UNIVERSITY OF MARYLAND EASTERN SHORE
PURCHASING CARD PROGRAM
USER'S GUIDE

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Also Attached:
Comptroller of Maryland
STATE Corporate Purchasing Card Program Policy and Procedures Manual
1. OVERVIEW OF PURCHASING CARD PROGRAM

1.1 PURPOSE

This program is designed to simplify the purchasing of goods and services costing $5,000 or less. To take advantage of these benefits requires only that previously existing University and University System of Maryland guidelines for purchases continue to be followed and that the purchases are made from suppliers that accept VISA. As with all purchases, it is appropriate to consider first those sources available under existing State of Maryland and University contracts; however, the use of the card is by no means restricted to these contracts. With the exception of the limitations addressed in Section 3.6 and 3.7, use of the Purchasing Card for any other items appropriate to the legitimate needs of the University and meeting your departmental guidelines is encouraged but EACH PURCHASE MUST BE ALLOWED BY LAW AND POLICY AND BE WITHIN BUDGET AUTHORITY.

Budget overruns are the responsibility of the cardholder and departmental supervisor. Purchasing Cardholders must check and confirm that there is adequate funding to support a PCard purchase PRIOR to making the purchase. Failure to follow established procedures may result in loss of purchasing card privileges.

REMEMBER: THIS CARD IS NOT TO BE USED FOR PERSONAL PURCHASES OR AS PERSONAL IDENTIFICATION, UNDER ANY CIRCUMSTANCES. VIOLATION OF THIS SECTION MAY RESULT IN DISCIPLINARY ACTION AGAINST THE CARDHOLDER, INCLUDING LOSS OF LEAVE TIME, SUSPENSION AND/OR CRIMINAL PROSECUTION.

1.2 BENEFITS

The use of the Purchasing Card will:
- Allow employees to obtain many goods and services much faster and easier;
- Significantly reduce paperwork and processing time in the employee’s department, as well as in Accounts Payable and Procurement; and
- Provide cost savings through consolidated payment (one monthly payment to the State of Maryland by the University versus multiple supplier payments)

Important benefits for suppliers include:
- Receiving payment in three (3) business days;
- Elimination of after-sale invoicing and collection activities; and
- No additional applications or paperwork necessary if they are already VISA merchants
The State of Maryland pays the contracted bank automatically. The University is assigned their portion of the charges. These charges are reflected on the KFS accounts indicated on the transaction log form.

1.3 PURCHASING CARD COMPANY

The University has chosen to use the Purchasing Card Program offered through a State of Maryland Contract with US Bank. The program is governed by the terms and conditions of a Master Agreement between the State of Maryland and US Bank. In most situations individual cardholders and departments will deal either with the University’s Purchasing Card Program Administrator (PCPA) or his/her designee/Deputy PCPA in the Office of Procurement or directly with US Bank.

2. WHERE TO GET HELP

2.1 UMES OFFICE OF PROCUREMENT

Purchasing Card Program Administrator: Deputy Purchasing Card Program Administrator (DPCPA):

(PCPA)                      (DPCPA):

Jackie Collins             Yvonne Corbin
Director of Procurement    Buyer’s Clerk
Student Development Center  Student Development Center
Phone: 410-651-7940        Phone: 410-651-6407
Fax: 410-651-7913          Fax: 410-651-7913
E-Mail: jmcollins@umes.edu  E-Mail: ycorbin@umes.edu

The PCPA and DPCPA will provide support and assistance to cardholders and campus departments. The PCPA will distribute and process new card applications and changes in regards to cardholders information (name, mailing address, increase or decrease in limits, etc.). The PCPA or his/her designee will train all cardholders. The DPCPA will receive and distribute new cards to the cardholders and provide assistance whenever necessary. In addition to the PCPA, the Vice President for Administrative Affairs or his/her designee shall sign and approve all applications for new cardholders.

2.2 LOST AND STOLEN CARDS

To report a lost/stolen card, the cardholder must do the following:

- If the card is discovered lost/stolen during normal business hours, the Cardholder may call the PCPA at 410-651-7940, his/her designee or US Bank immediately. A replacement card will be ordered accordingly by the PCPA or bank and sent to the Office of Procurement.

- If the card is discovered lost/stolen after normal business hours, the
Cardholder must; 1) call US Bank at 800-344-5696 immediately. This number is available 24 hours a day, 7 days a week. Lost cards reported to the bank by telephone are blocked immediately. Cardholders are to instruct US Bank to send the replacement card to the Office of Procurement; the cardholder should call the PCPA or her designee on the first available business day during normal business hours at 410-651-7940 to inform him/her of the situation.

If FRAUD is suspected, please contact US Bank’s Fraud Department at 800-523-9078.

3. CARDHOLDER POLICIES AND PROCEDURES

3.1 TRAINING

Before receiving a Purchasing Card, the employee must attend a training/orientation class which is mandatory prior to card issuance. In order to attend a training session, the supervisor/manager/reviewer (person who will be responsible for approving transactions made by the cardholder) must submit a written request to Administrative Affairs requesting the employee to receive training. The request must be approved by Administrative Affairs prior to training. This may be done via fax, email or campus mail. The PCPA or the Deputy Purchasing Card Program Administrator (DPCPA) or his/her designee will contact the interested party to inform him/her of the next Purchasing Card training session.

3.2 OBTAINING A PURCHASING CARD

The Requestor should complete the following forms – Cardholder Agreement Form (Appendix A) and the Purchasing Card Application Form (Appendix B) – using information pertaining to their requesting department or school. This information is needed to obtain cards and to properly manage the program. The original copies of this form with the required signatures should be forwarded to the PCPA/Office of Procurement who will then complete the processing of the application form, obtain the required agency-level signatures and enter your information electronically in the system provided by US Bank.

Once ordered, all cards are delivered to the Office of Procurement within 3-5 days or less and Procurement will notify the cardholder when the card has arrived. The cardholder must personally sign for receipt of the Purchasing card; therefore, the card can not be picked up by another employee unless otherwise waived by the PCPA or agency head.

3.3 KEEPING YOUR CARD SECURE

Always keep your card in a secure place, as you would your personal credit card; treat it as if it were cash. Each individual cardholder is directly responsible for the physical security of the card. NO ONE OTHER THAN THE DESIGNATED CARDHOLDER IS AUTHORIZED TO USE IT FOR ANY PURPOSE.
3.4 SALES TAX EXEMPTION

UMES is exempt from paying sales tax in the State of Maryland. PLEASE SHARE THIS WITH THE VENDOR BEFORE A PURCHASE IS RUNG UP! The exemption number is printed on the front of the card. All in-state and many out-of-state suppliers honor this exemption. If required by the vendor, a copy of the University’s tax exempt certificate (Appendix F) may be provided. Always check your receipt to ensure you were not charged State sales tax, if tax was charged, please contact the vendor to request a credit from the vendor as soon as possible and check your next statement to make sure the credit was posted. Please contact the DPCPA or PCPA in the Office of Procurement if you need additional assistance regarding sales tax issues.

3.5 LIMITATIONS SPECIFIC TO THE PURCHASING CARD

3.5.1 TRANSACTION LIMITS (SINGLE AND MONTHLY)

SINGLE PURCHASE LIMIT - Purchasing cards have a maximum of $5,000 per transaction single purchase limit (including shipping and tax costs).

STRINGING/SPLITTING PURCHASES - As with current purchasing regulations, "stringing and/or splitting" purchases to meet this limit is prohibited. Any requests placed with the same vendor consistently that appear related and the total charged exceeds your single purchase limit, it may be considered a "split/string" purchase. When the request exceeds your single purchase limit, a requisition must be submitted for the requested items. For example, equipment requests that exceed this limit should be submitted on a requisition form so a purchase order can be obtained. If the single purchase limit is higher than $5000, the cardholder must still adhere to the Office of Procurement’s policies and procedures.

Any request exceeding $5,000 must be submitted on a requisition form in KFS.

MONTHLY SPENDING LIMIT

Purchasing cards have a monthly spending limit of $5,000; however, there are some exceptions. In some cases, this amount may be lower or higher due to your department's budget, daily operation and need. The monthly spending limit may be determined by the departmental supervisor and Vice President for Administrative Affairs or his/her designee.

