NOEH@SULROSS.EDU

CITIDIRECT GLOBAL CARD MANAGEMENT SYSTEM QUICK REFERENCE GUIDE

Logging On

1. Via the Internet type the following URL in the address bar:
<https://www.globalmanagement.citidirect.com/sdng/login/login.do>
2. The OnLine sign on screen will appear.



Your temporary User ID is your 16-digit card number.

Your temporary password is 756sulross plus the last four digits of your credit card number.

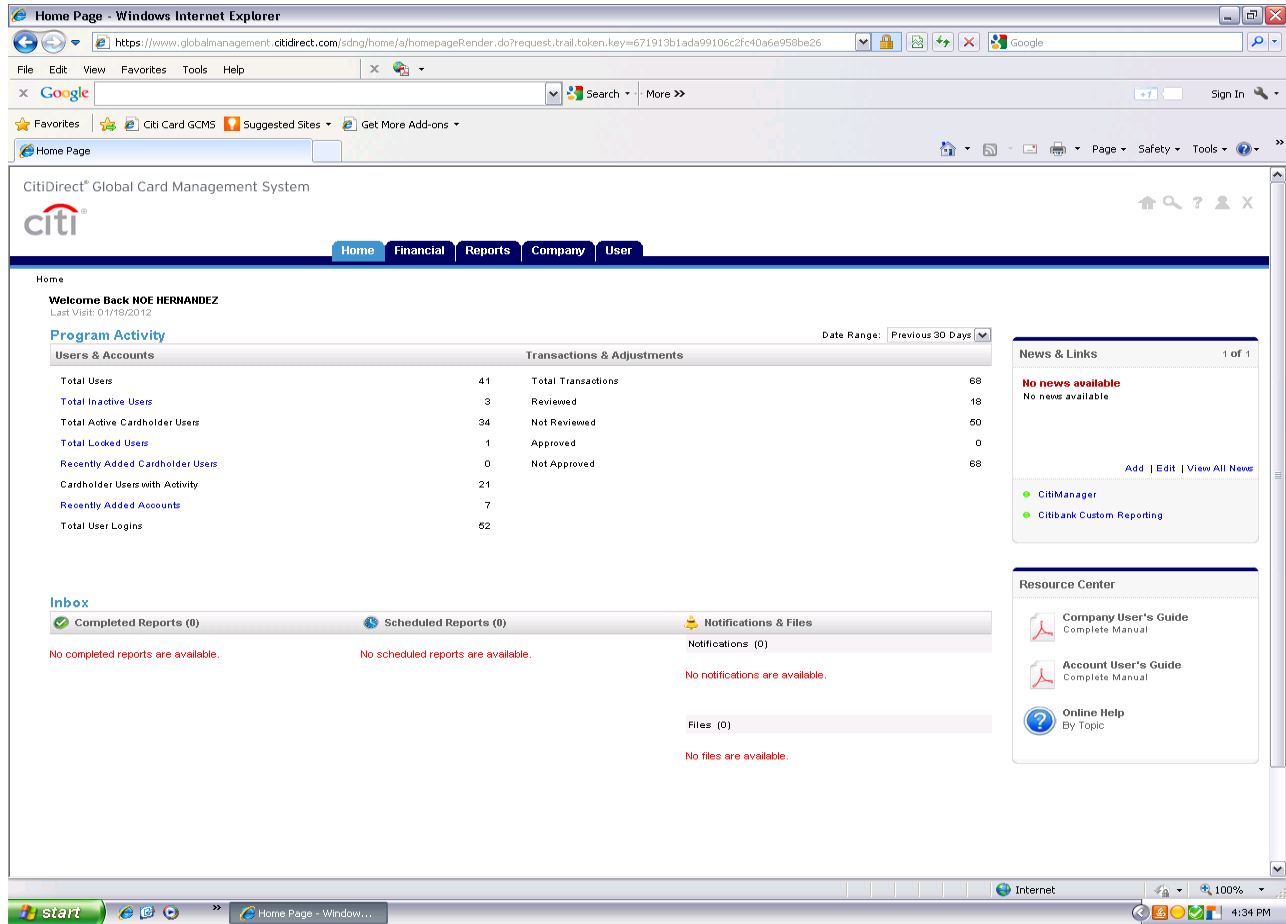
At first login, the system will prompt you to choose a permanent password to continue. **Your password must be at least 8 characters of which at least 2 must be numbers.** You will also need to select and create a password reset question.

