

Purchasing Card Policy

Policy and Procedure

Sponsor: Purchasing Services Office

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Original Policy Adopted by the Board of Regents July 2003

Policy Purpose: The purpose of this policy is to establish Purchasing Card guidelines for NMIMT employees who use the Purchasing Card for limited purchases of supplies, materials, travel expenses and services for NMIMT business purposes.

This document is continually being updated; we would appreciate any information and/or insight that would help us develop stronger policies for NMIMT's education, research and business community.

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I. Policy Statement

A. Policy Statement

The purpose of this Purchasing Card Policy is to set forth New Mexico Institute of Mining and Technology's requirements for accountability and compliance for all expenditures related to the procurement of goods and services for the Institute under the Purchasing Card program.

B. Purpose of Policy

It is the purpose of the Purchasing Card Policy to ensure that the financial resources of the Institute are spent according to federal and state requirements. To that end, providing faculty and staff with accurate and updated procedures will aid in providing the tools to ensure the Institute spends wisely while remaining audit compliant.

The Purchasing Card Policy sets forth the minimum requirements and in no way limits the authority of any department in establishing internal controls which exceed these minimum standards.

C. Authority

The policies established in the Purchasing Card Policy are based on meeting the requirements, as amended, of the following authorities:

2 CFR 200

Federal Acquisition Regulations (FAR)

New Mexico Statutes Annotated (1978), Chapter 13

Federal regulations and state statutes require the Institute maintain a strict oversight of the procurement process; act fairly in obtaining competition; strive for the best value for the Institute; prescribe certain recordkeeping responsibilities; and place responsibility for oversight of all procurements with the Purchasing Services Office.

II. Purchasing Card Overview

1. Purchasing Cards are issued by Bank of America. The Purchasing Services Office upon receipt of a Purchasing Card Application Form and successful completion of Purchasing Card Training will submit an order for a Purchasing Card.
2. Only the Purchasing Services Office is authorized to order new and replacement cards for an employee or a department.
3. Bank of America will issue a PIN number directly to the cardholder for every card issued. The Purchasing Services Office does not have access to PIN numbers, so the cardholder must contact Bank of America directly when dealing with PIN number related issues.
4. Purchasing Cards shall not be transferred between individuals or departments.
5. The employee's name shall be embossed on the card. A card issued to a department shall be embossed with the department name.
6. For cards issued to departments, a log shall be kept by the designated department individual responsible for monitoring and signing out the card to departmental personnel.
7. An employee's Approver / Signoff Manager, Director / Department Head, and the appropriate Vice President must approve the request for a card.
8. Each card including department cards shall be assigned to an individual along with a default index and account against which all charges shall be applied.
9. The default index shall be verified and signature approval provided by the appropriate Business Office Administrator.
10. Cardholder makes purchases according to NMIMT's Purchasing Card Procedures Manual and all other applicable NMIMT Policies and Procedures including but not limited to Travel, Purchasing, Property, and Funding. The cardholder scans all supporting documentation into Works and if desired, records full transaction details on the Cardholder Transaction Log. Cardholder will reallocate indexes and accounts as necessary before the month closes.
11. Cardholder prints a monthly Cardholder Statement from Bank of America's Works Program.
12. Cardholder matches Cardholder Statement to detailed and itemized sales receipts, signs off Cardholder Transaction Log to certify purchases are in compliance and that all items, receipts and all supporting documentation have been attached.
13. Cardholder forwards reconciled Statement, Cardholder Transaction Log (if utilized), and sales receipts to their Approving Official for approval and submission to the Purchasing Card Administrator no later than the 30th of each month.

A. Corporate Liability

NMIMT has made arrangements with Bank of America to have Purchasing Cards issued to NMIMT departments and to permanent employees. Cards will not be issued to emergency, temporary, or student employees.

B. Cardholder Liability

The Purchasing Card is a corporate charge card that will not affect the Cardholder's personal credit. The Cardholder is responsible for proper use of the card within stated guidelines of this manual as well as NMIMT Policies and Procedures relating to the expenditure of NMIMT funds. Failure to comply with NMIMT's Policies and Procedures may result in permanent revocation of the card and further disciplinary measures. Use of the card for personal purchases constitutes fraud under New Mexico Law. Misuse of the card may result in the employee's termination and NMIMT may pursue the matter to the extent the law allows.

C. Purchasing Card Eligibility

A Cardholder must be a permanent employee of NMIMT who has not had their Purchasing Card privileges previously revoked. All NMIMT employees must complete Purchasing Card Training before being issued a Purchasing Card.

D. Cardholder Responsibilities

The Cardholder must use the Purchasing Card for **NMIMT business purposes only**. The Purchasing Card may not be used for unauthorized or prohibited purchases and services, or personal purchases of any kind. Monthly recurring charges are not allowed on the Purchasing Card. Companies are not allowed to store card information for future use. Misuse of the card will subject Cardholder to disciplinary action in accordance with NMIMT Policies and Procedures. The Cardholder must:

1. Fill out the Purchasing Card Application Form and obtain signatures of the Approver / Signoff Manager, Director / Department Head, and the appropriate Vice President.
2. Review the Purchasing Card Procedures Manual and successfully complete training.
3. Sign for the receipt of the Purchasing Card and sign the Cardholder Agreement in the presence of the Purchasing Card Administrator.
4. Ensure the Purchasing Card is used for NMIMT business purposes only. The cardholder is responsible for reversing all improper transactions with another form of payment (e.g., a personal reimbursement to NMIMT), or receiving a credit for the improper transaction from the vendor. *Improper* includes any inappropriate, unauthorized, prohibited, personal or misused credit card transactions to include paying sales tax on goods.
5. Use the Purchasing Card to purchase supplies, materials, limited travel (full time employees only) and services on behalf of NMIMT.
6. Ensure vendors do not include free "gifts" when shipping an order. If gifts are received they are the property of NMIMT and should be treated as such.
7. Ensure all purchases made with a NMIMT Purchasing Card are shipped to a NMIMT address.