3.6 RESTRICTIONS (University and State) ON ALL CARDS

Each merchant/vendor is assigned a Merchant Category Code (MCC). This code includes various merchant categories. The seven primary merchant categories are:

Transportation
Utilities
Clothing Stores
Miscellaneous
Retail
Auto & Vehicles

Business/Repair Services

The MCCs are designed to offer every combination possible for the above listed categories. There is a Merchant Category Code (MCC) restriction built into the program by the State Comptroller's Office that specially restricts certain types of purchases. This restriction will be automatically invoked during the purchase authorization process. If a Department/School wishes to place additional restrictions by MCC, please contact the PCPA or DPCPA for assistance.

Vendors subject to 1099 reporting may be paid with the corporate purchasing card.

3.6.1 GROUP RESTRICTIONS

Group Restrictions apply to the following Merchant Category Code Groups (MCCG) related to employee travel expenses:

Airlines – MCC Group #22 – Total Group Restriction (All Airlines)

3.6.2 SPECIFIC RESTRICTIONS apply to the following MCCG:

a. Service Providers – MCC #6010 through #7033 – Total Group Restriction (Financial Institutions, Securities Brokers, Timeshares, etc.).

b. Personal Service Providers – MCC #7221 through #7299 (Except #7296- Clothing, Costume and Uniform Rental) Restrictions on Photographic Studios, Beauty and Barber Shop, Shoe Repair-Shine Shops, Funeral Services and Crematories, Dating and Escort Services, etc.).

c. Amusement and Entertainment – MCC #7832 through #7997 and #7999 Restrictions on Motion Picture Theatres, Bowling Alleys, Video Game Clubs, Betting, Golf, Recreation Services, etc.

d. Stringing/Splitting Purchases – stringing/splitting a purchase is strictly prohibited.

e. Miscellaneous – Specific restriction by Merchant Category Code as follows:
   - Drinking Places (Alcoholic Beverages) MCC #5813
   - Eating Places/Restaurants MCC #5812
   - Fast Food Restaurants MCC #5814
   - Package Goods Stores (Beer, Wine, & Liquor) MCC #5921

f. Fines – Fines and Tickets may not be paid with the Purchasing Card.

Purchases for these groups and/or items are not allowed under the Purchasing Card Program.
CASH ADVANCES: Cash advances are strictly prohibited.

Restricted Merchant Category Code Groups are attached - (Appendix H).

3.7 OTHER ITEMS RESTRICTED BY THE UNIVERSITY BUT NOT BY THE STATE

The cardholder is responsible for knowing what he/she can and cannot purchase using the Purchasing Card. In addition to the State restrictions above, UMES policy prohibits purchasing the following items:

a. Furniture – Furniture can not be purchased with the Purchasing card. Wooden office furniture such as desks, workstations, bookcases, and file cabinets and office chairs to name a few must be purchased from Maryland Correctional Enterprise (MCE) on a requisition form. If MCE can not provide the item, they will issue a waiver. Departments may then order the item from another vendor using the KFS requisition form and attach the MCE waiver.

b. Computer Related Peripherals and Components (to name a few - Computers/Monitors/Laptops/Scanners/Printers/Projectors/Fax Machines/Tablets/WebCams/Hard Drives (excludes USB keys) etc.

c. Copiers – leases and purchases

d. Money/Gift Cards

e. Fuel (Excludes Physical Plant)

f. Auto Rentals (waiver required)

g. Flowers (waiver required - excludes Physical Plant)

h. Dry Cleaning (waiver required)

i. Personal Items/Services such as food, movies, telephone calls, etc.

j. Tuition for Employees

k. Donations

A requisition must be initiated to purchase any UMES restricted item!

Some departments may be excluded from a restriction due to its daily operation, purpose and account number. The PCPA or designee for Administrative Affairs may make this determination. All purchases must be University/department-
related; therefore, a letter of justification may be requested to justify a purchase that may not appear to be University/department-related. Approval (Waiver) for any UMES restriction related to departmental operations must be obtained from Administrative Affairs and attached to the cardholder's log form to avoid receiving a written warning from the PCPA or his/her designee.

If a restricted charge is made on the card in error, please contact the program administrator or his/her designee. If a personal charge is made on the card accidently, notify your supervisor/manager/reviewer of the mistake. Please make an attempt with the vendor to have the charge reversed (credited) to the University's Purchasing card account; if the vendor will not cooperate, reimburse the University and submit payment to Student Accounts or Auxiliary Services for deposit, and request a copy of the receipt and attach it to your log form for auditing purposes.

**WARNINGS** may be issued for State/UMES restrictions. At the discretion of the PCPA or his/her designee, a verbal reminder which may be via phone or email may be given or a written warning which will be indicated as such. For cases such as this and at the discretion of the program administrator, cards may be temporarily deactivated until missing receipts and/or information is received by Procurement; if requested information is not received timely, cards may be permanently deactivated per the policy.

**Reimbursements** will be requested for any purchase that seems personal or non-University-related – if receipts can not be located for a transaction, the cardholder must also reimburse the University for the amount of the transaction.

**HOTELS** -- The Purchasing Card may be used for room and applicable taxes, and garage/hotel parking fees and internet usage for University-related tasks. Other expenses incurred while at the hotel/motel, such as food, personal telephone calls, movies, etc. are not permitted on the card and will require reimbursement. **If the hotel charges your Purchasing Card for these restrictions in error**, please take care of these charges via personal funds before leaving the hotel. If the Purchasing Card is used to pay for the hotel/motel lodging expenses, to avoid duplication of payment, do not include these charges on the expense statement; these charges have been paid by the Purchasing card.

Cardholders should advise the hotel/motel that the cardholder may not necessarily be the traveler. If necessary, the cardholder may have to send the hotel/motel a faxed copy of their purchasing card for the record. When the hotel/motel does not accept the cardholder’s purchasing card, then the traveler must use personal funds to pay for charges and submit an expense statement upon completion of travel.

**NOTE:** Hotel/Motel Charges (Itemized receipts are required).
3.8  RENEWAL

The Purchasing Card will expire after a three (3) year period. At that time, a replacement card will be sent by US Bank to the Office of Procurement. The cardholder will be contacted by the Procurement once the card arrives.

Cards no longer in use, or where no purchasing activity has been recorded for a 6-month period require justification as to why a card is still needed. Cards with no activity for 12 months may be purged from the system and invalidated.

The department/school is encouraged to review the previous year’s card usage prior to this time.

3.9  SURRENDER OF CARD

Your card remains the property of US Bank and must be surrendered immediately upon termination of employment, or upon request for any reason by an authorized person (such as your supervisor, the PCPA/DPCPA, or Administration). Surrendered cards must be forwarded to the Office of Procurement where they may be destroyed.

3.10 Non-Capital Sensitive and Non-Sensitive Equipment Purchases

Due to the new management asset policy (inventory), cardholders are required to submit an “Equipment Purchase Notification” form (Appendix J) at the time of purchase for any item that falls under the new non-capital non-sensitive and sensitive equipment purchase category. This is an electronic form on the Comptroller’s website that will automatically submit a copy via email to the Office of Procurement, Office of the Comptroller and Shipping and Receiving. Please visit the website https://www.umes.edu/Comptroller for more information regarding this new policy.

Non-sensitive items – cost greater than $100 – see Appendix J for a list of non-sensitive items

Purchasing cardholders with transactions that fall under the categories listed on Appendix J must complete the electronic form.

4.  CHANGING CARD LIMITS & UPDATING CARDHOLDER OR RECONCILER INFORMATION

Changes and other information may be changed upon request by the cardholder and supervisor/manager/reviewer or Administration. Departments must notify the PCPA when the one of following occurs so a change form may be completed and processed:

1. increasing monthly purchase limits – cardholder with approval (from supervisor/manager/reviewer) may request this change by contacting Administrative
Affairs via email. Once approved, Procurement will complete a Maintenance Change Form and make the change accordingly.

2. Decreasing single/monthly purchase limits - cardholder with supervisor/manager/reviewer’s approval may request this change via by contacting the PCPA or his/her designee via email. The PCPA will complete a Maintenance Change Form and make the change accordingly.

3. Changing departments or marital status - cardholder must notify the PCPA or his/her designee via email and complete a NEW Cardholder Agreement Form and obtain approval from the supervisor/manager/reviewer to KEEP the card within the new department. For Marital Status, email must be sent to PCPA requesting the change.

4. Changing supervisors/reviewers/managers – cardholder must notify the PCPA or his/her designee via email so a Supervisor Reviewer form can be completed by the new supervisor/manager/reviewer.

5. Closing card due to resignation/termination/fraudulent charges - cardholder must notify the PCPA or his/her designee via email so the card can be terminated. A Maintenance Change Form will be completed by the PCPA or his/her designee for auditing purposes.

