

# INTRO TO P-CARDS

# SIU CARBONDALE

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# What is a P-Card

A Procurement Card (P-Card) is a credit card issued to any employee of SIU for the purpose of making authorized purchases on its behalf.

P-Cards are Mastercards issued through a selected bank.

# Benefits of Using a P-Card

Allow employees to obtain certain goods and services quickly and easily.

Enable employees to be more efficient and to focus on the value-added aspects of their jobs.

Provide cost savings through consolidated payment (one weekly payment to MasterCard versus multiple supplier payments).

# How the System Works

Responsible Party	Action
Cardholder	Receives approval for purchases (if necessary, internal department/unit process). Makes purchase. Gives receipts to Departmental Card Reviewer.
P-Card Issuing Bank	Sends transaction data to SIU daily. Sends monthly statement to each Cardholder.
Departmental Card Reviewer	Reconciles a Cardholder's charges. Reviews transactions using the on-line reallocation system and reallocates the charges to appropriate, allowable budget purpose and object code.
Approver	Receives an email alert that there are transaction(s) to be approved. Approves transaction(s) in <a href="#">P-Card system</a> . The Approver can change the budget purpose or object codes and can also dispute the transaction.
Cardholder or Department Card Reviewer	Reconciles monthly statement with purchases for that cycle. Attaches all invoices to monthly statement and maintains in file for auditing purpose.

# How to Obtain a P-Card

Requests for P-Cards are made at the departmental level.

Requestor must read the Cardholder Policies and Procedures Manual and complete the P-Card Cardholder Account form.

Form must be approved at the Fiscal Officer, Dean/Director, and Vice Chancellor levels.

Form is forwarded to P-Card Administrator, Procurement Services, Mail Code 6813.

Cards arrive about one week from date of order.

<https://procurement.siu.edu>

**SIU** Southern Illinois University  
CARBONDALE

618-453-5751  
mcarter@siu.edu


## PROCUREMENT SERVICES

- Buyer Categories
- Contracts
- Current Awards and Solicitations
- Forms
- How To
- P-Card
- Quick Links
- Tax Exempt Letters
- Vendor Search

**Contact Us**  
Procurement Services  
[Staff Directory](#)  
Woody Hall 4th Floor - MC 6813  
900 S. Normal Avenue  
Carbondale, Illinois 62901

618-453-5751 | F: 618-453-6714  
[mcarter@siu.edu](mailto:mcarter@siu.edu)

[f](#) [t](#) [i](#)



**OUR MISSION**

Procurement Services strives to support the mission of Southern Illinois University by procuring goods and services at competitive prices in the most efficient manner and providing the highest quality of customer service to all faculty and staff of the University. Our procurement practices must comply with the rules, regulations, and guidelines established by the State of Illinois, the Illinois Procurement Code, and the SIU Board of Trustees. Procurement Services aspires to be innovative in providing value added service in meeting the varied needs of the University.

**ANNOUNCEMENTS**

- [Procurement Updates & Changes](#)
- [State Procurement Communications Reporting](#)
- [UG Procurement Notice](#)
- [Vice Chancellor Approval](#)
- [FY22 Year-End Close Out Schedule](#)

Procurement Services is responsible for the issuance of purchase orders, verification of receipts, distribution of P-Cards, P-Card compliance, and the administration of contracts. In order to ensure compliance, all purchase requisitions, along with all required approvals, supporting documentation, and/or forms, **must be submitted to Procurement Services a minimum of 45 days prior to the expected date of acquiring the goods or the beginning date of the service** so that the purchase order can be issued prior to the delivery of the goods and/or services. A purchase order or contract must be issued prior to the receipt of any goods or services that are performed. For further information, see [Procurement Policy Board \(PPB\) Review](#)

[Code of Ethics](#) | [Operational Responsibilities](#) | [Illinois Procurement Code](#)

# Cardholder Account Form

- [P-Card Cardholder Account Form | e-Forms | SIU](https://eforms.siu.edu/siuforms/info/pur0202.php)

The screenshot shows a web browser window with two tabs: "P-Card Cardholder Account Form" and "E-Forms | e-Forms | SIU". The address bar shows the URL <https://eforms.siu.edu/siuforms/info/pur0202.php>. The page header includes navigation links for LIBRARIES, PEOPLE FINDER, A-Z INDEX, CONTACT US, and CAMPUS MAP. The SIU Southern Illinois University logo is visible in the top left, and the email address [formadm@siu.edu](mailto:formadm@siu.edu) is in the top right. The main content area is titled "E-FORMS" and "P-CARD CARDHOLDER ACCOUNT FORM". A breadcrumb trail reads: Home > Forms > E-forms > P-Card Cardholder Account Form. On the left, there is a sidebar with a "Home" link, a "Contact Us" section with the address "Southern Illinois University, Carbondale, IL 62901", the email [formadm@siu.edu](mailto:formadm@siu.edu), and social media icons for Facebook, Twitter, and Instagram. The main content area features a large photograph of a modern university building with a glass facade and a paved walkway. Below the photo, the form details are listed: **Form Title:** P-Card Cardholder Account Form; **Description:** Information required to apply for a University Procurement Card (P-Card); **Usage Notes:** None; **Use Documentation:** None available. A red "Download Form" button is positioned to the right of the description. At the bottom of the page, a dark grey banner contains the text: "This website uses cookies to ensure you get the best experience on our website. [Learn more](#)" and a red "Got it!" button.