Both your temporary and permanent Passwords are case sensitive. Please record your permanent password in a secure place being sure to write it EXACTLY as you typed it.

Once you have successfully reset your password you will be prompted to create a user id to replace your 16-digit account number for access to the system.

Logging On Continued

3. After successfully logging in, the system will take you to the home page/inbox. You will use the tabs at the top of this page to navigate through the system.



Viewing Transactions

The Financial Tab allows you to query any subset or all of your transaction data based on a specific date range and other filtering criteria that you select. Transactions will be available for you to view within Citi's GCMS webpage the day after the charge posts to your account, enabling you to view

Home Page - Windows Internet Explorer

https://www.globalmanagement.citidirect.com/sdng/home/a/homepageRender.do?request.trail.token.key=671913b1ada99106c2fc40a6e958be26

File Edit View Favorites Tools Help

Google Search - More >>

Home Page

CitiDirect® Global Card Management System

Home Financial Reports Company User

Home

Welcome Back **NOE HERNANDEZ**
Last Visit: 01/15/2012

Program Activity

Account Summary
Merchant Summary
Transaction Management

Date Range: Previous 30 Days

Users & Accounts		Transactions & Adjustments	
Total Users	41	Total Transactions	68
Total Inactive Users	3	Reviewed	18
Total Active Cardholder Users	34	Not Reviewed	50
Total Locked Users	1	Approved	0
Recently Added Cardholder Users	0	Not Approved	68
Cardholder Users with Activity	21		
Recently Added Accounts	7		
Total User Logins	52		

Inbox

Completed Reports (0) Scheduled Reports (0) Notifications & Files

No completed reports are available. No scheduled reports are available. No notifications are available.

Files (0)

No files are available.