The completion and processing of the Maintenance Form for all changes is the responsibility of Procurement. Change request will be entered in the system electronically by the PCPA and changes will take effect immediately.

5. OBTAINING MINORITY AND SMALL BUSINESS PARTICIPATION

The University must still adhere to its mandate to attempt to include minority, small and disadvantaged businesses in its procurement processes, including the Purchasing Card Program. To the extent practical, cardholders are encouraged to seek out the use of minority, small and disadvantaged vendors. A short list of State certified minority (MBE) and small businesses (SB) are available on Procurement’s website. Please contact SB and MBE vendors for supplies/services whenever applicable. For additional minority business vendors, please visit the website: http://www.mdot.maryland.gov and click on minority/disadvantaged business enterprise in the left column. For additional small businesses, please contact the Office of Procurement as list are updated quarterly. If additional assistance is need regarding minority and small businesses, please call the Office of Procurement at extension 7940.

6. HOW TO USE THE PURCHASING CARD

The cardholder is the only person authorized to make purchases using his/her card but may make purchases for other departmental personnel. Giving your card or card number to another person to make a purchase, using someone else’s card, or making unauthorized purchases is may result in disciplinary action (including, but not limited to, revocation of
your card and/or termination of employment). The cardholder is liable to the University and the State of Maryland for any improper use of the card.

If a vendor you frequently purchase from does not accept VISA, please notify the PCPA/DPCPA so that the vendor may be offered the opportunity to do so. All VISA merchants are required to offer the same pricing for Purchasing card purchases as for any other means. Make sure that the price offered the University is the same low price you would ordinarily receive.

6.1 MAKING PURCHASES

Before making any purchases, cardholders must:

a. Follow the internal procedures established by your department to obtain authorization to make the purchase. **Budget overruns** are the responsibility of the cardholder and departmental supervisor. Purchasing Cardholders must check and confirm that there is adequate funding to support a PCard purchase PRIOR to making the purchase. Budget overruns due to PCard expenditures will be cause for immediate cancellation of the PCard for the duration of the program. Reinstatement of a cardholder’s privileges may be requested by the cardholder’s supervisor/manager in writing justifying the reason for reinstatement. At his/her discretion, the Vice President for Administrative Affairs or his/her designee may approve or disapprove the request for reinstatement.

b. Be certain that the total amount (including shipping, handling, postage, freight, etc.) will not exceed your card’s single purchase limit.

c. Take reasonable steps to determine that the price quoted is the best you can obtain.

THIRD PARTY PAYMENT PROCESSORS

All purchases made using a ‘third party payment processor’ will be included in the General Accounting Division’s (GAD) “Questionable Purchases” procedures. GAD recommends that agency PCPA’s review third party purchases as part of the monthly cardholder approval process. Additionally, GAD will periodically review PCPA procedures to ensure that third party purchases have been approved by each agency PCPA.

Cardholders must attach two (2) receipts and/or documents when using a 3rd party payment processor: your bank statement will indicate 2 vendors (ex. PayPal and ABC Supplies). Receipts are needed from both PayPal and ABC Supplies – PayPal accepted the payment on behalf of ABC Supplies so a receipt from the actual vendor which is ABC Supplies is needed to confirm that this vendor actually provides the items purchased.

The definition of a ‘third party payment processor’ is an intermediary or ‘go-
between’ entity that provides a payment service from a credit card to a business, vendor, merchant, or person. Some examples of these service providers are: Paypal, Trustcommerce, Verisign/Cybercash, Verza, Verisign, Ibil, Authorizenet, CCow, Iongate, Internetsecure, and Secpay.

The major concern with the ‘third party payment processors’ is that the Merchant Category Codes (MCC) that is shown on the bank statement and in reports provided by US Bank is that of the ‘processor’ rather than the actual business, vendor, merchant, or person who is providing the item or service for sale. Therefore, the blocked MCC’s on the state and agency levels can be circumvented via the ‘third party payment processor’. Itemized receipts must be submitted for third party payments.

6.2 PURCHASES IN PERSON

a. Follow the same internal procedures you have always used specific to the University and your department to obtain authorization to make the purchase.

b. Determine whether the Purchasing Card is the most appropriate tool to use for this purchase. Please check the list to make sure it is not a restricted item, and determine whether a State or University contract is available.

c. Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed your card’s single purchase limit or any other limits that your department may have set.

d. Take reasonable steps to determine that the price quoted is the best you can obtain.

e. Advise State of Maryland vendors that the University is tax exempt.

f. Obtain a detailed receipt at the time of purchase clearly identifying each item purchased. A receipt is required for all purchases and credits (excluding tax credits).

g. Follow your department’s instructions regarding recording the purchase, including use of Appendix D, Cardholder Transaction Log and keep all receipts with the log in a secure place.

h. When receiving the goods, whether via direct delivery or in person, always retain all boxes, containers, special packaging, packing slips, etc. until you are certain you are going to keep the goods. The Cardholder is responsible for verifying quantity and condition of the goods upon arrival (refer to Section 6.5 for instructions about returning an item).

6.3 PURCHASES BY TELEPHONE, FAX, OR MAIL

Purchases may be made by telephone, fax, or mail using the Purchasing card. When placing an order via phone, (due to the fact that most orders are shipped directly to
Central Receiving), please request the vendor to label the package(s) “Purchasing Card”, or “Purchasing Card” so Central Receiving will be aware that your order was initiated with the Purchasing Card and not a purchase order.

**ONLY the cardholder is authorized to place a phone order.** You may, when necessary, have someone else pick up the goods (the person picking up the items should only sign shipping or receiving papers, not the credit card slip).

**PROCEDURES**

Follow the applicable instructions for making purchases in person, including shipping/delivery. In addition:

a. When you call, state that you are calling from the University and that you will be making your purchases on a Purchasing Card.

b. Emphasize that the University is exempt from sales tax (refer to Section 3.4 and Appendix F).

d. To ship items: Remember to give the supplier your name, department name, phone number and complete delivery instructions as follows if you are not picking up the goods. It is recommended that you have the goods shipped directly to your campus address via UPS, Federal Express, or other method suitable for the items purchased. Items may also be shipped to Central Receiving, just inform the Vendor to label your package “Purchasing Card” so Central Receiving will know that your order was initiated with the Purchasing Card.

e. Request that a receipt and/or packing slip be sent with the purchase. Retain this receipt/packing slip with your record of the purchase.

Please emphasize to vendors that they are not to submit invoices to Accounts Payable for VISA card purchases. Charges are paid electronically by the State.

**6.4 PURCHASES VIA THE WEB**

Purchases may be made via the WEB as cardholders deem appropriate. The General Accounting Division (GAD) has advised users to only purchase via the WEB from secure (encrypted) sites. Secure sites are usually denoted with a small padlock icon in the corner of the screen. Cardholders should remember to print the order page and any other information necessary to sufficiently document what was purchased, the purchase price and how it was paid. This documentation must be retained with the Transaction Log.
6.5 RETURNs, DAMAGED GOODS, CREDITS

If goods purchased with the Purchasing Card need to be returned, the cardholder should work directly with the supplier (vendor). Here are some tips:

a. Always retain boxes, containers, special packaging, etc. until you are sure you are going to keep the goods. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.

b. Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.

c. Many suppliers require you to obtain a “Return Authorization Number” before they will accept a return. If you neglect to get this number when it is required, the package may be refused and/or no credit issued to your account.

d. In some cases, there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not fully responsible, you may have to pay it. You may use the Purchasing Card to apply this fee as long as it does not exceed any of the limits.

e. Lastly, make sure in reviewing your monthly statement that a credit was issued for the returned item(s).

f. If a return is not authorized or if it is not properly credited, refer to Section 8, Disputed Transactions, for instructions for resolving the problem.

7. GENERAL RECONCILIATION INSTRUCTIONS

7.1 PURCHASING CARD STATEMENT GENERATED BY US BANK

A monthly bank Statement (Appendix C) from US Bank will be mailed to the cardholder directly. The bank statement will show transactions purchased during the following cycle: the 26th of the month thru the 25th of the next month (i.e., May 26 thru June 25). Each Purchasing card will start at the beginning of its total monthly dollar limit on the 26th of each month which is $5,000 unless otherwise noted. When the 25th falls on a weekend or holiday, the ending cycle date may end 1-2 days early. Please call the Office of Procurement if you do not receive your statement by the 5th of the following month; your transactions can be downloaded by the PCPA.