# Card Limits

Cards will be set up with \$9,999.99 per purchase and \$15,000 per month limits with approval from the Cardholder's Fiscal Officer. Limits can be set higher or lower.

Temporary increases in purchase limits can be requested by completing a Higher Transaction or Monthly Limit Request Form.

Purchase requisitions must be completed for expenditures of \$10,000 or more with a vendor in a fiscal year.



# Cardholder Authorization

The Cardholder is the only person authorized to make purchases using their card.

Giving the card or card number to another person to make a purchase is prohibited.

Using someone else's card is also prohibited.

Either of these violations may result in disciplinary action including, but not limited to, revocation of the card and possible termination of employment.

# Cardholder Responsibilities

The Cardholder is responsible for the following (this person may or may not be a Departmental Card Reviewer or Approver, but as an Approver they cannot approve transactions on their own card).

Uses the P-Card in accordance with all pertinent policies, procedures, guidelines, etc., and in the best interest of the University.

The Cardholder **may not** make personal purchases on the P-Card.

Submits supporting documentation for each purchase such as detailed invoices/receipts promptly to the Departmental Card Reviewer; including any known reallocation information or performs the reviewing function promptly, as described above, if they are the Departmental Card Reviewer.

Ensure that sales tax is not charged at the time of purchase or request a credit promptly from the supplier if sales tax is included in error.

Avoid purchasing unnecessary items.

Avoid purchasing items which are subject to Export Control Restriction. For more information, refer to [SIU Export Controls](#) webpage.

Avoid making successive purchases (“**stringing**”) to circumvent the competitive selection limit (**Small Limit Maximum**), the Cardholder’s transaction limit.

Surrender their card willingly upon termination of employment or upon change in duties that no longer includes the purchasing function.

Verifies the charges were correct and related to University business by signing the monthly bank statement and submitting it to the Department Card Reviewer.

# Departmental Card Reviewer

A Departmental Card Reviewer must be designated prior to P-Cards being issued to a department.

This person will reconcile P-Card activity, reallocate transactions, and maintain the required documentation (for seven years) for Cardholders within their area.

Must complete a Departmental Reviewer Agreement form.

[P-Card Departmental Reviewer Agreement | e-Forms | SIU](#)

You may be a card holder as well as a card reviewer.

# Departmental Reviewer Agreement

Browser tabs: SIU P-Card Cardholder Account Form, SIU P-Card Departmental Reviewer Agreement, SIU How To | Procurement Services, SIU Microsoft Word - Policies and Procedures

Address bar: <https://eforms.siu.edu/siuforms/info/pur0207.php>

Navigation: LIBRARIES, PEOPLE FINDER, A-Z INDEX, CONTACT US, CAMPUS MAP

Search:  MyCourses, Office 365, SalukiNet

SIU Southern Illinois University CARBONDALE

formadm@siu.edu

## E-FORMS

### P-CARD DEPARTMENTAL REVIEWER AGREEMENT




Home > Forms > E-forms > P-Card Departmental Reviewer Agreement


Home

**Contact Us**

e-Forms  
Southern Illinois University  
Carbondale, IL 62901

[formadm@siu.edu](mailto:formadm@siu.edu)



**Form Title:** P-Card Departmental Reviewer Agreement [Download Form](#)

**Description:** Form to be signed by the P-Card Reviewer agreeing to the terms of the P-Card system.

**Usage Notes:** None

**Use Documentation:** None available

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# Reviewer

The Departmental Card Reviewer is responsible for the following for each card that they are to reconcile:

Receipts/Invoices - Monthly Cardholder statements that have been approved and signed by the Cardholder.

Reviews transactions using the on-line reallocation system and reallocates the charges to appropriate, allowable budget purposes.

Reviewers are responsible for ensuring that all purchasing guidelines are adhered to before reviewing any P-Card charges.

All transactions must be reviewed and approved within thirty days of the transaction date. Failure to do so will result in the suspension or cancellation of the P-Card.

Notifies the P-Card Administrator promptly of any known or suspected inappropriate or fraudulent use of a P-Card.

Acts as liaison between the P-Card Administrator and each Cardholder within their area by forwarding information as requested.