8. Ensure all transactions are in compliance with NMIMT Purchasing Card Procedures Manual; including obtaining a signed Purchasing Card Waiver Form prior to making any transaction on the Purchasing Card Uses – *Restricted List*.
9. Be aware of NMIMT's tax exempt policy and W-9 form which are posted on the purchasing website at: <http://www.nmt.edu/finance/purchasing/index.php>
10. Maintain the card in a secure location at all times.
11. Do not share the card number or allow other individuals to use their card.
12. Ensure the total amount of any single transaction does not exceed \$1,000. NMIMT spending parameters for each Purchasing Card issued are set at \$1,000 per single transaction with a maximum of \$5,000 per month per card. Transactions will not be split in order to circumvent the single transaction limit policy. Exceptions to pre-set limits must be approved by the appropriate Vice President, Director / Department Head and the Purchasing Services Office.
13. If the index and account to be charged are not the default index and account, the Cardholder or Authorized Approver must reallocate indexes and accounts for the transaction appropriately to the correct index and account utilizing the Works Program before signing off on the transaction. If utilized, the cardholder must also note reallocations and / or split indexes and accounts on the Cardholder Transaction Log.
14. Obtain an original detailed and itemized sales slip or invoice to be submitted for every charge and refund. Receipts must show line item detail, e.g., item description, quantity, and dollar amounts.
15. In the event there is a charge on the Purchasing Card without the proper receipts to match to the Statement, the Cardholder must work with the seller to obtain a copy. If the Cardholder is unable to obtain a receipt from the vendor, they must complete a Lost / Missing Receipt Form. Continued omissions by the Cardholder to provide receipts may serve as grounds for termination of the Purchasing Card.
16. Cardholder must confirm that all transactions have posted to the appropriate index and account in the Works Program. The cardholder must scan all supporting documentation for each purchase into Works and signoff before submitting their Statement to their Approving Official.
17. It is the Cardholder's responsibility to attach all waivers and the appropriate Social Amenities / Entertainment Expense Form or the Professional Activities Cost Form to their Statement and know when they apply. For an overview of the Social Amenities and Professional Activities Forms see section VI of this manual. For more information about the Social Amenities Form contact the Business Office and for more information on the Professional Activities Form contact the Sponsored Project Administration Office.
18. Submit Statements, Cardholder Transaction Logs (optional), required forms and scan ready, detailed and itemized receipts to Approver / Signoff Manager in a timely manner with enough time to reach the Purchasing Card Administrator no later than the 30th of the month. Receipts should be organized and attached in the same order as the charges appear on the Statement for ease of review and audit by all approvers.
19. A Cardholder shall not under any circumstances accept cash, gift cards or any other form of repayment in lieu of a credit to the card account.

20. Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
21. Immediately notify the Cardholders Approver and the Purchasing Card Administrator (575-835-6941 or 5164) of a lost or stolen card at the first opportunity during normal business hours
22. Return the Purchasing Card to the Purchasing Services Office upon terminating employment with NMIMT or transferring to another Department within NMIMT.

E. Approver Responsibilities

1. Approve an employee's Purchasing Card Application Form.
2. Make any necessary changes and ensure reallocations are completed on each transaction before approving transactions.
3. Review, pre-audit and signoff on the Purchasing Card transactions for their department on the Cardholder Transaction Log (if utilized) and in the Works Program, ensuring the transactions are legitimate purchases for NMIMT.
4. Ensure Statements, Cardholder Transaction Logs (if utilized), required forms and detailed receipts are submitted to the Purchasing Card Administrator by the 30th of the month.
5. Ensure the return of the Purchasing Card to the Purchasing Services Office upon employee terminating with NMIMT or transferring to another department within NMIMT.
6. Be held responsible for accounting accuracy and compliance with the Purchasing Card Procedures Manual.
7. Ensure transactions do not contain items listed on the Purchasing Card Uses – Prohibited list.
8. Ensure the Restricted Uses procedures as outlined in section F of this chapter are followed for any transactions involving items on the Purchasing Card Uses - Restricted list.

F. Restricted Uses Procedure

1. Upon determination that a purchase will require an item listed on Purchasing Card Uses – Restricted list, print a Purchasing Card Waiver Form.
2. Fill in all information requested on the Purchasing Card Waiver Form.
3. Sign the Purchasing Card Waiver Form and obtain all other necessary signatures including Restricted Funds if federally funded.
4. Submit the Purchasing Card Waiver Form to the Purchasing Card Administrator before the purchase is made. The form must be submitted *each* time an item on the restricted list is purchased.
5. Review any items that may need clarification and resolve issues.
6. Make purchases within the parameters set forth on the Purchasing Card Waiver Form.

G. Purchasing Card Termination

A Cardholder's card will be terminated when they (a) transfer to a different department; (b) move to a new job in which a card is not required; or (c) terminate employment. A card may also be terminated for any of the following reasons:

1. The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service that is contrary to any law, policy or regulation pertaining to NMIMT.
2. The Cardholder allows the card or card number to be used by anyone other than the Cardholder.
3. The Cardholder splits a purchase or executes an incremental purchase of any kind to circumvent the limitations of the Purchasing Card.
4. The Cardholder fails to provide their Approving Official with required monthly card reconciliation, Cardholder Transaction Logs (optional), and scan ready, detailed and itemized sales receipts.
5. The Cardholder does not adhere to NMIMT's Cardholder Policy and Procedure and all other applicable NMIMT Policies and Procedures including but not limited to Travel, Purchasing, Property, and Funding.
6. Purchases of restricted items without proper approval, purchases for personal use, or unauthorized purchases (including items on the Purchasing Card Uses - Prohibited list).
7. Continued recurrence of above items or lack of cooperation in resolving Purchasing Card issues.