The statement you receive is for information and audit purposes only and is needed to complete your monthly activity log form. Payment is the responsibility of the University and the State of Maryland. Use of the Purchasing Card will in no way affect or change your personal credit history.
7.2 TRANSACTION LOG FORM

The Cardholder Transaction Log is the key to the security of this program. Cardholders must submit a Transaction Log Form monthly indicating all transactions indicated on the monthly US Bank statement. After the Reviewer approves the log, the PCPA or his/her designee will do a final evaluation of the log form to verify that all purchases were University-related and made within the University's Purchasing Card policies and procedures.

Documentation is required for all purchases and credits. A pattern of missing documentation may result in a warning or loss of the Corporate Purchasing card. All charges that were received by the University during the billing cycle will be charged to an agreed upon departmental account which is indicated on the cardholder's log form for each transaction; therefore, log forms must be submitted electronically to the Comptroller's Office via completing an Auxiliary Voucher. The original copy of the log must be submitted to Procurement in the following order: log form, bank statement, and all receipts; failure to comply with this requirement may result in the cardholder receiving a warning.

The statement must be reconciled by the cardholder using the Cardholder Transaction Log (Appendix D), bank statement, receipts, and packing slips. Transactions listed on the current bank statement are transferred onto the log form in ascending or descending order; receipts must be attached in the same order as indicated on the log form and bank statement. Itemized receipts and charge (if available) receipts must be attached to the transaction log form.

NOTE: The vendor indicated on your bank statement must be the same vendor indicated on your receipt. If it is not, you must contact the vendor to obtain documentation to verify the relationship between the two (2) companies; this information must be included with the transaction log form.

The log form must indicate the following:

1. Name of cardholder
2. Account number and object code for each transaction
3. Order/Transaction date
4. Name of vendor as indicated on the bank statement
5. Description of item purchased (if receipt indicates 1-3 line items, those exact items must be listed on the log form; if over 4 line items, a miscellaneous category may be used).
6. Purpose of purchase (ex. hotel lodging for John Doe to attend AFF conference)

7. Transaction amount

8. Total of all transactions (must match the total on the statement)

9. Cardholder and supervisor/manager/reviewer must sign pages of the log and bank statement to show acceptance of charges.

The reconciled statement must be reviewed, approved, and countersigned by the cardholder's designated supervisor/manager/reviewer. The signature of the immediate reviewer/manager/supervisor verifies that the applicable receipts/invoices and bank statement are attached to the log and whether or not the transactions are appropriate. The approval of the cardholder and supervisor/manager/reviewer are required before submitting the log to the Office of Procurement.

The original copy of the TRANSACTION LOG FORM IS DUE THE 12TH OF EACH MONTH to the Office of Procurement, Student Development Center, 2nd Floor. When the 12th falls on a weekend, the log form is due the next business day. Any questions in regards to the Transaction Log form may be addressed to the PCPA, Ms. Jackie Collins or the DPCPA, Ms. Yvonne Corbin - extension 7940.

Note: Only those items referenced on your statement should be entered onto the log form. If there is an item that you do not agree with, please complete a dispute form for that item/service and attach it to your log form in the space the receipt would have fallen. See Section 8.0 for information on handling incorrect (disputed) items.

IF YOU DO NOT HAVE ANY ACTIVITY FOR A MONTH/CYCLE, YOU WILL NOT RECEIVE A STATEMENT AND A LOG FORM IS NOT REQUIRED.

Responsibility of the Cardholder:
The cardholder is responsible for:

1. Keeping the card secure at all times
2. Making only authorized purchases – meaning each purchase must be allowed by Law and Policy and be within budget authority.
3. Informing In-State vendors of the University’s tax exemption status
4. Obtaining a detailed/itemized receipt
5. Reviewing the receipt to make sure it’s correct and supports the purchase made
6. Reconciling the monthly bank statement
7. Completing the transaction log with a description of the purchase and its purpose
8. Paying fair and reasonable prices
9. Declining gifts and gratuities
10. Resolving any discrepancies
11. Ensuring credits are received for items/services and MD State taxes
12. Signing and dating the log
13. Passing the log form and attachments to the Reviewer/Manager/Supervisor for approval

**NOTE:** A pattern of missing documentation may result in the loss of Purchasing Card privileges.

**Responsibility of the Reviewer/Manager/Supervisor**

The Reviewer is the cardholder’s immediate supervisor/manager or someone within the cardholder’s chain of command. Reviewers/supervisors/managers are required to ensure that charges are authorized within the UMES Purchasing Card policy and procedures and appropriately documented.

Procurement has on file a copy of an Authorized Reviewer Agreement that was completed and signed by a supervisor/manager who reviews and approves the log forms for cardholders under their jurisdiction. Submittal of incorrect log forms from the supervisor/manager/reviewer and cardholder will fall under noncompliance and may result in loss of card privileges per the policy. Please be mindful as this is a serious matter and should not be taken lightly.

At the end of each cycle period, the Reviewer is required to:

1. Review the log form and bank statement to ensure all entries are authorized
2. Ensure the detailed/itemized receipt indicates what was purchased; an explanation on the log form indicates the same and for what purpose
3. Ensure the transaction amount indicated on the log form is the same as on the bank statement and receipt PayPal transactions - cardholders must provide a PayPal receipt and a receipt from the actual vendor who provides the item/service since PayPal only accepts payment
4. Confirm each transaction is authorized and in compliance with UMES Purchasing Card policies and procedures
5. Review hotel receipts to make sure food and personal incidentals were not charged
6. Ensure Contract and Grant funds are spent within the contract and grant guidelines
7. Sign the monthly transaction log and bank statement for all cardholders for whom they review certifying all transactions are authorized and that policy and procedures have been followed
8. Retain the records in the department and maintain the files.

Reviewers are also responsible for ensuring purchasing cards under their jurisdiction are immediately cancelled when a cardholder leaves the University or changes to another department (inform the PCPA or his/her designee). The Reviewer form must be updated if a cardholder is added or removed. A copy of the updated Reviewer form must be forwarded to Procurement for auditing and filing purposes. The reviewer form is sent to new supervisors once a cardholder has received their card.
7.2.1 WARNING NOTICES DUE TO VIOLATIONS

As an aid in assisting the cardholder with proper documentation procedures, a WARNING system is in place. Written WARNING notices (Appendix G) will be sent to individual cardholders that do not follow all of the guidelines pertaining to the Transaction Log. Receipt of two (2) WARNINGS in a fiscal year may result in the cardholder’s card being made inactive for the remainder of the program. A letter of justification will be required by the supervisor/manager/reviewer to request reinstatement of the cardholder who falls under this circumstance. If the justification is accepted, the Vice President or his/her designee may grant approval to reinstate the cardholder for a specific period of time.

Depending on a cardholder’s log submission history and at the PCPA’s discretion, a verbal warning (via email or telephone) may be given instead of a formal warning (in written form). A verbal warning may not count towards a formal warning and possible deactivation of the cardholder’s Purchasing card.

**AUTOMATIC CANCELLATIONS** – when one or more of the following items are not submitted to Procurement within a timely manner after the current log due date as requested by the PCPA for a related cycle, Purchasing cards may be automatically cancelled for the remainder of the current fiscal year:

a. missing log information (ex. receipts)
b. justification of items purchased (if requested by Procurement)
c. reimbursement of restricted items (telephone calls, gift cards, restaurant charges, etc.)
d. no log form submitted timely

When a cardholder does not submit a log or missing receipts within a timely manner after the log due date, the PCPA may request the cardholder to reimburse the University for those transactions and/or missing receipts. The University/State reserves the right to collect from the cardholder the cost of any purchase that is not University related and the collection may be accomplished through payroll deduction or any other collection process. If an employee abuses the privilege or the provisions of the Purchasing Card agreement, the card may be forfeited and canceled and the employee is subject to disciplinary action up to and including dismissal.

7.3 FINANCIAL RECORDS SYSTEM (FRS) STATEMENTS

All charges that were received by the University during the billing cycle will be charged to an agreed upon departmental account which is indicated on the cardholder’s log form for each transaction and will appear on the Financial Records System ("FRS") statement(s) each month.
These transactions should be reviewed against the reconciled US Bank statement and any discrepancies resolved with the Office of Financial Services.

7.4 RETENTION OF STATEMENTS & RECEIPTS

Receipts and statements are to be retained for three (3) years after fiscal year end or until audited in the Office of Procurement/Departmental Archives for readily access and auditing purposes; cardholder’s should also retain their records for documentation purposes.