Informs the P-Card Administrator immediately that a Cardholder's P-Card is to be put on temporary suspension if the cardholder is no longer performing their duties for the University or will be temporarily relieved of duties for more than 30 days. (Examples are Cardholder is on extended sick leave, disability, or for any other reason the card would not be needed for a period of time). Once the cardholder returns to work, the Reviewer or Approver must inform the P-Card Administrator to return the P-Card to "Active" status.



The Department Card Reviewer should print the statement. The Cardholder statements must be reviewed and approved monthly to ensure that receipts and other acceptable documentation supports each purchase. Failure to have the appropriate documentation, authorization signatures, etc., for each statement will result in revocation of the card. The Cardholder will be audited for compliance on a periodic basis.

After the Department Card Reviewer has determined that the appropriate receipts/invoices and other supporting documentation are on file for each purchase on a statement, the Cardholder must verify the charges were correct and related to University business by signing the bank statement.

# Departmental Card Approver

A Departmental Card Approver must be designated prior to P-Cards being issued to a department.

This person will approve P-Card activity as well as check that the reviewer's information is correct.

Approvers may make changes.

Must complete an Approver Agreement form.

[P-Card Approver Agreement | e-Forms | SIU](#)

You may not review and approve the same transaction.

You may not approve your Supervisor's transactions.

# Departmental Approver Agreement

The screenshot shows a web browser window displaying the SIU e-Forms website. The browser's address bar shows the URL <https://eforms.siu.edu/siuforms/info/pur0207.php>. The website header includes the SIU logo and navigation links such as LIBRARIES, PEOPLE FINDER, A-Z INDEX, CONTACT US, and CAMPUS MAP. The main content area is titled "E-FORMS" and features a breadcrumb trail: Home > Forms > E-forms > P-Card Departmental Reviewer Agreement. A sidebar on the left contains a "Contact Us" section with the email [formadm@siu.edu](mailto:formadm@siu.edu) and social media icons for Facebook, Twitter, and Instagram. The main content area displays the "P-CARD DEPARTMENTAL REVIEWER AGREEMENT" form, which includes a "Download Form" button, a description, usage notes, and use documentation.

LIBRARIES PEOPLE FINDER A-Z INDEX CONTACT US CAMPUS MAP

SIU Southern Illinois University

E-FORMS formadm@siu.edu

P-CARD DEPARTMENTAL REVIEWER AGREEMENT

Home > Forms > E-forms > P-Card Departmental Reviewer Agreement

Home

Contact Us

e-Forms  
Southern Illinois University  
Carbondale, IL 62901

[formadm@siu.edu](mailto:formadm@siu.edu)

f t i

Form Title: P-Card Departmental Reviewer Agreement [Download Form](#)

Description: Form to be signed by the P-Card Reviewer agreeing to the terms of the P-Card system.

Usage Notes: None

Use Documentation: None available

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## Approver

Approves transactions for the cards issued within their area of responsibility and will review all receipts pertaining to those transactions.

The Approver of a P-Card cannot be a subordinate to the actual holder of the P-Card. Subordinates are not authorized to approve their supervisor's P-Card.

Takes appropriate disciplinary measures with any Cardholder under them who inappropriately or fraudulently uses their P-Card and informs Department Head and other appropriate individuals.

Notifies the Carbondale Campus P-Card Administrator promptly of any known or suspected inappropriate or fraudulent use of a card.

## Approving Transactions

Before approving the transaction, click on the Receipts tab. Open the receipt for review. Click on the General Information tab to approve the document.

As the approver for the university P-Card program, it is your responsibility to ensure that all information is entered correctly. This includes verifying the budget, purpose, and proper coding of each transaction. Additionally, it is essential to confirm that all purchases comply with the university's procurement guidelines and policies.

Takes appropriate disciplinary measures with any Cardholder under them who inappropriately or fraudulently uses their P-Card and informs Department Head and other appropriate individuals.

## P-Card Reconciliation

All transactions must be reviewed and approved within thirty days of the transaction date. Failure to do so will result in the suspension or cancellation of the P-Card.

If transactions are not reviewed and/or approved within the thirty (30) days, an email notice will be sent to the P-Cardholder, P-Card Reviewer, P-Card Approver, Fiscal Officer, appropriate Vice Chancellor (cc: P-Card Administrator & Director of Procurement Services) as an alert to the failure to review and approve the transaction within the allotted time.

If transactions remain un-reviewed and/or unapproved after the thirty (30) day period an additional fifteen (15) days, may be granted for the transactions to be reviewed and approved. After the fifteen (15) day period the P-Card will be suspended or cancelled.

Third violation of the Policy the P-Card will be permanently cancelled.