News & Links 1 of 1

No news available
No news available

Add | Edit | View All News

● CitiManager
● Citibank Custom Reporting

Resource Center

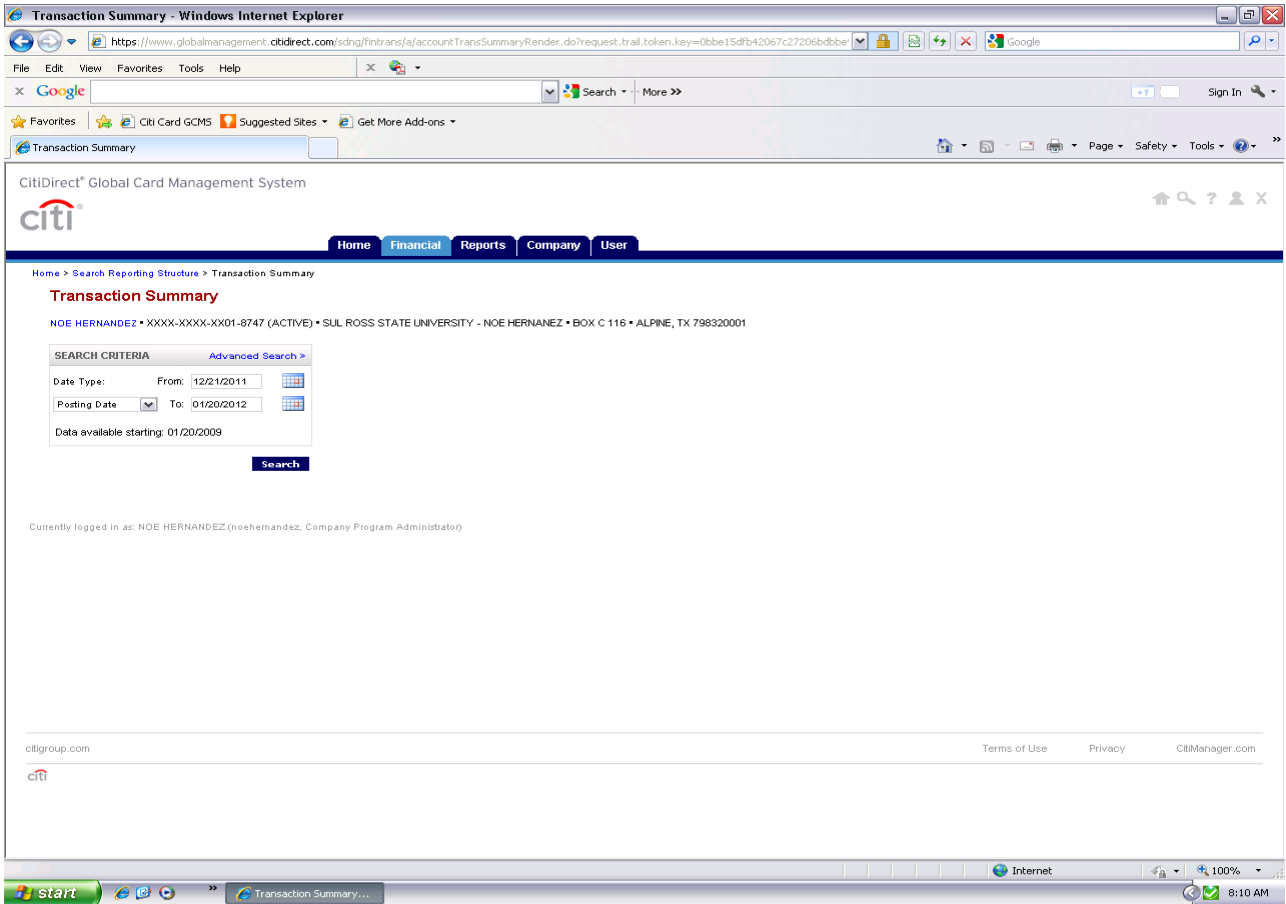
Company User's Guide Complete Manual
Account User's Guide Complete Manual
Online Help By Topic

https://www.globalmanagement.citidirect.com/sdng/home/a/homepageRender.do?request.trail.token.key=671913b1ada99106c2fc40a6e958be26