7.5 RECONCILIATION PROCESS FOR ACCOUNTING PURPOSES

A. ACCOUNTS PAYABLES AND GENERAL ACCOUNTING

The PCPA or his/her designee will evaluate logs to verify that all purchases were University-related and made within the University's Purchasing Card policies and procedures. Cardholders (or designated department personnel) – enter their transactions into KFS using an Auxiliary Voucher (AV); forms are sent electronically to Rhonda Daub and Ashley Mumford for review and approval for financial purposes.

The Office of the Comptroller:

1. Developed an instruction manual for the data entry and submission of the log
2. Will accept and approve Auxiliary Vouchers for batching and reconciliation purposes
3. Assigns a specific range of PC numbers to each department
4. Obtains security access for employees who will be doing the data entry of the logs (not necessarily the cardholders themselves)
5. Administers the PC log training on the Auxiliary Voucher (AV)
6. Reviews the logs submitted electronically for accuracy of accounting data – primarily correct sub code usage, data entered in reference and description fields
7. Communicates with the individuals completing the log as to any corrections that need to be made
8. Approves the log to feed into KFS accounting system
9. Receives the US Bank download from Procurement
10. Monthly, reconciles the financial account in comparison to the US Bank download and the logs the individual entered.
11. Notifies the cardholder of any missing logs or incorrect amounts reported.

If there are any discrepancies in regards to the log forms and downloaded information, Procurement will be contacted for clarification.

7.6 AUDITS

Periodic audits of each cardholder’s records (i.e. Cardholder Transaction Log, receipts, reconciled statements) will be performed by members of either or both the Financial Services and Office of Procurement. Additional audits may be conducted by any or all of
the entities that currently perform such functions on behalf of the University, the

The purpose of these audits is to ensure compliance with all of the guidelines, policies,
and procedures governing this program. These guidelines are derived from State of
Maryland, University, and US Bank Requirements.

8. DISPUTED TRANSACTIONS

Disputed transactions fall into two broad categories - those resulting from a
supplier’s refusal to take back a defective or incorrect shipment and those related
to discrepancies between the cardholder’s records and the monthly bank
statement. Most disputes can be covered by one of the items listed on the Cardholder
Statement of Disputed Item Form (Appendix E). These are:

1. Credit Not Posted (Attach Credit Slip)
2. Duplicate Posting
3. Erroneous Amount (Attach Sales Receipt)
4. Other ______________

Disputes should be reported as soon as it occurs, but not later than sixty (60) days after
the appearance of the item on the cardholder’s bank statement. If the cardholder prefers,
a dispute form for the disputed item may be submitted with the log form (form should be
placed where the receipt for this transaction would have been) for the disputed item and
Procurement will fax the form to the bank. The bank will notify the cardholder of its
status once reviewed via mail.

8.1 DISPUTE WITH SUPPLIER

If you have a problem involving a dispute with a supplier (such as defective items or
claiming that an item was not ordered and the supplier claiming that it was),
every effort should be made to resolve the problem directly with the supplier. If you are
unable to obtain satisfaction from the supplier, complete the Statement of Disputed Item
Form (Appendix E) and forward it to the PCPA. Be sure to describe the problem and the
efforts you have made in attempting to resolve it. The PCPA will review the form and
submit it to US Bank.

8.2 DISPUTE OF STATEMENT ITEM

Any item that appears on the monthly bank statement from US Bank may be disputed,
provided the disputed transaction is reported to US Bank using the Statement of Disputed
Item Form within 30 days of the disputed statement’s closing date. It is recommended
that such items be reported immediately upon receipt of the statement in question. Please
complete the form and forward it to the Office of Procurement. Department.
8.3 RESOLUTION

During US Bank’s investigation, they will issue a credit to the Purchasing Card account in question for the disputed amount, if appropriate. Cardholders may be contacted by the bank during their investigation for further information. When the investigation is complete, you will be notified of the resolution. If you are not satisfied with this resolution, please contact the PCPA, Ms. Jackie Collins or the DPCPA, Mrs. Yvonne Corbin immediately.
STATE OF MARYLAND
CORPORATE PURCHASING CARD PROGRAM
CARDHOLDER AGREEMENT

I, ________________________________ hereby request a Corporate Purchasing Card. As a cardholder, I agree to comply with the following terms and conditions related to the use of the card:

1. I understand that I am being delegated the authority to purchase supplies and services on behalf of UNIVERSITY OF MARYLAND EASTERN SHORE using the State of Maryland Corporate Purchasing Card.

2. I agree that this card will be used for approved purchases only and, further, that I will not charge any personal purchases to this card. All purchases must be made in accordance with applicable laws, Code of Maryland Regulations (COMAR) or USM Policies and Procedures, and the State of Maryland Corporate Purchasing Card Program Policy and Procedures Manual. Each purchase must be allowed by law and policy and be within budget authority. I understand that my failure to follow established procedures may result in loss of Purchasing card privileges, disciplinary actions against me, including loss of leave time, suspension and/or termination of employment, fine, and/or criminal prosecution.

3. I agree to return the card immediately upon suspension and/or termination (including retirement) or upon reassignment to another Agency or cost center. Also, I agree to return the card immediately upon request of my supervisor and that disciplinary actions referred to in paragraph 2 would also apply for failure to do so.

4. If the card is lost or stolen, I agree to immediately notify USBANK and the Purchasing Card Program Administrator (PCPA).

STATEMENT OF COMPLIANCE

I certify that I shall purchase supplies or services in accordance with applicable COMAR or USM Policies and Procedures, State laws and State of Maryland Corporate Procurement Card policy and procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to applicable COMAR or USM Policies and Procedures, State laws and State of Maryland Corporate Procurement Card policy and procedures.

I further acknowledge and certify that I shall be personally responsible for any unauthorized Corporate Procurement Card purchase. I hereby authorize the State to deduct from my payroll check and from any other payments to me the amount of such unauthorized purchases made on the Corporate Purchasing Card issued to me.

__________________________________________  ___________________________________________
Employee’s Signature - Date                  Agency and Cost Center

__________________________________________                  ___________________________________________
Reviewer/Manager/Supervisor Signature - Date                  Office of Procurement, SDC, 2nd Floor

__________________________________________                  ___________________________________________
Procurement Card Program Administrator (PCPA) Signature - Date                  Agency Address

_________                      ___________________________
Agency Fiscal Officer’s Signature - Date

Revised July 22, 2016
STATE OF MARYLAND
CORPORATE PURCHASING CARD PROGRAM
NEW APPLICATION CARDHOLDER INFORMATION FORM

CARDHOLDER INFORMATION
Agency Name (19 A/N): University of Maryland Eastern Shore Contact Name: Jackie Collins
Cardholder Name (23 A/N):
Address (36 A/N):
Telephone Number (10 N):

AUTHORIZATION CONTROLS
Credit Limit:
Single Purchase: $5,000.00 Daily # Transactions:
Cycle # Transactions:
The single purchase limit is $5000 or less.

RESTRICIONS (By Agency)

<table>
<thead>
<tr>
<th>MCCG NAME</th>
<th>MCCG ACTION</th>
<th>SINGLE PURCHASE LIMIT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>SAME AS STATE</td>
<td>SAME AS STATE</td>
</tr>
<tr>
<td>2</td>
<td>SAME AS STATE</td>
<td>SAME AS STATE</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
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</table>

HIERARCHY INFORMATION
ACCOUNT CODE NUMBER (22 A/N):

<table>
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<tr>
<th>FIN, AGY. CODE (3 A/N)</th>
<th>PCA CODE (5 A/N)</th>
<th>OBJECT FLAG (“C” or “A”)</th>
<th>OBJECT CODE (4 N)</th>
<th>AGENCY USE CODE (6 A/N)</th>
<th>DEFAULT PCA CODE (3 A/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R35</td>
<td>PCARD</td>
<td>C</td>
<td>1538</td>
<td></td>
<td>R35</td>
</tr>
</tbody>
</table>

Reporting Unit Name:

INITIAL CARD MAILING INSTRUCTIONS
Contact Name Agency Card Recipient (Not the PCPA): Yvonne Corbin
Address: Office of Procurement
          Student Development Center, 2nd Floor
City, State: Princess Anne, Maryland Zip (9 N): 21853
Employee Name: __________________________ Signature: __________________________ Date: _______
Agency Fiscal Officer: ____________________ Signature: ________________________ Date: _______

Questions should be addressed to the agency PCPA identified in the Contact Name field.