H. Lost, Misplaced or Stolen Purchasing Cards

Cardholders are required to **immediately report any lost or stolen Purchasing Card** to Bank of America toll-free at **1-888-449-2273** (24 hours a day, 365 days a year). The Cardholder must also immediately notify their Approving Official and the Purchasing Card Administrator (575-835-6941 or 5164) about the lost or stolen card at the first opportunity during normal business hours.

I. Erroneous Declines

Should a seller erroneously decline a Purchasing Card, the Cardholder should immediately contact the Purchasing Services Office (575-835-6941 or 5164) during normal business hours. If the purchase is made outside of normal NMIMT business hours and the Cardholder has an issue with the purchase being declined, the Cardholder must terminate the purchase and find another source to purchase the item from. Use of personal funds and seeking reimbursement is not recommended.

J. Credits

A seller must issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. Cardholder must obtain and provide a receipt or credit memo for all credits and refunds posted to the Statement. **Under no circumstances should a Cardholder accept cash or a gift card in lieu of a credit to the Purchasing Card account.** If a refund to the card is not possible a refund check made out to NMIMT should be requested.

K. Disputes and Billing Errors

The Cardholder is responsible for contacting the seller to resolve any disputed charges or billing errors. If the matter is not resolved with the seller, the Cardholder should contact Bank of America at 1-888-449-2273 directly for assistance. If the Cardholder suspects fraud, the number to call is 1-866-500-8262. If the Cardholder requires assistance in dealing with these matters they may contact the Purchasing Card Administrator.

L. Security and Storage of Cards

Cardholders should always treat the Purchasing Card with at least the same level of care as one does one's own personal credit cards. The card should be maintained in a secure location and the card number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be given to any other person for any reason. Vendors are not to store Purchasing Card Numbers.

M. Terminated or Transferred Employees

The Department Head is to secure any NMIMT Purchasing Card from a terminated employee or one that transfers to another department. The secured card should be forwarded immediately to the Purchasing Services Office for cancellation and disposal. All Statements and required information must be completed and turned in before the Purchasing Office will sign out an employee.

III. Procedure for Obtaining and Utilizing a Purchasing Card

1. Fill out the Purchasing Card Application Form
 - a. Obtain all required signatures
2. Return Application to Purchasing Card Administrator
3. Attend training
 - a. Review Purchasing Card Procedures Manual
 - b. Review Purchasing Card Uses - *Prohibited* and Purchasing Card Uses - *Restricted* lists
 - c. Review Purchasing Card Waiver Form
 - d. Satisfactorily complete training
4. Receive, review, and sign Purchasing Cardholder Agreement
 - a. Obtain required signatures for Cardholder Agreement and submit to the Purchasing Office
5. Receive Purchasing Card and PIN number
 - a. Determine needs
 - b. Fill out Purchasing Card Waiver Form for purchases of items listed on the Purchasing Card Uses - *Restricted* list. A form must be completed for each transaction – no blanket approvals will be given
6. Make Purchases
 - a. Ensure that NMIMT Policies and Procedures are followed, including, but not limited to: orders shipped only to a NMIMT address, no free gifts are given by the vendor and no sales tax is charged on goods
 - b. Save detailed and itemized receipts, and scan all supporting documentation for each purchase into Works. If desired, use the optional Cardholder Transaction Log to record all purchases.
 - c. Make changes to indexes and accounts as necessary and sign-off in The Works Program
7. Print monthly Statements from The Works Program
 - a. Reconcile Statements with receipts and Cardholder Transaction Log
 - b. Attach the appropriate Social Amenities / Entertainment Form and / or Professional Activities Cost Form to their Statement, when applicable
 - c. Submit Statements, Cardholder Transaction Logs (optional), forms, and scan ready, detailed and itemized receipts to the Approving Official with ample time to reach the Purchasing Card Administrator with all necessary signatures no later than the 30th of the month. Receipts should be organized and attached in the same order as the charges appear on the Statement for ease of review and audit by all approvers
8. Resolve issues with the Purchasing Card Administrator in a timely fashion
9. Continue utilizing Purchasing Card

IV. Reconciliation, Approval & Allocation / Reallocation of Billing

A. Receipt and Payment of Bank of America Billing

Cardholder Statements are available to download for each billing cycle from the Works Program. They and can be downloaded at any time but must be downloaded at the end of the billing cycle.

B. Allocation of Purchasing Card Charges to Other Accounts

A department default index and account will be assigned to each Purchasing Card issued to which all purchases will be charged unless the Cardholder identifies other accounts in The Works Program. Please note that a restricted fund cannot be used as a department's default index without the approval of the Sponsored Project Administration.

1. In the event indexes and accounts other than the default index and account are to be charged, the Cardholder is responsible for reallocating to the appropriate indexes and accounts via The Works Program prior to signing off on the transactions. Transactions to be split between multiple indexes or accounts can be split (by percentage or dollar amount) at the time of approval.
2. After approval and posting, if there are errors in distribution between indexes and accounts, the Cardholder's department is responsible for correcting the transactions via Journal Voucher (JV).
3. The total amount billed by Bank of America will be charged to the individual department indexes and accounts and credits for disputed transactions will be posted to department indexes and accounts when the corresponding credit appears on future Bank of America Billing Statements.

C. Retention of Reconciled Statements and Invoices

All NMIMT account Statements and sales receipts will be retained in the Purchasing Services Office for six (6) years from the date the audit report is released. Cardholders should retain copies for their records.

V. *Restricted and Prohibited Purchasing Card Uses*

The following information is provided to assist Purchasing Card users in complying with the NMIMT Purchasing Card Procedures Manual. For more information on Allowable and Unallowable costs for Sponsored Projects Administration, please see *Reviewing for Allowable and Unallowable Costs* provided by the NMIMT Sponsored Projects Administration at <http://www.nmt.edu/sponsored-project-administration-spons-proj-admin/policies-and-procedures>

The following lists of **restricted/prohibited** Purchasing Card uses contain many of the items found in 2 CFR Part 200 – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, also known as Uniform Guidance, but is not all inclusive.