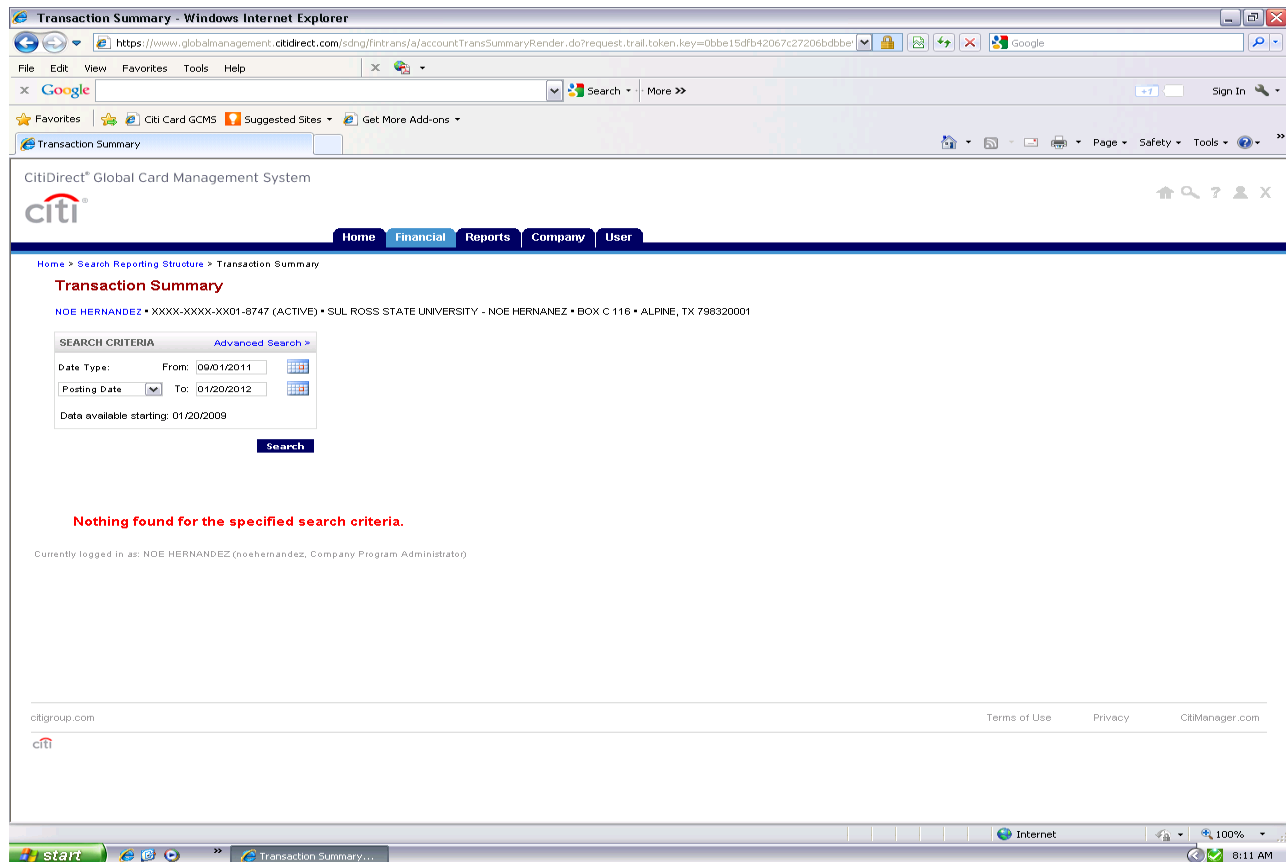
Internet 100%

4:35 PM

On this page, you will select criteria for the transactions that you would like to view, including date criteria and review status. **Hint: Always use the Billing Cycle to ensure you get the right transactions.**



After you have selected your criteria, press “SEARCH” to see your transactions.



Reallocating Transactions

Reallocating

You will be required to code or reallocate your transactions online. You will see your default codes assigned to each transaction. You will be able to select the information in the field by choosing a new value from the dropdown menus. You are required to enter a freeform expense description for each transaction. Press "SAVE" to save your work.

Transaction Summary - Windows Internet Explorer

https://www.globalmanagement.ctidirect.com/sdng/fintrans/a/accountTransSummaryRender.do?request.trail.token.key=0bbe15dfb42067c27206bdbbe

Transaction Summary

ASTER TREVINO • XXXX-XXXX-XX54-0045 (ACTIVE) • ALPINE - NOE HERNANDEZ • BOX C 119 • ALPINE, TX 798320001

SEARCH CRITERIA [Advanced Search >](#)

Date Type: From: 09/01/2011

Posting Date To: 01/20/2012

Data available starting: 01/20/2009

[Search](#)

1 - 10 [View Next >>](#)

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 10,507.49

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
		<input checked="" type="checkbox"/>	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -90609	227.88		
		<input checked="" type="checkbox"/>	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX -79832	67.66		
		<input checked="" type="checkbox"/>	09/29/2011	09/28/2011	WAL-MART #0897 FT. STOCKTON, TX -79735	44.14	2.16	
		<input checked="" type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 08007898965, IL -60009	536.87	40.90	
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	501.40		
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	504.48		
		<input checked="" type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX -79832	610.43		
		<input checked="" type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	490.99		
		<input checked="" type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	505.49		
		<input checked="" type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	25.23		

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

1 - 10 [View Next >>](#)

Currently logged in as: NOE HERNANDEZ (noehernandez, Company Program Administrator)

Internet 100% 8:12 AM

QUICK REFERENCE GUIDE

Splitting Transactions

Splitting Transactions

A transaction may require costs to be divided between two or more accounts numbers or object codes. To split a transaction, press the Split icon associated with the transaction you want to split.