## PROCUREMENT SERVICES

618-453-5751  
mcarter@siu.edu

### CONTRACTS

[Home](#) - [Contracts](#)

[Home](#)

[Buyer Categories](#)

**Contracts**

[Current Awards and Solicitations](#)

[Forms](#)

[How To](#)

[P-Card](#)

[Prospective SIU Vendors](#)

[Quick Links](#)

[Tax Exempt Letters](#)

[Vendor Search](#)

#### Contact Us

**Procurement Services**  
Staff Directory  
Woody Hall 4th Floor - MC 6813  
900 S. Normal Avenue  
Carbondale, Illinois 62901

618-453-5751 | F: 618-453-6714  
mcarter@siu.edu



#### IPHEC

- [All contracts available through the Illinois Public Higher Education Cooperative](#)

#### AUDIO/VISUAL

- [Contacts](#)  
Some Audio/Visual equipment can be purchased using the Computer Components, Peripherals and Accessories contract with CDW Government (see below).

#### COMPUTER

- [Contacts](#)
- Dell Marketing LP
  - [Purchasing from Dell](#)
  - [Warranty Repair and Service](#)
- Apple Inc.
  - [Purchasing from Apple](#)

#### Computer Components, Peripherals and Accessories (IPHEC N-1) | [Contacts](#)

- [CDW Government LLC](#)

#### COPIERS - GFI DIGITAL

- GFI Digital February 2024-January 2029
  - [Service and Supplies](#)
  - [Order Form](#)
  - [Default Scan Settings](#)  
Send order form to Nathaniel Kaminskas  
nkaminskas@gfidigital.com

#### FURNITURE

- [Contacts](#)
- [Furniture Affidavit](#)
- [P-Card Furniture Request](#)
- [Policy](#)
- [Procedures](#)

#### FOOD

- [Approved Caterers](#)
- [Approved Food Trucks](#)
- [How to](#)
- [Pepsi MidAmerica Contract Guidelines](#)

#### LABORATORY

- [Agilent Technologies Inc.](#)
- [AirGas | Price List](#)
- [Fisher Scientific Company LLC | Lab Supplies](#)
- [Thermo Fisher Scientific - \(Life Technologies Corporation\)](#)

#### MAINTENANCE

- [SupplyWorks | Contacts](#)
- [Grainger | Contacts](#)

#### MOVING

- [Contacts](#)
- [Moving Expense Instructions](#)
- [Moving Expense Form](#)

#### OFFICE EQUIPMENT/SUPPLIES

- [Office Depot Inc. | Contacts](#)
  - [Account Registration](#)
  - [Office Supplies Guidelines](#)

#### SHIPPING

[UPS](#) | [Contacts](#)

- [Drop Box Locations](#)
- [FAQ](#)
- [Quick Start Guide](#)
- [Shipping Guidelines](#)
- [UPS Website](#)



# P-Card Program Resources

The screenshot shows a web browser window displaying the SIU Procurement Services P-Card page. The browser's address bar shows the URL <https://procurement.siu.edu/pcard/>. The page features a dark red header with the SIU logo and navigation links. The main content area is titled "PROCUREMENT SERVICES" and "P-CARD". A left sidebar contains a menu with items like Home, Buyer Categories, Contracts, Current Awards and Solicitations, Forms, How To, P-Card, Prospective SIU Vendors, Quick Links, and Tax Exempt Letters. The main content area includes a "PaymentNet IV Manual" section with a link to "Policies and Procedures Manual" and a "General Information" section with a list of links such as "Amazon Business Training Video", "Approved Caterers", "Audit", "Current P-Card Limits", "Definitions and Coding Tips", "Dispute Procedures", "Entertainment Expense", "Expense Guidelines", "How To", "Important Phone Numbers & Addresses", "Item Coding Guide", "Object Code Report", "Office Supplies Guidelines", and "Prohibited Purchases/Exceptions List". A footer at the bottom contains a cookie notice and a "Got it!" button.

LIBRARIES PEOPLE FINDER A-Z INDEX CONTACT US CAMPUS MAP

SIU Southern Illinois University CARBONDALE

PROCUREMENT SERVICES 618-453-5751 mcarter@siu.edu

P-CARD Home > P-Card

Home  
Buyer Categories  
Contracts  
Current Awards and Solicitations  
Forms  
How To  
**P-Card**  
Prospective SIU Vendors  
Quick Links  
Tax Exempt Letters

**PaymentNet IV Manual**

- [Policies and Procedures Manual](#)

**General Information**

- [Amazon Business Training Video](#)
- [Approved Caterers](#)
- [Audit](#)
- [Current P-Card Limits](#)
- [Definitions and Coding Tips](#)
- [Dispute Procedures](#)
- [Entertainment Expense](#)
- [Expense Guidelines](#)
- [How To](#)
- [Important Phone Numbers & Addresses](#)
- [Item Coding Guide](#)
- [Object Code Report](#)
- [Office Supplies Guidelines](#)
- [Prohibited Purchases/Exceptions List](#)

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## ITEM CODING GUIDE FOR P-CARD TRANSACTIONS

This list is to be used as a coding guide when assigning object codes to P-Card Transactions.