Subpart D and Subpart E of this Code of Federal Regulations (CFR) establishes principals for determining costs applicable to grants, contracts and other agreements with educational institutions. The entire CFR can be found at: <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5#sp2.1.200.d>

A. Purchasing Card Uses - Restricted

The Purchasing Card may be used for the following items and services upon submittal and prior approval of the Purchasing Card Waiver Form. The form must be completed and signed by the Cardholder, the Cardholder's Approver / Signoff Manager or Director / Department Head, and the Chief Procurement Officer. If using federal funds, the signature of the Sponsored Projects Administrator is also required.

1. Awards / Plaques / Trophies
2. Clothing
3. Commencement Expenses
4. Flowers
5. Food / Catering / Refreshments, including paper goods (**All on-campus catering is to be provided by Chartwells as per contract**)
6. Gasoline (emergency situations only)
7. Gifts
8. Job advertisements for faculty and staff
9. Moving costs if employee resigns within twelve months of employment
10. Performers
11. Photos / Electronic Images (to be published or reproduced)
12. Postage stamps are not allowed, but the Purchasing Card may be used to ship via UPS, FedEx, USPS, DHL, etc.
13. Promotional Items (t-shirts, pens, mugs, etc.)

14. Public Relations Items
15. Rent / Rentals (with the exception of car rentals)
16. Student Events for established student organizations (not restricted if using student organization funds)
17. Taxes on goods; a tax exempt certificate and NMIMT's W-9 are available on the purchasing website at:
<http://www.nmt.edu/finance/purchasing/forms.php>
18. Transactions over \$1,000
19. Third party checkouts like Google Checkout, PayPal, etc.
20. Vehicle Repair (should only be in case of emergency and only on a NMIMT vehicle)

B. Federally Funded Projects Requiring Prior Written Approval

For federal funded projects, 2 CFR 200 subpart E-200.407 lists the following that require prior written approval of the cognizant agency before purchasing.

1. §200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts, paragraph (b)(5);
2. §200.306 Cost sharing or matching;
3. §200.307 Program income;
4. §200.308 Revision of budget and program plans;
5. §200.332 Fixed amount subawards;
6. §200.413 Direct costs, paragraph (c);
7. §200.430 Compensation—personal services, paragraph (h);
8. §200.431 Compensation—fringe benefits;
9. §200.438 Entertainment costs;
10. §200.439 Equipment and other capital expenditures;
11. §200.440 Exchange rates;
12. §200.441 Fines, penalties, damages and other settlements;
13. §200.442 Fund raising and investment management costs;
14. §200.445 Goods or services for personal use;
15. §200.447 Insurance and indemnification;
16. §200.454 Memberships, subscriptions, and professional activity costs, paragraph (c);
17. §200.455 Organization costs;
18. §200.456 Participant support costs;
19. §200.458 Pre-award costs;
20. §200.462 Rearrangement and reconversion costs;
21. §200.467 Selling and marketing costs; and
22. §200.474 Travel costs.

C. Purchasing Card Uses - Prohibited

The Purchasing Card *may not be used* for the following items and services per NMIMT policies:

1. Additions or enhancements to NMIMT Inventorial Property or Equipment greater than \$1000 to include transportation costs
2. Advertisements (with the exception of job advertisements for faculty and staff)
3. Alcohol
4. Ammunition / Weapons
5. Animals
6. Capital Equipment / Inventorial Equipment valued equal to or greater than \$1000
7. Cash Withdrawals and Travelers Checks
8. Consultants
9. Copier Lease/Rental
10. Donations
11. eBay or other online auction sites
12. Facilities Major Construction Projects
13. Finance Charges
14. Freight on capitalized equipment (when a PO is used for the equipment acquisition)
15. Gift Cards
16. Honoraria
17. Independent Contractor Services
18. Internal Services, such as Facilities, ITC or golf course
19. Key Duplicating
20. Late Fees
21. Legal Services
22. Lobbying
23. Long Distance Phone Calls / Pre-paid Phone Cards
24. Maintenance Contracts (routine and recurring) for equipment and software
25. Memberships (with the exception of professional organizations that are directly related to the employees job at NMIMT)
26. Parts for fabricated property or equipment when total value of fabrication is over \$1,000
27. Payments to NMIMT employees for goods or services
28. Prescription Drugs / Controlled Substances
29. Products or services for personal use
30. Public Relations costs designed solely to promote the University
31. Services on the prohibited services list
32. Telephones / Telecommunications services - Including cell phones and cell phone service
33. Textbooks for NMIMT Employees enrolled in courses
34. Travel via first class or other upgrades
35. Tuition for NMIMT courses

D. Examples of approved services:

1. One time maintenance and repair costs
2. Technical services
3. Printing, except recruitment cost such as color advertising
4. Photocopying
5. Duplication
6. Film developing

E. Examples of prohibited services:

1. Construction services
 - a. Projects
 - b. Contractors
 - c. Electrical repairs
 - d. Plumbing
 - e. Construction related services
2. Professional services
 - a. Architects
 - b. Archeologists
 - c. Engineers
 - d. Land surveyors
 - e. Landscape architects
 - f. Medical arts practitioners
 - g. Scientists
 - h. Management and systems consultants
 - i. Computer consultants and programmers
 - j. Certified public accountants
 - k. Attorneys / Lawyers
 - l. Psychologists
 - m. Planners
 - n. Researchers
 - o. Teachers and other instructors
 - p. Persons or businesses providing similar services
3. Personal Services
 - a. Employment services
 - b. Individuals or businesses providing typing, data entry, filing or other clerical office duties
 - c. Telephone solicitors
 - d. Service workers
 - e. Security services

VI. Social Amenities and Professional Activities

A. Social Amenities

The NMIMT Board of Regents has mandated that all payments or employee reimbursement for social amenities type expenditures be documented and reviewed for approval. This is done through the use of the Social Amenities Form. Social amenities expenses are only allowable when using unrestricted funds and require that a completed Social Amenities Form be attached to the payment request. The form must clearly state the public purpose (or benefit to NM Tech), list the names of all participants and the organizations they represent.