US Bank April 26, 2013
APPENDIX C

STATE OF MARYLAND
MEMO STATEMENT
ACCOUNT NUMBER
STATEMENT DATE
TOTAL ACTIVITY $ 878.57
AMOUNT DUE $0.00
DO NOT REMIT

Ms. Jane Doe
VISA Purchasing Card Program
UMES
Princess Anne, MD 21853

0000000000

<table>
<thead>
<tr>
<th>POST DATE</th>
<th>TRAN DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>REFERENCE NUMBER</th>
<th>MCC</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-08</td>
<td>08-04</td>
<td>TROJAN ALARM SOLUTIONS 410-863-1434 MD</td>
<td>2426928521750863338549</td>
<td>1799</td>
<td>480.00</td>
</tr>
<tr>
<td>08-15</td>
<td>08-12</td>
<td>WM SUPERCENTER FRUITLAND MD</td>
<td>24226925252439013228475</td>
<td>5411</td>
<td>149.24</td>
</tr>
<tr>
<td>08-24</td>
<td>08-22</td>
<td>STAPLES #411 SALISBURY MD</td>
<td>2461043525004095704135</td>
<td>5111</td>
<td>249.33</td>
</tr>
</tbody>
</table>

SAMPLE

Default Accounting Code:

CUSTOMER SERVICE CALL
1-800-344-5696

SEND BILLING INQUIRIES TO:
C/O U.S. BANCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION ND
P.O. BOX 8344
FARGO, ND 58107-8344

ACCOUNT NUMBER
4200-0300-0200-1234

ACCOUNT SUMMARY
PREVIOUS BALANCE $0.00
PURCHASES & OTHER CHARGES $878.57
CASH ADVANCES $0.00
CASH ADVANCE FEE $0.00
CREDITS $0.00
TOTAL ACTIVITY $878.57
**UMES PURCHASING CARD PROGRAM**

**CARDHOLDER ACTIVITY LOG**

**Visa Card Last Four Digits:**

**Cardholder Name:**

**Statement Date:**

<table>
<thead>
<tr>
<th>KFS Acct #</th>
<th>KFS Subcode</th>
<th>Transaction Date</th>
<th>Supplier / Vendor</th>
<th>Description of Item(s) and Purpose</th>
<th>Total Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Activity Log is the key to managing and controlling the Purchasing Card Program. All purchases and credits must be recorded on the Activity Log Form. When the Monthly Bank Statement is received, each charge and credit is to be verified with the Activity Log. The cardholder's Authorized Reviewer/Manager must review the Activity Log and Monthly Bank Statement. To document this review, the Authorized Reviewer/Manager is to sign and date the Activity Log and the Monthly Bank Statement. The original receipts, Activity Log, and Monthly Bank Statement are forwarded to the Agency Fiscal Officer or designee (Procurement) for approval and retention.

**CARDHOLDER SIGNATURE**

**DATE**

**Reviewer/Manager**

**SIGNATURE**

**DATE**

Procurement

**DATE**

Revised Sept 12 2014
COMMERCIAL CARD CLAIMS
STATEMENT OF DISPUTED ITEM

US Bank – Commercial Card Services Operations

Instructions: Please make a good faith attempt to resolve a claim for purchases directly with the merchant. If assistance from the bank is required, please complete this form and fax it to the number printed below with required enclosures within 30 days from the end of the billing period in which the charge appeared.

State Of Maryland
Disputed Item Form
Fax to usbank dispute team at 866-229-9625

Company Name: __________________________
Account Number: ________________________
Cardholder Name: ________________________

This Charge appeared on my statement, billing close date: ___________________________
Transaction Date: ________________________
Reference Number: _______________________
Merchant Name/Location: ___________________
Posted Amount: ___________________________
Disputed Amount: _________________________

(Cardholder Signature) ___________________ (Date) ______________ (Phone Number) ____________

(PCPA Signature) _________________________ (Date) ______________ (Phone Number) ____________

Please Check Only One

1. Unauthorized Transaction: I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My US Bank card was in my possession at the time of the transaction.
   (Date) ________________________ (Phone Number) ____________

2. Charge Amount Does Not Agree With Order Authorizing the Charge: The amount entered on the sales slip was increased from $___________.
   To $___________. I have enclosed a copy of the unaltered sales slip.
   (Date) ________________________ (Phone Number) ____________

3. Merchandise or Services Not Received: I have not received the merchandise or services represented by the above transaction. The expected date of delivery was ___________. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response.)
   (Date) ________________________ (Phone Number) ____________

4. Defective or Wrong Merchandise: I returned the merchandise on ___________ because it was (check one):
   defective; wrong size; wrong color; wrong quantity.
   (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them, their response and proof of the return of merchandise. Please provide a detailed description of the wrong or defective nature of the merchandise.)
   (Date) ________________________ (Phone Number) ____________

5. Recurring Charges After Cancellation: On ___________ (date), I notified the merchant to cancel the monthly/annual agreement. Since then my US Bank account has been charged ______ time(s). (Please enclose a copy of the merchant’s confirmation of your cancellation request.)
   (Date) ________________________ (Phone Number) ____________

6. Recurring Charges Already Paid by Other Means: I already paid for the goods and/or services represented by the above charge by means other than my US Bank account. (Please provide a copy of the front and back of the cancelled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/payment. Describe your efforts to resolve this matter directly with the merchant, the date(s) you contacted them, and their response.)
   (Date) ________________________ (Phone Number) ____________

7. Credit Appears as a Charge: The enclosed Credit Voucher appeared as a charge on my US Bank Commercial Card account.
   (Date) ________________________ (Phone Number) ____________

8. Credit From Merchant Not Received: I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response. Provide a detailed statement explaining your reason(s) for disputing this charge.)
   (Date) ________________________ (Phone Number) ____________

9. Hotel Reservation Cancelled: I made a reservation with the above hotel which I later cancelled on ___________ (date) at ___________ (time). I received a cancellation number ___________. (Please describe how the reservation was cancelled, proof of cancellation and attempts to resolve this issue with the merchant.)
   (Date) ________________________ (Phone Number) ____________

10. Double or Multiple Charges: My US Bank card Account has been double charged. The valid charge appeared on ___________ (date). The Duplicate charge(s) appeared on ___________.
    (Date) ________________________ (Phone Number) ____________

11. Do Not Recall the Transaction: The statement has an inadequate description of the charge. Please supply supporting documentation.
    (Date) ________________________ (Phone Number) ____________

12. Other; Above Descriptions Do Not Apply: Please attach a detailed letter explaining the reason for your dispute and your attempts to resolve this issue with the merchant.
    (Date) ________________________ (Phone Number) ____________
Notice to exempt organizations holding previously-issued exemption certificates

The Maryland Revenue Administration Division is re-issuing sales tax exemption certificates to all organizations which continue to qualify. Your organization's new certificate is attached and is valid effective immediately. Previously issued exemption certificates become invalid on October 1, 1997. Vendors are required to charge tax on sales made on or after October 1, 1997, to any organization which does not present a new certificate at the time of sale.

If your organization deals regularly with certain vendors, we suggest that you contact them before October 1, 1997, so that they can verify that your organization has been issued a new certificate.

The re-issuance of these certificates does not change current procedures for claiming resale exclusions by exempt organizations engaged in purchasing tangible personal property for sale. The sales and use tax registration numbers of licensed vendors have not been changed and the validity of blanket resale certificates bearing these numbers is unaffected.

Additional copies of the exemption certificate may be obtained by organizations with more than one location or chapter, or for other demonstrated cause, by contacting the Legal Section by mail at Revenue Administration Center, Annapolis, Maryland 21411-0001.

State of Maryland
Comptroller of the Treasury
Revenue Administration Division
301 W. Preston Street
Baltimore, Maryland 21201-2383

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the instructions on the back of the card for proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 767-1300 in Baltimore, toll free 1-800-392-1751 from elsewhere in Maryland, or e-mail at laxhelp@comp.state.md.us.
FISCAL YEAR 2016-17

☐ 1st WARNING
☐ 2nd WARNING

UMES VISA PURCHASING CARD

In accordance with UMES Purchasing Card policies and procedures, this warning is issued as a result of a violation(s) as indicated below. Warnings will be calculated on an annual basis. Receipt of 2 warnings in a fiscal year will result in your card being made inactive for the duration of the program. Logs must be received in an accurate and orderly manner. If you are in need of further assistance or explanation, please contact the Office of Procurement and/or review the Purchasing Card manual at http://www.umes.edu/procurement.