Items highlighted in "blue" are on the "Prohibited Purchase/Exceptions List". Only those transactions which meet the "exception" guidelines are permissible.

For object codes which are highlighted in "pink", please refer to the conversion chart at the bottom of the Item Guide Listing.

The unit cost of the item should be taken into consideration when determining whether equipment or commodity coding will apply to an item. Remember that the criteria for determining commodities vs. equipment are:

- 1) Commodities are consumable goods and supplies that have a unit price of not exceeding \$100.00
- 2) If the unit price of the item is greater than \$100.00 and the useful life of the item is at least 1 year, it is considered "Equipment".
- 3) If shipping cost plus unit price of the item exceeds \$100.00, the item should be coded "Equipment".

Item Description	SAMS Code	Object Code
Accreditation Fee (non-site visit)	1285	4792
Acetic Acid - Household Use	1391	4603
Acetic Acid - Medical Use	1350	4626
Acetylene Gas	1310	4620
Acid	1310	4620
Adding Machine Paper	1304	4545
Adding Machines	1510	4468
Address Record Services	1289	4725
Addressing Machines	1510	4468
Addressograph Plates	1510	4468
Addressographs	1510	4468
Adhesive / Sealant / Rubber Caulking	1230	4839

# Item Coding Guide For P-Card Transactions

## PAYMENTNET P-CARD OBJECT CODE REPORT

**ATTENTION:** Select the appropriate object from the following list.

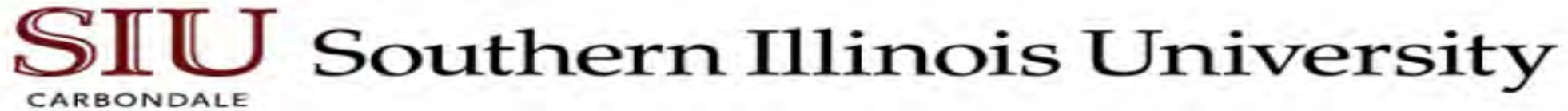
### TRAVEL

Object Code	SAMS CODE	Description
4326	1294	TRAVEL - FOREIGN TRAVEL (PAYMENT TO VENDORS)
4346	1293	TRAVEL - IN STATE TRAVEL (PAYMENT TO VENDORS)
4386	1294	TRAVEL - OUT OF STATE TRAVEL (PAYMENT TO VENDORS)

### EQUIPMENT

Object Code	SAMS CODE	Description
4414	1599	EQUIPMENT - DEPARTMENT BOOKS – NOT LIBRARY
4417	1599	EQUIPMENT - DORM EQUIPMENT & FURNITURE
4420	1515	EQUIPMENT - EDP/COMPUTER EQUIPMENT
4423	1599	EQUIPMENT - EQUIPMENT - Not Elsewhere Classified
4426	1599	EQUIPMENT - FOOD SERVICE EQUIPMENT
4429	1530	EQUIPMENT - HOUSEHOLD EQUIPMENT & FURNISHINGS
4447	1560	EQUIPMENT - LIBRARY BOOKS – CONTINUATIONS **
4444	1560	EQUIPMENT - LIBRARY BOOKS **
4456	1540	EQUIPMENT - MACHINERY, IMPLEMENTS, & MAJOR TOOLS





## **P-CARD PROHIBITED PURCHASES/EXCEPTIONS LIST**

### **PROHIBITED PURCHASES (In First Column Below)**

Purchase of some equipment, materials, supplies or services is subject to applicable statutes and regulations of the United States, State of Illinois, University policy, and legal/technical and public safety constraints. Therefore, the P-Card shall not be used for specific transactions. Requirements for such items must be purchased using other, more appropriate purchasing means. The following list of items shall not be purchased using a P-Card.

### **EXCEPTIONS (In Second Column Below)**

The list of category purchase exceptions, along with the scope of the limitation is described below. If the equipment, material, supplies, or services being purchased does not fall within the stated scope of the limitation, then the department may utilize the P-Card to initiate the purchase. Otherwise, the department should use the Requisition procedure to initiate the purchase.

<b>PROHIBITED PURCHASES</b>	<b>EXCEPTIONS</b>
<b>Advertisements</b> for human resource recruiting (Faculty, Civil Service or Administrative Professional)	Must have prior written approval from Affirmative Action for Faculty positions or Administrative Professional positions and both Affirmative Action & Human Resources for Civil Service positions.