For the purpose of the Social Amenities Form unrestricted funds are defined as any fund beginning with a number such as 101000, 103002, 105001, 230044 or 280000. Indexes that begin with A, B, C, D, or E translate to fund 101000 and are unrestricted. Some examples of indexes are A01010, B02010, C03010, D14010 and E01010.

Student Clubs and Organizations are exempt from completing the Social Amenities Form when using a fund that begins with 102. The Student Clubs and Organization's procurement card is controlled by Budget and Analysis and may be checked out from them. Auxiliaries Services dormitory fund 107009 does not require the Social Amenities Form. The Admissions Office using the index C02010 does not require the Social Amenities Form. In addition, all amenities expenditures must be charged to an account beginning with 73 to ensure they are not included in the indirect cost rate calculation. The most common account used is 730001- Non MTDC Supplies and Expense.

Some examples of social amenities expenditures are (but not limited to):

1. Gifts – NMT pen set for a guest speaker
2. Prizes – trophies or plaques
3. Clothing
 - a. Shirts with employees name or NMT department on them
4. T-shirts for departmental volleyball team
5. Flowers/Plants
 - a. Employee illness or surgery
 - b. Death in the family
 - c. Congratulations on birth of a child
6. Promotions – giveaways such as mugs, pens, key chains, t-shirts, etc.
7. Entertainment
 - a. Dinner for dignitaries to discuss funding or other business
 - b. Tickets to sporting event
 - c. Admission in to museum
8. Decorations

- a. Holiday decorations
- b. Painting to hang in office
9. Refreshments
 - b. Coffee/tea and related supplies (sugar, creamer, stir sticks, etc.) for the office and office visitors
 - c. Donuts and coffee for departmental seminar or meeting
 - d. Cookies and lemonade for departmental training
 - e. Meals provided for off campus guests or visitors
10. Meals (non per diem)
 - a. Meal for guest speaker, visiting professor or other off campus visitors
 - b. Working lunch for staff
 - c. Pizza for study group
11. Break Room/Party Supplies
 - a. Paper-goods such as paper plates, cups, forks, etc.
 - b. Coffee pot, toaster, small refrigerator, ice maker or other small appliances.
12. Bottled Water/Water Delivery Service – water for the office and office visitors. The Board of Regents does not require the Social Amenities Form be completed for water, however the expense must be charged to account 730001.

B. Professional Activities

It is illegal to charge social amenities expenses to sponsored projects (restricted funds). The Professional Activities Cost Form should be used when meals or refreshments are served during the course of a technical meeting and the expenditure is being charged to a restricted sponsored project fund. Restricted sponsored project funds begin with a letter and are a combination of alpha and numeric characters. Information on the use of the Professional Activities Cost Form is available on the Sponsored Project Administration's website at http://www.nmt.edu/finance/spa/docs/UG_Professional_Activity_Cost_Form_4_14_2016_v_k.pdf

The following costs are allowable:

1. Rental of facilities
2. Cost of meals
3. Transportation
4. Other items incidental to such meetings, conferences, or seminars
5. Periodic meetings required by contract

Meetings may include technical, contractual and/or financial discussions in an informal setting with a representative of the awarding agency (program officer, contracting officer), advisory group, consultant, sub recipient, etc. Expenses must be allocable to the project to which they are charged (i.e. solely benefits) and must be reasonable in amount.

VII. Purchasing Card Travel Manual

The purpose of this document is to establish guidelines necessary to comply with the regulations of Chapter 13, N.M.S.A. 1978 Annotated, the Federal Acquisition Regulations, and 2 CFR 200.

All Purchasing Cards are open for employee travel-related services, and can be used for allowable travel expenses. The Purchasing Office will provide a current list of all Purchasing Cards authorized for travel-related services (last four digits only) to the Travel Office.

A. Allowable Purchasing Card Travel-Related Expenses

1. Airfare (First Class prohibited)
2. Hotel
3. Ground transportation (shuttle, car rental, taxi, etc.)
4. Parking
5. Conference registration

B. Examples of Prohibited Purchasing Card Travel-Related Expenses

Include, but are not limited to, the following:

1. Gas
2. Meals
3. Hotel incidental expenses (room service, movies, etc.)
4. Any personal purchase

With the exception of Section D of this chapter and Student Organization Purchase Cards, travel payments are limited to NMIMT employees only. The NMIMT Purchasing Card may not be used for prohibited expenses. Prohibited expenses are the responsibility of the user and must be paid using another method of payment. For example, a hotel bill that includes room service and a movie, the traveler must pay for these prohibited expenses using cash or his / her personal credit card; these charges cannot be included in the hotel Purchasing Card payment. Should the Purchasing Card be used for these charges, the Cardholder is responsible for reimbursing NMIMT.

C. Required Receipts

Copies of itemized receipts for purchases made with the NMIMT Purchasing Card must be attached to the Travel Reimbursement form along with all other receipts needed for reimbursement. The credit card receipt alone will not be accepted. All attached receipts will be compared to the authorized Purchasing Cardholder list by the Travel Office to determine if a NMIMT Purchasing Card was used for the payment. **Original** itemized Purchasing Card receipts must be attached to the monthly Purchasing Card Statement and submitted to the Purchasing Office in compliance with the Purchasing Card Procedures Manual. The Cardholder is responsible to know all cancellation and change of travel policies and related penalties that may impact NMIMT funds before making charges to the NMIMT Purchasing Card. Use account code 710201 for all travel charged.