TO:
DATE:

This notice is to inform you that the VISA transaction log for the cycle ending --------, 2016 contained the following violations:

- Missing log information and/or receipts
  NOTE: RE: 3rd Party Payment Processors (Ex. PayPal) – need receipt/documentation from PayPal and actual vendor who provided the item
- No description of items or purpose for the purchase indicated on log form
- Items on the log are not on the statement - vendor on bank statement not indicated on log
- Log transactions and/or receipts not in order as indicated on bank statement
- Receipt does not match the bank statement or log amount
- Cardholder and/or Manager did not sign log/bank statement
- Log not submitted by the 12th of the month
- Splitting or Stringing purchases / Purchasing a UMES restricted item/service

Comments:

Please be mindful, receipt of 2 warnings will be cause for deactivation for the duration of the Purchasing Card Program.
State of Maryland Merchant Category Codes (MCC) that are blocked by the State – please refer to the State Manual for these codes (located in back of Manual)
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Cert Number</th>
<th>Cert. Date</th>
<th>Renewal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Stationers of DC</td>
<td>6816 Deeppath Rd, Elkridge, MD 21075</td>
<td>Missy Turner</td>
<td>410-360-4900</td>
<td>443-445-3399</td>
<td>SB 12-15445</td>
<td>3/1/2016</td>
<td>3/1/2017</td>
</tr>
<tr>
<td>Delmarva Printing</td>
<td>210 Windsor Dr., Salisbury, MD 21801</td>
<td>William Contorno</td>
<td>410-912-0980</td>
<td>410-912-0984</td>
<td>SB 12-5730</td>
<td>1/15/2016</td>
<td>1/15/2017</td>
</tr>
<tr>
<td>Dicarlo Precision</td>
<td>2006 Northwood Drive, Salisbury, MD 21801</td>
<td>John Dicarlo</td>
<td>410-749-0112</td>
<td>410-749-8026</td>
<td>SB 12-7592</td>
<td>5/18/2016</td>
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<tr>
<td>Fasteners RX Inc.</td>
<td>9203 Black Dog Alley, Easter, MD 21601</td>
<td>Mary Beth Young</td>
<td>410-490-0468</td>
<td>410-820-8128</td>
<td>SB 12-22599</td>
<td>4/7/2016</td>
<td>4/7/2017</td>
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<td>Holloway Transit, Inc.</td>
<td>32264 Mt. Hermon Road, Salisbury, MD 21804</td>
<td>R. Jeffrey Holloway</td>
<td>410-742-1449</td>
<td>410-548-1177</td>
<td>SB 12-21369</td>
<td>1/19/2016</td>
<td>1/19/2017</td>
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<tr>
<td>Peninsula Pressure Systems Inc.</td>
<td>2200 Northwood Dr. Unit 2, Salisbury, md 21801</td>
<td>Gail Hastings</td>
<td>410-677-4466</td>
<td>410-677-4464</td>
<td>SB 12-22597</td>
<td>4/7/2016</td>
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<tr>
<td>Pro Trax, LLC</td>
<td>10933 Indian Head Highway, Suite 107, Ft Washington, MD</td>
<td>Edythe Harris</td>
<td>301-292-5306</td>
<td>301-292-5305</td>
<td>SB 12-20590</td>
<td>11/16/2016</td>
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<tr>
<td>Rudy Carter General Contractor</td>
<td>6221 Westbrooke Drive, Salisbury, MD 21801</td>
<td>Rudy Carter</td>
<td>410-422-4381</td>
<td>410-944-3468</td>
<td>SB 12-24119</td>
<td>7/18/2016</td>
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<tr>
<td>Salisbury Door &amp; Hardware Inc.</td>
<td>8805 Re-State Blvd, Delmar, MD 21875</td>
<td>Jay Southard</td>
<td>410-896-2000</td>
<td>410-896-4412</td>
<td>SB 12-21972</td>
<td>2/26/2016</td>
<td>2/26/2017</td>
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<tr>
<td>SB &amp; COMPANY LLC</td>
<td>200 INTERNATIONAL LLC, SUITE 5500, HUNT VALLEY, MD 21030</td>
<td>Anne Balder</td>
<td>410-584-9308</td>
<td>410-584-9308</td>
<td>SB16393</td>
<td>12/31/2013</td>
<td>12/31/2016</td>
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<tr>
<td>Source Supply Co. Inc.</td>
<td>6 Bellecor Drive, Suite #104, New Castle, DE 19720</td>
<td>David G. Brown</td>
<td>88888-792-2166</td>
<td>302-328-5188</td>
<td>SB12-8886</td>
<td>9/16/2016</td>
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<td>Tri-State Engineering</td>
<td>P.O. Box 1775, Salisbury, MD 21802</td>
<td>Paulino Sires</td>
<td>410-742-5555</td>
<td>410-742-5555</td>
<td>SB 12-22010</td>
<td>4/26/2016</td>
<td>4/26/2017</td>
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<td>Trojan Alarm Solutions</td>
<td>P.O. Box 284, Glen Burnie, MD 21060</td>
<td>John Palmer</td>
<td>410-859-1491</td>
<td>410-859-1436</td>
<td>SB 11-4176</td>
<td>11/16/2016</td>
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<td>Address</td>
<td>Contact Name</td>
<td>Phone</td>
<td>Fax</td>
<td>Classification</td>
<td>Certification #</td>
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<td>2-cm Technologies</td>
<td>1903 Towne Center Boulevard 3523, Annapolis, MD 21401</td>
<td>Cortez Thomas</td>
<td>410-530-7563</td>
<td>no fax</td>
<td>African American</td>
<td>14-318</td>
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<tr>
<td>Aaron's Concrete Pumping, Inc.</td>
<td>P.O. Box 488, Westminster, MD 21158</td>
<td>Tracey Roten</td>
<td>410-795-1047</td>
<td>410-795-1032</td>
<td>Female</td>
<td>08-383</td>
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<tr>
<td>Acorn Supply &amp; Distributing, Inc.</td>
<td>11167 A. Pulsaski Highway, White Marsh, MD 21162</td>
<td>Gail Cather</td>
<td>410-335-0547</td>
<td>410-335-0548</td>
<td>Female</td>
<td>89-685</td>
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<tr>
<td>Adcorp Signs, Inc.</td>
<td>4420 Norrisville Road, White Hall, MD 21161</td>
<td>Jacqueline L. Bowers</td>
<td>410-692-4550</td>
<td>410-692-4522</td>
<td>Female</td>
<td>90-669</td>
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<tr>
<td>ADEB, Inc.</td>
<td>7 Stanton Drive, Upper Marlboro, MD 20774</td>
<td>Adeleke Yusuf</td>
<td>301-633-1676</td>
<td>240-245-4604</td>
<td>African American</td>
<td>11-616</td>
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<tr>
<td>Aegis Mechanical Corporation</td>
<td>2056 Lord Baltimore Drive, Baltimore, MD 21244</td>
<td>Barnett A. Carroll</td>
<td>443-436-6001</td>
<td>443-436-6002</td>
<td>African American</td>
<td>10-460</td>
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<tr>
<td>AJ Stationer's</td>
<td>6810 Deerpath Road, Suite 425, Elkridge, MD 21075</td>
<td>Angela Jeung</td>
<td>410-360-4900</td>
<td>443-445-3339</td>
<td>Asian-Female</td>
<td>94-330</td>
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<tr>
<td>Apostle Construction Company, Inc.</td>
<td>716 Naylor Mill Road, Salisbury, MD</td>
<td>Robert E. Brooks, Jr.</td>
<td>410-548-1392</td>
<td>410-548-2462</td>
<td>African American</td>
<td>05-503</td>
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<tr>
<td>Applied Technology Services Inc.</td>
<td>405 Williams Court Suite 113, Baltimore, MD 21221</td>
<td>Danielle Burnett</td>
<td>410-344-1256</td>
<td>410-344-1259</td>
<td>Female</td>
<td>02-507</td>
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<tr>
<td>BOS Logistics, Inc.</td>
<td>1050 Aragonia Blvd, Fort Washington, MD 20744</td>
<td>Renee W. Spivey</td>
<td>240-417-7752</td>
<td>240-414-0276</td>
<td>African American/Female</td>
<td>15-463</td>
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<tr>
<td>Browns Enterprises, Inc.</td>
<td>10955 Golden West Drive, Suite B, Hunt Valley, MD 21031</td>
<td>Timothy R. Brown</td>
<td>410-832-1889</td>
<td>410-832-1875</td>
<td>African American</td>
<td>02-509</td>
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<tr>
<td>Chesapeake Screen Printing, Inc.</td>
<td>P.O. Box 866, Salisbury, MD 21803</td>
<td>Vonda L. Rossi</td>
<td>410-749-7660</td>
<td>410-749-9272</td>
<td>Female</td>
<td>04-275</td>
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<tr>
<td>Collins Trucking</td>
<td>29800 Deal Island Road, Princess Anne, MD 21853</td>
<td>Livingston Collins</td>
<td>410-651-3729</td>
<td>410-651-3729</td>
<td>African American</td>
<td>01-301</td>
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<tr>
<td>Daly Computers, Inc.</td>
<td>2212 Gateway Center Drive, Clarksville, MD 20871</td>
<td>Ryan Tsao-An YU</td>
<td>301-670-0381</td>
<td>301-556-4237</td>
<td>Asian-American</td>
<td>90-727</td>
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<tr>
<td>Delmarva Document Solutions</td>
<td>1500 Aragonia Blvd, Fort Washington, MD 20744</td>
<td>Edith Kinnaman</td>
<td>410-228-2020</td>
<td>410-228-2002</td>
<td>Female</td>
<td>10-792</td>
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<td>Fasteners RX, Inc.</td>
<td>100 Helfenbein lane, suite 2308, Chester, MD 21617</td>
<td>Mary B. Young</td>
<td>410-643-6001</td>
<td>443-716-3017</td>
<td>Female</td>
<td>05-124</td>
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<tr>
<td>Guy Brown Management, LLC</td>
<td>320 Seven Springs Way, Suite 450, Brentwood, TN 37027</td>
<td>Lauren Cooley</td>
<td>615-221-0316</td>
<td>615-777-1501</td>
<td>Hispanic/Female</td>
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<tr>
<td>Imprint Products</td>
<td>2505 Willoweden Drive, Baltimore, MD 21209</td>
<td>Regina Cohen</td>
<td>410-358-2288</td>
<td>410-358-4501</td>
<td>Female</td>
<td>96-190</td>
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<tr>
<td>Ironshore Contracting, LLC [subcontractor/Garland 511 North Hammonds Ferry Road, Suite 1, Linthicum, MD 21090</td>
<td>Gregory Malcolm</td>
<td>443-552-5732</td>
<td>443-552-7136</td>
<td>African-American</td>
<td>09-384</td>
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<td>KAP Contracting Co. Inc.</td>
<td>705 S. Camden Avenue, Fruitland, MD 21826</td>
<td>Sherry R. Kolbush</td>
<td>410-742-9244</td>
<td>410-742-9285</td>
<td>Female</td>
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<td>Millennium Services 2000 + Inc.</td>
<td>8112 Georgia Avenue, Suite 1000</td>
<td>Loyce I. Grigsby</td>
<td>301-585-4838</td>
<td>240-450-1547</td>
<td>African American</td>
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<td>Nelson White Systems, Inc.</td>
<td>P.O. Box 20389, Baltimore, MD 21284</td>
<td>Arlene Wilder</td>
<td>410-668-9628</td>
<td>410-668-9629</td>
<td>Female</td>
<td>28-280</td>
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<td>Painters Plus</td>
<td>636 Suffolk Court, Salisbury, MD 21801</td>
<td>Leon Dotson</td>
<td>443-944-5799</td>
<td>410-221-8851</td>
<td>African American</td>
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<td>powerhouse Tool &amp; Supply, Inc.</td>
<td>201-C Ritchie Road, Capitol Heights, MD 20743</td>
<td>Ivy Speake</td>
<td>410-350-8200</td>
<td>301-350-4026</td>
<td>Female</td>
<td>06-359</td>
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<td>Reliable Reproduction Supply Co.</td>
<td>4102 Beachwood Road, Baltimore, MD 21222</td>
<td>Antoinette D. Thiess</td>
<td>410-477-1111</td>
<td>410-477-6729</td>
<td>Female</td>
<td>03-059</td>
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<td>Rudolph's</td>
<td>5020 Campbell Blvd, Suite C, Baltimore, MD 21236</td>
<td>Bonnie Rudolph</td>
<td>410-931-4150</td>
<td>410-931-7429</td>
<td>Female</td>
<td>03-059</td>
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<td>Russell Paving Company, Inc.</td>
<td>P.O. Box 186 Church Creek, MD 21622</td>
<td>Monica Russell</td>
<td>410-228-8040</td>
<td>410-221-0888</td>
<td>Female</td>
<td>11-408</td>
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<tr>
<td>S&amp;B Company LLC</td>
<td>200 International Circle, Suite 5500, Hunt Valley, MD 20130</td>
<td>Graylin Smith</td>
<td>410-584-0060</td>
<td>410-584-0061</td>
<td>African-American/Female</td>
<td>05-570</td>
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<td>Simmons Electric</td>
<td>P.O. Box 1661, 124 East Market Street, Baltimore, MD 21202</td>
<td>Kermit Simms</td>
<td>410-543-1480</td>
<td>410-334-3682</td>
<td>African American</td>
<td>07-296</td>
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<tr>
<td>T &amp; J Concrete Works, Inc.</td>
<td>9513 Old Princess Anne Road, Westover, MD 21871</td>
<td>Tyrone Murray Sr.</td>
<td>410-651-0595</td>
<td>410-651-0207</td>
<td>African American</td>
<td>07-296</td>
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<tr>
<td>United Elevator Company, Inc.</td>
<td>2828 10th Street, Suite 6, Washington, DC 20017</td>
<td>Nicholas V. Irving</td>
<td>202-559-8565</td>
<td>202-204-5166</td>
<td>African American</td>
<td>13-513</td>
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<tr>
<td>Vend Central, Inc.</td>
<td>3914 Vero Road, Baltimore, MD 21227</td>
<td>Amy D. Bartholomew</td>
<td>410-536-9988</td>
<td>410-536-9977</td>
<td>Asian-Female</td>
<td>12-127</td>
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</table>
UNIVERSITY OF MARYLAND EASTERN SHORE
STATE PURCHASING CARD
EQUIPMENT PURCHASE NOTIFICATION

