

## Procurement Card

Business, Finance and Human Resource Services

### Frequently Asked Questions

\*Questions not answered here should be directed to the appropriate person as designated in Contacts.

Obtaining and Using a P-Card	
QUESTION	ANSWER
Who can obtain a P-Card?	Any NMSU employee whose position requires them to routinely complete purchase requisitions.
How do I obtain a P-Card?	<ul style="list-style-type: none"><li>• You must complete and submit an approved P-Card Request Form and Agreement to Accounts Payable.</li><li>• You must also submit a P-Card Security Access form to FSA.</li><li>• After you are approved, you will be referred to HRS Training and Development for training. Training must be completed prior to your card being ordered.</li></ul>
Can a department have more than one cardholder?	Yes.
How do I use the P-Card?	With certain limitations the NMSU P-Card works similar to a credit card. When you present the card to a vendor, they will request authorization through the credit card network. If the purchase is within the pre-established limits, you will be asked to sign for the purchase and receive the item. You must also retain a detailed receipt listing the purchased items for your records.
Is the P-Card a debit card?	No. NMSU receives a monthly statement for transactions from the previous month and has thirty days to pay the statement.
Can I use the P-Card over the phone?	Yes. The P-Card can be used just like a regular credit card for phone orders. The vendor will ask you for the P-Card number and expiration date. Be sure to review tax issues in the Business Procedures Manual: 4.00.40 Tax Exemption

## Transaction Issues

QUESTION	ANSWER
<b>What happens when a charge is declined?</b>	The charge is processed as an unallowable charge. University Accounts Receivable sets up a receivable in the cardholder's name and they are responsible for reimbursement.
<b>What if I approved a transaction but have not submitted it? Can I go back and disapprove a transaction?</b>	Yes. So long as the SUBMIT button has not been pressed.
<b>Will credits show up on the P-Card System?</b>	Yes. They are processed the same way.
<b>How do I view reports to review purchasing activity?</b>	<p>Reports for reviewing purchasing activity are under the P-Card Report Screen, under INITIATE on the top menu bar, under CPO! Report Screen. In this report screen, you can view transactions by:</p> <ul style="list-style-type: none"> <li>• P-Card number</li> <li>• Batch date</li> <li>• Starting and ending dates</li> <li>• Index number</li> <li>• Batch number</li> </ul>

## Using Forms

QUESTION	ANSWER
<b>When do I use the Change form?</b>	<p>The P-Card Change form must be used in two instances:</p> <ul style="list-style-type: none"> <li>• An approver or proxy is being replaced</li> <li>• A proxy is added to the department's list of cardholders.</li> </ul>
<b>When do I use the Maintenance form?</b>	To cancel or make changes to any procurement cardholder information including default account numbers, you must use the P-Card Maintenance form and submit to Accounts Payable.
<b>When do I use the Security Access form?</b>	The Security Access form needs to be filled out and submitted to Financial Systems Administration prior to your card being ordered. It is recommended that you complete the form prior to attending training.

## Specific Account Problems and Information

QUESTION	ANSWER
<b>What is NMSU's tax-exempt status?</b>	Refer to the Business Procedures Manual 4.00.40
<b>What is my default account number?</b>	All card purchases will be automatically charged to the assigned unrestricted index number with the default account code being 738010.
<b>How do I make changes to a cardholder's information, including default account numbers.</b>	To cancel or make changes to any procurement cardholder information including default account numbers, you must use the P-Card Maintenance form and submit it to Accounts Payable.
<b>How long do we have to retain our purchasing records?</b>	Both purchase requisition and other purchase documents (purchase orders) must be held for six years after close of fiscal year created (NM State Law 1.15.5). Federal regulations require the retention of all grant and contract purchase records for three years after the year of the final closeout award. Therefore, grants and contracts and purchase records should be retained for six years or for three years after the fiscal year of the final closeout, whichever is the longest.