# Expense Guidelines

Follow the Expense Guidelines

https://procurement.siu.edu/\_common/documents/howto/expguide.pdf

Set Microsoft Edge as the default application for reading PDF files? [Set as default](#)

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Category	Expense Type	Source of Funds		Pre-Approval Level	P-Card Allowed	Comments
		State	Local			
<b>Food and Meals</b>	a. Employee -					<b>FOR ALL EMPLOYEE EVENTS:</b> --- Must list those in attendance on Entertainment Expense Form --- Must use approved caterer  <u>Use of Distance Education/Summer Session/Program Resource funds (BP 372xxx) are permitted.</u>
	-Athletic Team Meals	No	Yes		Yes	
	-Department social activity - holiday parties, appreciation events	No	No		No	
	-Birthdays/personal occasions	No	No		No	
	-Entertaining Official Guests (Limit to 3 employees)	No	Yes	VC	Yes	
	-Employee orientations/receptions	No	No		No	
	-Retreat	No	No		No	
	-Working meals	No	No		No	
	-Employee recruitment & interviews (Limit to 3 employees)	No	Yes	VC	Yes	
	-Retirement receptions/meals	No	No		No	
	-Fundraising	No	No		No	
	-Official University functions	No	Yes	VC	Yes	
	b. Students -					

# P-Card Log In Page

**PROCUREMENT SERVICES** 618-453-5751  
mcarter@siu.edu

**P-CARD** Home > P-Card

Home	<p><b><u>PaymentNet IV</u></b></p> <p><b>Manual</b></p> <ul style="list-style-type: none"><li>• <a href="#">Policies and Procedures Manual</a></li></ul> <p><b>General Information</b></p> <ul style="list-style-type: none"><li>• <a href="#">Amazon Business Training Video</a></li><li>• <a href="#">Approved Caterers</a></li><li>• <a href="#">Audit</a></li><li>• <a href="#">Current P-Card Limits</a></li><li>• <a href="#">Definitions and Coding Tips</a></li><li>• <a href="#">Dispute Procedures</a></li><li>• <a href="#">Entertainment Expense</a></li><li>• <a href="#">Expense Guidelines</a></li><li>• <a href="#">How To</a></li><li>• <a href="#">Important Phone Numbers &amp; Addresses</a></li><li>• <a href="#">Item Coding Guide</a></li><li>• <a href="#">Object Code Report</a></li><li>• <a href="#">Office Supplies Guidelines</a></li><li>• <a href="#">Prohibited Purchases/Exceptions List</a></li></ul>
Buyer Categories	
Contracts	
Current Awards and Solicitations	
Forms	
How To	
<b>P-Card</b>	
Prospective SIU Vendors	
Quick Links	
Tax Exempt Letters	
Vendor Search	

### Log In

 [Bookmark this page](#)

User ID

Password

(Case Sensitive)

[Forgot your Password?](#)

[Forgot your User ID?](#)


### Online Account Registration


[Create your J.P. Morgan Commercial Card Online Account](#)

[Enroll/Manage Fraud Alerts or Activate your card](#) 

### Resources

[First Time User Help](#) 


[Log In Help](#) 

[Customer Service](#) 

[Security Best Practices](#) 

### Messages

#### J.P. Morgan Commercial Card

Integrated payment solutions that drive more value to your bottom line. [Learn More](#) 





Welcome

### PROCUREMENT SERVICES

Purchasing Card(...2020 New) [Activate Card](#)


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#### Account Summary [View Details](#)

Credit Limit	\$3,000.00
Current Balance 	\$0.00
Available Credit 	\$3,000.00

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#### Transaction Activity

Current Billing Cycle Transactions 	\$0.00	<a href="#">View</a>
Authorizations	0	<a href="#">View</a>
Declines	0	<a href="#">View</a>
Transactions for Review (Last 60 days)	1	<a href="#">View</a>

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#### Statements

Oct 05, 2024	\$152.37	<a href="#">View</a>	<a href="#">Download (PDF)</a>
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### Alerts

You have no alerts at this time

### 1 Message [Read All](#)

**NEW!**  
[Reminder of Upcoming System Maintenance Events:](#)

- Thursday, October 17th**

[Read More...](#)  
 Posted: Oct 14, 2024

### Items Awaiting Your Action

- [7 New Files for Download](#)
- [1 New Transactions \(All Accounts\)](#)
- [Activate Account Ending in 2020](#)

- Trans Manage
- Mass Update Requests
- Authorizations/Declines
- Filter E Query

New Query

60 Days (All Accounts)  [Customize Columns](#)

<input type="checkbox"/>	Cardholder First Name	Cardholder Last Name	Approval Status	Exported	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/province	MCC	MCC
<input type="checkbox"/>	\$	PROCUREMENT	SERVICES	New	10/01/2024	10/02/2024	ODP BUS SOL LLC # 1068	913-667-5300	KS	5965	DIRE

0 of 1 Selected

- 
- 
- 
- 
- 
-



## Transactions - Advanced Query

[Return to Transaction List](#)

[Process](#) [Reset](#)

\* Required Fields

Query

### Date Range

ID	Operator	Field	Operation	Value	Action
1		<input type="text" value="Post Date"/>	<input type="text" value="Is Relative"/>	<input type="text" value="Last Days"/> <input type="text" value="100"/>	<a href="#">Add</a>