Estimate how many splits to create and press the create button.

The screenshot displays a web browser window titled "Transaction Summary - Windows Internet Explorer". The address bar shows the URL: <https://www.globalmanagement.citidirect.com/sdng/fintrans/a/accountTransSummaryRender.do?request.trail.token=key=0bbe15dfb42067c27206dbbbe>. The page content includes a table of transactions and an "ACCOUNTING CODES INFORMATION" dialog box.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
		<input checked="" type="checkbox"/>	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -00500	227.88		
		<input checked="" type="checkbox"/>	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX -79832	67.66		
		<input checked="" type="checkbox"/>	09/29/2011	09/28/2011	WAL-MART #0907 FT. STOCKTON, TX -79735	44.14	2.16	
		<input checked="" type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 08007888965, IL -80069	536.87	40.90	
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
		<input checked="" type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX -79832	610.43		
		<input checked="" type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
		<input checked="" type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION

Display accounting codes from: Account Level

FOAP Numbers	User "A" Number	Description of Purchase	Account Code
Starts With: 112000-120211-50 - VP for Enrollment Management 112000-120411-40 - Formula Alp-Dean of AHSRS 112000-120441-10 - Formula Alp-Animal			

Transaction Summary - Windows Internet Explorer

https://www.globalmanagement.ctidirect.com/sdnq/fintrans/a/accountTransSummaryRender.do?request.trail.token.key=0bbe15dfb42067c27206bdbbe

Transaction Summary

Expand All | Collapse All

Send Email Save Reset

SEARCH RESULTS Search Total: 10,507.49

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
		<input checked="" type="checkbox"/>	09/14/2011	09/14/2011	EPSON STORE 800-873-7786, CA -90509	227.88		
		<input checked="" type="checkbox"/>	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX-79832	67.66		
		<input checked="" type="checkbox"/>	09/29/2011	09/28/2011	WAL-MART #0907 FT. STOCKTON, TX-79735	44.14	2.16	
		<input checked="" type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 08007898965, IL-60069	536.87	40.90	
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
		<input checked="" type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX-79832	610.43		
		<input checked="" type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
		<input checked="" type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

FOAP Numbers	User "A" Number	Description of Purchase	Account Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Copy to All on Page"/>			
		<input checked="" type="checkbox"/>	11
		10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108
			25.23

SEARCH RESULTS Search Total: 10,507.49

Expand All | Collapse All

Send Email Save Reset

1 - 10 View Next >>

Currently logged in as: NOE HERNANDEZ (noehernandez, Company Program Administrator)

ctigroup.com Terms of Use Privacy CtiManager.com

Transaction Summary - Windows Internet Explorer

https://www.globalmanagement.ctidirect.com/sdnq/fintrans/a/accountTransSummaryRender.do?request.trail.token.key=0bbe15dfb42067c27206bdbbe

Transaction Summary

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		<input checked="" type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 08007898965, IL-60069	536.87	40.90	
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
		<input checked="" type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX-79832	610.43		
		<input checked="" type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
		<input checked="" type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

FOAP Numbers	User "A" Number	Description of Purchase	Account Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Copy to All on Page"/>			
		<input checked="" type="checkbox"/>	11
		10/07/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108
			25.23

SEARCH RESULTS Search Total: 10,507.49

Expand All | Collapse All

Send Email Save Reset

1 - 10 View Next >>

Currently logged in as: NOE HERNANDEZ (noehernandez, Company Program Administrator)

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