TO: Office of the Comptroller

FROM:

DATE:

SUBJECT: State Purchasing Card Program – Equipment Purchase

The purpose of this letter is to notify you that I have made an equipment purchase with the State Purchasing Card. For purposes of this form, equipment is defined as any tangible item purchased that requires a Pre-numbered UMES bar code label. These include items that are greater than $100 and deemed as “sensitive” in our Asset Management Policy or “non-sensitive” items that have a unit acquisition cost of $1,500 or greater. I am forwarding the following information for your records:

Name of cardholder: ____________________________________________

Date of purchase: ____________________________________________

Vendor: ______________________________________________________

Expected date of delivery: ______________________________________

Method/place of delivery: _______________________________________

Detailed description of equipment: ________________________________

________________________________________________________________

Acquisition cost: _____________________________________________

Building/Room Location of purchase: ______________________________

Department and FRS account number: _____________________________

Department Property Control Coordinator name and number: ________

July 2019
Suggested Listing for Sensitive Items

Computer & Related Equipment:
- Workstations/Laptops/notebooks
- Tablet PCs
- Servers
- Terminals
- Monitors
- Printers
- Network hubs and switches
- PDAs/Palms
- Portable Storage Devices
- Plotters
- Scanners
- CAD equipment

Audio/Visual Equipment:
- VCR/DVD Players
- Projectors
- Cameras/Video Cameras
- Musical Instruments
- Televisions
- Amplifiers
- Speakers
- Microphones
- Sound Boards
- Tripods

Office Equipment:
- Fax Machines
- Desk Telephones
- Typewriters
- Cash Registers
- Card Reading Machines
- Safes

Lab Equipment:
- Balances
- Meters
- Microscopes

Artwork

All Motor/Non-Motor Vehicles & Heavy Equipment (all – regardless of cost):
- Vehicles – cars, vans, trucks
- Maintenance Equipment such as Tractors & Forklifts
- Golf Carts
- Trailers

The above lists are not all-inclusive and we may at times determine other specific equipment as sensitive to follow our policy of tagging and recording. In addition, there may be times that an item is listed above and we deem it appropriate to exclude from our sensitive equipment policy.

If you have questions about whether property should be considered "sensitive", please contact the Inventory Accountant at extension 6100 or the Assistant Comptroller at extension 6089.