D. Non-Employee Travel

The NMIMT Purchasing Card may be used for the purchase of airline tickets for recruitment and interview of potential faculty members and post-graduate students only. Requirements of use of the Purchasing Card are as follows:

1. Prior to purchase of the tickets, the department shall complete the Purchasing Card Waiver Form, attach a list of interviewees and estimated airline ticket cost for each individual, then submit the Waiver to Purchasing for approval. If restricted (federal) funds are to be used, the Waiver should first be routed to the Sponsored Projects Administration for approval prior to submitting to Purchasing. Purchasing will accept a faxed / email copy of the Waiver.
2. Once the form is completed and received by Purchasing, the restrictions on the Card will be removed for a few days to allow for the airline ticket charges.
3. The department shall provide to Purchasing a final and complete list of names, airline ticket numbers, and actual charges with the monthly statement. That information will be forwarded by Purchasing to the NMIMT Travel Office for comparison against any reimbursement requests.
4. The Purchasing Card may not be used for tickets for family members, associates or friends of the interviewee.
5. The Purchasing Card may not be used for lodging, meals, vehicle rentals, personal purchases, gas or incidentals. The interviewee shall seek reimbursement for these charges through the established NMIMT reimbursement policy.
6. Use account code 710209.

Abuse in the above may constitute a violation of the NMIMT Purchasing Card policy, and could result in revocation of the Purchasing Card.

Any NMIMT official Student Club and Organization has access to a Purchasing Card through the Budget and Analysis Office. That card may be used for student related expenses and some travel.

All other NMIMT Policies and Procedures apply to the use of the Purchasing Card for travel.

VIII. Violations

A. Purchasing Card Violations and Disciplinary Actions

Cardholders need to be aware of possible consequences that may arise from violation of the Purchasing Card Policies and Procedures as outlined in the Purchasing Card Procedures Manual. Violations will be classified as Minor or Major. These guidelines will be followed as closely as possible, but each situation is unique and will be handled appropriately.

Compliance with procedures outlined in this manual will be audited by the Purchasing Services Office, which reserves the right to suspend or revoke a Purchasing Card regardless of stated policy if, in their judgment, the violation(s) proves a severe risk of fraud or compromise to the Purchasing Card program.

B. Improper Use of Purchasing Card

“Improper Use” means the use of the Purchasing Card outside of the parameters provided by NMIMT’s Purchasing Card Policies and Procedures as well as all other NMIMT Policies and Procedures.

Examples of improper use include but are not limited to:

1. Failure to adhere to the signed Cardholder Agreement
2. Purchasing goods or services for personal use
3. Purchasing a good or services listed on the prohibited list
4. Missing / Incomplete receipts or supporting documentation of purchases
5. Failure to reconcile transactions in The Works Program by the designated deadline
6. Failure to have paperwork to Approver / Signoff Manager by designated deadline
7. Unsigned, missing, or incomplete Cardholder Statements
8. Allowing an unauthorized individual to use the Purchasing Card
9. Repeatedly allowing sales tax charges
10. Splitting transactions

C. Minor Violations

“Minor Violations” are inappropriate transactions unknowingly committed which result in circumventing or disregarding the Purchasing Card Procedures Manual.

Examples of Minor Violations include but are not limited to:

1. Transactions that include sales tax for items of tangible personal property
2. Transactions involving items on the Purchasing Card Uses - Restricted list that have not received prior approval
3. Failure to reconcile transactions in The Works Program

4. Failure to submit paperwork by deadline date

Minor Violation Disciplinary Actions:

1. First Incident in a twelve (12) month period: Email notice from Purchasing Card Administrator
2. Second Incident in a twelve (12) month period: Email notice from Purchasing Card Administrator copying Cardholder's Approver / Signoff Manager
3. Third Incident in a twelve (12) month period: 15-day suspension of Purchasing Card and mandatory retraining before card is reissued
4. Fourth Incident in a twelve (12) month period: Escalation to a Major violation status

D. Major Violations

"Major Violations" are transactions that show willful intent to disregard established Policies and Procedures or an action that a Cardholder knew or should have known to be egregiously offensive to established policy.

Examples of Major Violations include but are not limited to:

1. Purchase of item listed on the Purchasing Card Uses - *Prohibited* list
2. Any and all personal purchases
3. Splitting of transactions to avoid the single transaction limitations
4. Being unresponsive or uncooperative in helping to resolve previous violations
5. Accumulation of four (4) or more minor violations in a twelve (12) month period

Major Violation Disciplinary Actions include but are not limited to:

1. Thirty (30) day suspension of Purchasing Card
2. Sixty (60) day suspension of Purchasing Card
3. Mandatory retraining
4. Revocation of Purchasing Card
5. Termination of employment
6. Criminal Prosecution

IX. Forms

The NMIMT Purchasing Services Office is continually updating forms. For the most up-to-date Purchasing Card forms, but please visit the Purchasing Services website:

(<http://www.nmt.edu/finance/purchasing/pcard.php>)

The following forms are used for the purchasing card, but are not maintained by the Purchasing Services Office:

1. Social Amenities / Entertainment Expense Reimbursement / Payment Request Form:

http://w17.nmt.edu/images/stories/business_office/Social_Amenities_Form_May_30_2013.pdf

2. Professional Activities Costs Form:

http://www.nmt.edu/finance/spa/docs/UG_Professional_Activity_Cost_Form_4_14_2016_vk.pdf

The following forms are maintained by the Purchasing Services Office.

1. Purchasing Card Application
2. Request for Purchasing Card Limit Increase
3. Purchasing Card Agreement
4. Purchasing Card Waiver
5. Lost/Missing Receipt
6. Cardholder Transaction Log
7. Tax Exempt Notice



Social Amenities/Entertainment Expense Reimbursement/Payment Request Form

To request payment or reimbursement for social amenities and/or entertainment expenditures, please complete this form. It **MUST BE SIGNED** by both the administrator in charge of the account being charged AND by the requestor.

