



Procurement Card Reconciler/Approver Changes

ROUTING	Enter a ticket in Aggie Service Desk
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Instructions: This is a multi-use form; complete only the relevant sections of the form. Please print or type legibly.
 To apply for a new procurement card use the [Procurement Card Application form](#).
 To change a profile, index or contact information of an existing card use the [Procurement Card Maintenance form](#).
 Submit forms in Aggie Service Desk. For help with this form please contact the Aggie Service Center at asc@nmsu.edu or 575-646-2000.

**Refer to NMSU BPM section 4.40.60 thru 4.40.64 regarding reconciliation and approving responsibilities. **

SECTION 1: CARDHOLDER INFORMATION

Cardholder: _____ Aggie ID: _____ Email: _____

SECTION 2: RECONCILER CHANGES

Remove: _____ Aggie ID: _____

Add: _____ Aggie ID: _____ Email: _____

All reconcilers must complete two trainings prior to obtaining access to the PCard system: "Procurement Card Procedures for Cardholders" and "FSA-RMR Information and Bridge Session". Registration to these courses is available via <http://trainingcentral.nmsu.edu>.

SECTION 3: APPROVER CHANGES

Approver

Remove: _____ Aggie ID: _____

Add: _____ Aggie ID: _____ Email: _____

Backup Approver

Remove: _____ Aggie ID: _____

Add: _____ Aggie ID: _____ Email: _____

All approvers must complete training prior to obtaining access to the PCard System. This training is the "Procurement Card Procedures for Approvers". Registration is available via <http://trainingcentral.nmsu.edu>.

Note: Approver will have authority based on your organizational structure. A subordinate should not be assigned as the approver for transactions of their direct supervisor. No one can approve their own transactions at the departmental approver level.

SECTION 4: CARDHOLDER RESPONSIBILITIES - Refer to NMSU Business Procedures Manual 4.40.62 for complete business rules.

- Immediately report a lost or stolen card directly to Wells Fargo Bank at 1-800-932-0036.
- Never use the card for personal purchases.
- Never use the card to purchase items included in Section 4.00.45 Unallowable and Restricted Purchases of the BPM.
- Secure the card from fraudulent use and immediately report any unauthorized use of the card to Wells Fargo Bank at 1-800-932-0036.
- For each transaction made with the card, obtain detailed official documentation of the nature of the purchase from the vendor. Refer to FSA-RMR training for retention information.
- Keep an accounting of all orders placed using the card. Immediately settle problems with items or shipments directly with the vendor from which the item was purchased and document the issue.
- Contact Wells Fargo Bank at 1-800-932-0036 for any items that are disputed.
- Limit purchase to \$3,000 per transaction, and \$10,000 per monthly billing cycle, except where special permission has been granted by Procurement Services. Do not split purchases into multiple transactions to avoid transaction limits; this is a misdemeanor criminal act.
- Obtain tax exemptions from the vendor at the time of the purchase of goods. Each card is marked to identify the University's tax exempt status.
- Upon termination of employment, change of eligibility, or if the card is no longer needed, immediately complete a Procurement Card Maintenance form.
- Follow any additional procedures your department may set forth or that may be provided to you during cardholder training sessions.
- Refer to NMSU BPM section 4.40.60 thru 4.40.64 regarding reconciliation and approving responsibilities.

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SECTION 5: APPROVER/ RECONCILER RESPONSIBILITIES

As an approver or reconciler of the Procurement Card you must be aware of the PCard restrictions and authorized transactions. A list has been provided below with guidelines that you as an approver or reconciler must acknowledge as part of your responsibilities.

- Verify that a valid departmental index and account number has been used for the purchase.
- Verify the transaction amount does not exceed the \$3000.00 limit, per transaction per vendor.
- Verify the required entries in the description field are provided for each transaction.
- Process/Approve transactions in a timely manner to avoid deadlines.

Use of card.

NMSU is an agency of the State of New Mexico and is exempt from all applicable Federal and most State taxes. New Mexico Gross Receipts Tax (NMGRT) should be paid for services only. Verify no tax on tangible property. If state tax is still applied then the cardholder is responsible to annotate this on the transaction once it is submitted through the system. Use of account code 760905 for unallowable NMGRT is recommended.

Allowable and unallowable purchase.

The card shall be used for procuring goods and select services for University use. The purchase of professional services, multi-year service agreements, formal subcontracts or expenses related to travel; (except for registration fees and airlines), gasoline and business or travel-related meals are not allowed. Cash advances and personal expenditures are not allowed. The card cannot be used for non-allowable purchases as designated by University procedures; refer to the Business Procedures Manual section 4.00.45 and procurement card program non-compliance guidelines.

Declined Purchases.

If unallowable purchases have been made on the card, you as the Approver or Reconciler, must decline the transaction with an explanation in the comments field. This will route the transaction to the PCard office for review. The cardholder will be responsible for reimbursing the University for unallowable items purchased with their PCard.

Training.

For required trainings, visit our website at <http://pcard.nmsu.edu/general-pcard>.

Cancellation/Revocation/Withdrawal of Credit Card.

Having a procurement card and/or a role in the procurement card process is a privilege. NMSU may cancel a procurement card and/or access at any time for any reason.

I have read and understand all the preceding information and responsibilities. I understand that the card and/or access may be immediately revoked should I fail to comply with the terms of this agreement, and that any inappropriate changes may become my personal liability.

Cardholder (Applicant):

Printed Name: _____ Signature: _____ Date: _____

Reconciler Signature (if applicable):

Printed Name: _____ Signature: _____ Date: _____

Primary Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

Backup Approver Signature (if applicable):

Printed Name: _____ Signature: _____ Date: _____

SECTION 6: OFFICIAL APPROVAL

*Signature Authority:

Printed Name: _____ Signature: _____ Date: _____

*Dean/VP/CC President or Dept. Head