Date: _____

Department: _____

Amount: _____

Index / Account # to be charged: _____

Administrator Approval: _____

Requestor's Name: _____ Requestor's Banner ID: _____

Date of Expenditure: _____ Time of Expenditure: _____

Location: _____

Purpose of Event (indicate the public purpose met by the expenditure): _____

_____ I certify that the above amount does not include any expense for alcoholic beverages of any kind.

_____ I certify that the above amount includes an expense for alcoholic beverages and therefore IS NOT being charged to state or federal funds.

Signature of Requestor _____ Date _____

Please list names of all participants and the organizations they represent on the back of this sheet.
(Over)

**NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY
PROFESSIONAL ACTIVITY COSTS
(For Use on Sponsored Projects Funds. Please check applicable box.)**

In accordance with 2 CFR 200.432, when the primary purpose of a conference (defined as a meeting, retreat, seminar, symposium or workshop) is the dissemination of technical information, the following costs are allowable. Note: Conference costs must be necessary and reasonable for successful performance of the project

1. Rental of facilities and speaker's fees
2. Cost of meals and refreshments
3. Transportation
4. Other items incidental to such meetings, conferences, or seminars
5. Periodic meetings required by contract

Meetings may include technical, contractual and/or financial discussions in an informal setting with an external participant; for example, the program officer, a contracting officer, an advisory group, a consultant, or a subrecipient Expenses must be allocable to the project to which they are charged (i.e., solely benefits) and must be reasonable in amount.

In accordance with 2 CFR 200.438, specific costs that might otherwise be considered entertainment are allowable if those costs have a programmatic purpose and are authorized either in the approved budget for the award or have prior written approval of the awarding agency.

Date: _____

Requester's Name _____

Title: _____

Description of the results of the meeting ("discuss project" is not acceptable)

FUND number to be charged: _____

Amount of Expenditure (attach receipt): \$ _____

Date and Time of Expenditure: _____

Location: _____

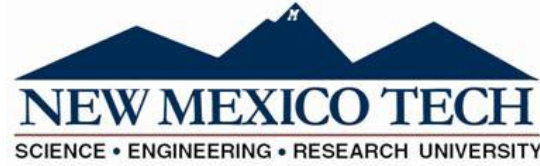
Participants (include organizations they represent and their titles – identify below or attach list):

Signature: _____

Name (Printed): _____

Title: _____

Last revised April 2016



Purchasing Card Application Form

PURCHASING CARDS ARE FOR PERMANENT EMPLOYEES ONLY
(May not be used by Emergency, Temporary or Student Employees)

All signatures must be obtained prior to submitting this form to the Purchasing Card Administrator, Brown Hall, and Room 114. Call 575-835-6941 with any questions regarding this form.

Applicant Legal Name _____
(To be embossed on card)

Applicant Email Address _____

Applicant Office Telephone Number _____

Department Name _____

Default Index and Account Number _____ / _____

Campus Mailing Address Bldg.: _____ Room# _____

Applicant Signature _____ Date _____

Approver/Signoff Manager Name _____ Date _____

Approver/Signoff Manager Signature _____ Date _____

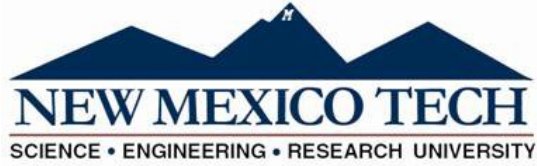
Approving Director/ Dept. Head Name _____ Date _____

Approving Director/ Dept. Head Signature _____ Date _____

Approving Vice President Name _____ Date _____

Approving Vice President Signature _____ Date _____

Note: Preset Card Limits are \$1,000 per transaction and \$5,000 per monthly limit



Request for Purchasing Card Limit Increase

Cardholder Name _____

Card Number _____

New Transaction Limit _____ New Monthly Limit _____

Justification for Increase _____

Approving Vice President _____ Date _____

Approving Director or Department Head _____ Date _____

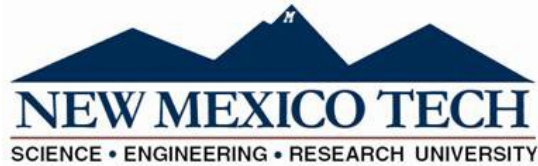
All approvals must be obtained prior to submitting this request to the Purchasing Card Administrator.

Increase Approval (to be completed by Purchasing)

Approved New Transaction Limit _____ Approved New Monthly Limit _____

Director/Associate Director
Of Purchasing _____ Date _____

Purchasing Card Administrator _____ Date _____



Purchasing Cardholder Agreement

I, the undersigned, as a Cardholder, agree to comply with the terms and conditions of this Agreement and all applicable NMIMT Policies and Procedures including but not limited to:

- Approved and Prohibited Use of the Card
- Purchasing Card Record Keeping
- Placing an Order
- Reporting Lost and Stolen Cards
- Reconciling of Monthly Statements
- Change in Employment Status

I acknowledge that I have been trained in the use of the Purchasing Card and understand the above mentioned Policies and Procedures, located at:

<http://www.nmt.edu/finance/purchasing/pcard.php>

I understand that I cannot use the Purchasing Card for personal items and that the Purchasing Card may only be used to purchase items for NMIMT business purposes.

I understand that I am responsible for the security of the Purchasing Card and I agree that I will not allow others to use my Purchasing Card, PIN number or database password. I agree that I will approve all of my transactions, reconcile and turn in the monthly Statement with all proper documentation by the end of each cycle (dates will be provided by the Purchasing Card Administrator).

I further understand that improper use of the Purchasing Card may result in disciplinary action, up to and including termination of employment. Should I use the Purchasing Card for personal items, I authorize NMIMT to deduct from my salary or from other monies owed me, an amount equal to the total of the personal purchases. I also agree to allow NMIMT to collect any amounts owed by me even if I am no longer employed by NMIMT. I agree that NMIMT has the right to charge me for any legal fees or collection costs for any amounts that I owe.

I understand NMIMT may terminate my Purchasing Card privileges at any time and for any reason without giving me notice of such termination.

I agree to return the Purchasing Card immediately upon request / change in employment status.

As stated above, I agree I have attended training set-up through the Purchasing Card Administrator. At this time I reviewed the Purchasing Card Procedures Manual, including: the Purchasing Card Uses - *Restricted* and Purchasing Card Uses - *Prohibited* lists, and the Purchasing Card Waiver Form. I have also been trained in the Bank of America the Works Program. I have been offered a hard copy of each form and have been trained in how to access these items online. I have also read and understand all of the above.

Applicant:

Signature _____ Date _____

Printed Name _____ Phone _____

Department _____ Email _____

Campus Address _____

	Signature	Printed/Typed Name	Date
Purchasing Card Administrator	_____	_____	_____



Purchasing Card Waiver Form

To be completed by cardholder and approved prior to purchase.

This form is to be used when goods, services or employee travel on the Restricted Uses List may be required by the cardholder.

Cardholder Information

Name _____	Department _____
Index _____	Account _____
<i>Use of federal funds requires the signature of Sponsored Projects Administration</i>	
Last four digits of Pcard to be used _____	

I hereby request that a waiver be approved for the following listed goods, services or employee travel:

Goods/Services _____

Business Use _____

If for travel, please provide name of employee(s) _____

Estimated Amount _____

Dates of use _____

Location of use _____

Name of Business _____

By signing below, you acknowledge and agree that any goods, services or travel listed on the Restricted Uses List must be pre-approved by the Director of Purchasing. This pre-approval is only valid for the goods, services or travel and dates listed above. Any purchases of goods, services or travel outside of these dates must again be pre-approved.

_____ Signature of Cardholder	_____ Date
_____ Signature of Cardholder's Supervisor/Department Head/Director	_____ Date
_____ Sponsored Projects Administration	_____ Date
_____ Purchasing (last)	_____ Date

Please obtain all required signatures before submitting to the Purchasing Services Office, Brown Hall, Rm 114.

NMIMT Administration and Finance || Purchasing Department



LOST/MISSING RECEIPT FORM

NMIMT expects your best efforts to obtain original receipts. In the rare event that a receipt cannot be obtained, or is lost, this form may be used to document your purchase. Excessive use of this form could result in suspension of purchasing privileges. **Supervisor approval is required.**

Card Holder Information Name <input style="width: 80%;" type="text"/> Last 4 of CC <input style="width: 10%;" type="text"/> Department <input style="width: 20%;" type="text"/> Phone # <input style="width: 20%;" type="text"/>	Vendor Information Name <input style="width: 90%;" type="text"/> Purchase Date <input style="width: 60%;" type="text"/>
---	--

Purchase Information Please provide details as to why the original receipt is not available and how the problem will be avoided in the future. For gas receipts include license plate number and mileage.

I certify this purchase is a valid NMT expense
 I certify this purchase will not be submitted on any other form for reimbursement.

Line Item Detail Please provide the item description, quantity, and total for each item on the receipt.

Quantity	Item description	Individual amount	Total

Cardholder Signature	Date
Department Head or Direct Supervisor's Signature	Date

Tax (Service Only)	
Shipping	
Total	

* if more items were purchased please continue on separate page.

NMIMT PURCHASING CARD

CARDHOLDER TRANSACTION LOG

Cardholder Name:		Default Index & Account Codes:		Org Code:					
Department:		P-Card Statement Date:		Date:					
Date Charged	Vendor	Item Description	Business Purpose	Amount	Requestor	Date Received	Index Code	Acct Code	If purchase attaches to or increases value of an inventory item, note Property # Dept room #
				\$0.00					
If the transaction has been reallocated and/or split, each Account Number including split amounts must be documented.									
I certify that all transactions included in this Log comply with the Cardholder Agreement, NMT Policies and Procedures, and have been reconciled to the bank statement.									
I certify that all transactions included in this Log have been paid by NMT P-Card and will not be submitted for reimbursement by NMT or any other entity.									
Cardholder's Signature					Date				
Approver's Signature					Date				

OPTIONAL FORM

New Mexico Institute of Mining and Technology

Purchasing Services Office, 801 Leroy Place, Socorro, New Mexico 87801
Phone (575) 835-5881 Facsimile (575) 835-5887

TAX EXEMPTION NOTICE

New Mexico Identification Number CRS 01-507116-002
Federal Registration Number (EID #)85-6000-411

Gross Receipts Tax Exemption

The NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY (New Mexico Tech) is an agency of the State of New Mexico. In accordance with state Statutes, section 7-9-54, sales of Tangible Personal Property to the New Mexico Institute of Mining and Technology, are specifically exempted from the Gross Receipts Tax.

This certification is consistent with state Statutes 7-9-5 and 7-9-43(B) and issued in place of a "Nontaxable Transaction Certificate." This letter may be retained by seller as evidence that sales of tangible personal property to the institute are deductible from the seller's gross receipts. A seller may also document a deductible sale to a government through the retention of a purchase order, a copy of the payment check or other documentation that supports the sale.

This exemption does not apply to the purchase of services, lease of property, or items purchased for a construction project for which a gross receipt's tax amount is identified on the Institute's purchase order.

PAYMENT OF INVOICES, which contain a Gross Receipts Tax charge contrary to 7-9- 54(A), will be paid after deduction of any Gross Receipts Tax amount charged.

Form W-9 Certification Of Exemption

Taxpayer Identification Number -- 85-6000-411

Certification -- Under penalties of perjury, I certify that the number shown on this form is the correct taxpayer identification number of the New Mexico Institute of Mining and Technology (New Mexico Tech).

Exempt Status -- I also certify under penalties of perjury that the New Mexico Institute of Mining and Technology (New Mexico Tech), is an agency of the State of New Mexico, and is exempt from backup withholding.

Kimela Miller
Chief Procurement Officer