### Criteria

ID	Operator	Field	Operation	Value	Action
1		<input type="text" value="Approval Status"/>	<input type="text" value="Is Not Equal To"/>	<input type="text" value="Approved"/>	<a href="#">Delete</a> <a href="#">Add</a>

### Hierarchy

ID	Hierarchy Name	Include Children	Action
Nothing Selected.			<a href="#">Add</a>

Transaction List

New Query

Filter By

[Customize Columns](#)

<input type="checkbox"/>	Cardholder First Name	Cardholder Last Name	Approval Status	Exported	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/province	MCC	MCC
<input type="checkbox"/>	\$	PROCUREMENT	SERVICES	New	10/01/2024	10/02/2024	ODP BUS SOL LLC # 1068	913-667-5300	KS	5965	DIRE

0 of 1 Selected

## Set E-mail Notification

To receive an e-mail when there are receipts that are ready to approve, update the following:

- On the main screen, select My Profile
- Under Options for E-mail notifications:  
    Check the box -Transactions for Review

Note: Additional options for e-mail notifications are available depending on the user's preference.

### My Profile - General Information

General Information

Screen Views

Bank Information

Save

User ID MKCARTER

Name Carter, Missy

E-Mail Address mcarter@siu.edu

#### Options for E-mail notifications:

- Reports
- Transactions for Review (New)
- Transactions for Review (Rejected)
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Mappers
- SUA Overview Summary
- Account Request Errors
- Mass Update Completion
- Receipt Images Attached
- Compliance Monitoring
- Critical E-Mail Failures

#### Edit User Information

[Change Password](#)

[Change Security Questions](#)

[Change E-Mail Address](#)

#### Options for Program Administrator Dashboard

Set Options for: Program Administrator

Default Hierarchy ROOT ROOT

Default Corporate Account - Card SIU CARBONDALE 6393

Default Corporate Account - SUA

javascript://

# Split Transaction/Detailed Transaction Notes

Chem Name

Chem Quantity

Chem Unit of Measure

Chem Bldg

Chem Room

Transaction Notes

3000 characters maximum (applies to all transaction notes)

Split Transaction

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	Action
------	------------------	------------	------------	---------	---	-------	--------

1 of 40

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Type here to search 3:22 PM 10/11/2024



### Split Transaction

**Line Totals**  
 100% \$ 3,019.80

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	Action
1	Commercial Card Purchase	1.00	1509.90	<input type="checkbox"/>	50.00	\$ 1,509.90	<input type="button" value="Delete"/>

#### Accounting Codes

Chart of Accounts:

Organization\*:

Budget Purpose\*:

DA1\*:

DA2\*:

Parent Object\*:

Object\*:

#### Transaction Custom Fields

Post to Previous FY

Traveler Last Name:

Traveler SIU ID:

Equip Price Per Unit:

Equip Num of Units:

Equip Bldg& Room Num:

Assign to Unit Num:

Equip Purchasing Num:

Equipment Serial Num:

Equipment Make-Model:

Chem Name:

Chem Quantity:

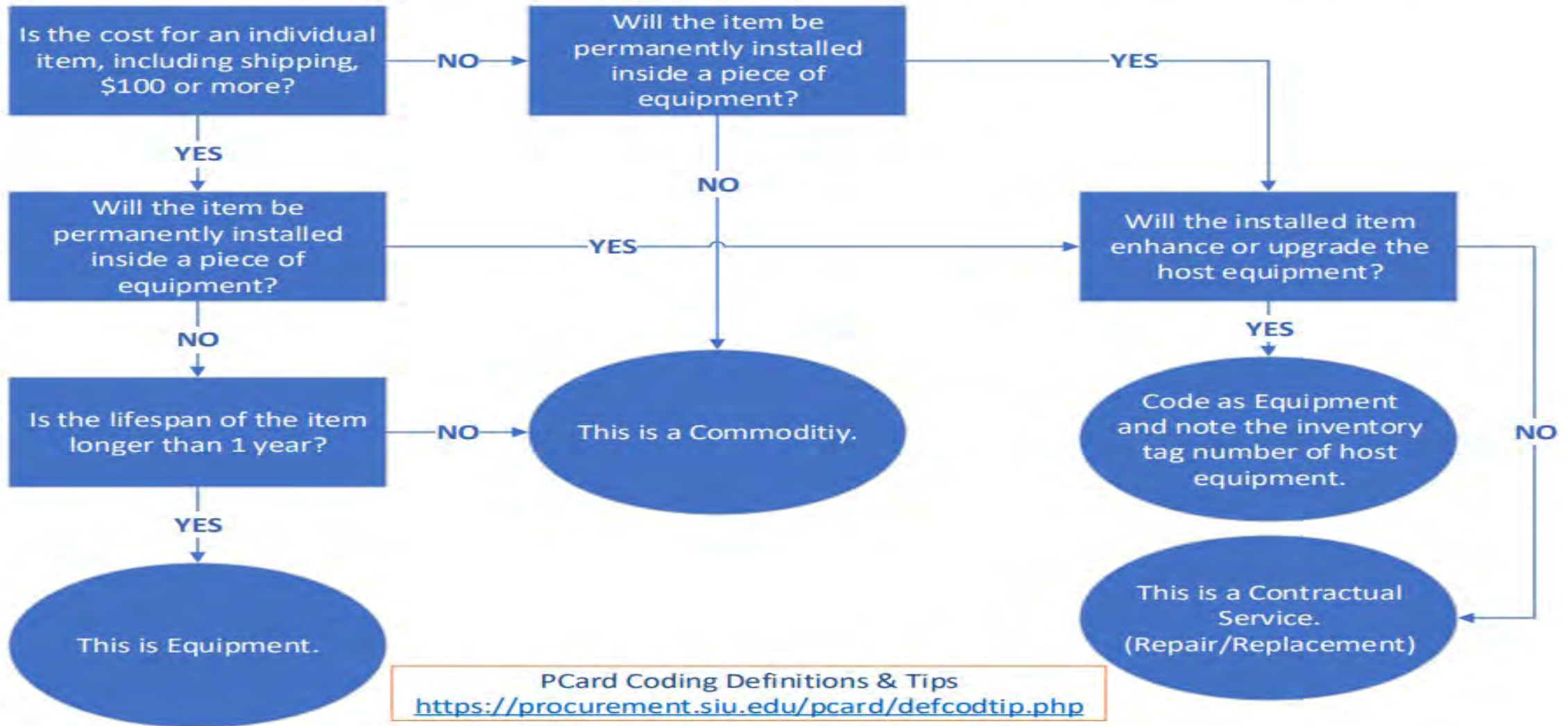
# Equipment Purchases

For equipment purchases, please make sure these additional fields are entered:

- Equipment Price Per Unit
- Equipment Number of Units
- Equipment Bldg. & Room Number
- Assign to Unit Number
- Equipment Purchasing Number
- Equipment Serial Number
- Equipment Make-Model

# Pcard Reconciliation

## Equipment, Commodity or Contractual Service?





# Receipts/Documentation

Every purchase must be supported by a receipt from the supplier. Packing slips alone are not acceptable.

The receipt/invoice must include:

Supplier

Amount

Date

Itemized description of item(s) purchased.

If the P-Card receipt only includes the total purchase amount, attach the detail receipt, packing slip with detail information, or invoice to the receipt. If there is a cash register receipt it must be copied (not taped) to an 8 ½ x 11 sheet of paper.

## Reviewers

### Attaching Receipts to a Transaction

You can attach one or more receipts to a transaction in Payment Net.

You can attach receipts at any time, regardless of the transaction's approval or export status. There is no limit to the number of receipts that can be attached to a transaction.

To upload a scanned receipt:

- Select Transactions > Manage.
- Click the transaction to which you want to attach a receipt.
- Click the Receipts tab.
- Click Attach Receipt.
- Click Browse, select a file to upload, and click Open. By default, the image file name is used as the receipt name; you can modify the receipt name, but you cannot leave this field blank.

Note: Only PDF, JPG, GIF, TIFF, and PNG file types are allowed. The scanned image file must be no larger than 5 MB.

- Complete the reference data fields in the Receipt Reference Data Fields section. All fields except the receipt name are optional.
- Click Upload Receipt.
- Repeat steps 4 through 7 to upload additional receipts and attach them to the same transaction

## Attaching Receipts to Multiple Transactions

You can attach receipts to multiple transactions at once and specify reference data that will be associated with all the receipts. For example, you might want to upload multiple receipts for transactions related to expenses you incurred during business travel.

Once the receipts are attached, each transaction has its own copy of the receipts. You can remove receipts from a transaction or update the reference data without affecting the other transactions in the original group.

## To upload receipts for multiple transactions:

- Select Transactions > Manage.
- Select the transactions to which you want to attach receipts.
- Click Upload Receipt.
- Click Browse, select a file to upload, and click Open. By default, the image file name is used as the receipt name; you can modify the receipt name but you cannot leave this field blank.

Note: Only PDF, JPG, GIF, TIFF, and PNG file types are allowed. The scanned image file must be no larger than 5 MB.

- Complete the reference data fields in the Receipt Reference Data Fields section. All fields except the receipt name are optional.
- Click Upload Receipt.
- Repeat steps 4 through 6 to upload additional receipts and attach them to the same transaction.

# Retention of Documentation

All documentation related to each transaction must be retained (either in paper form or electronically) and accessible for audit for a total of seven (7) years (six (6) years plus the current year).

Such documentation includes the Bank Statement, receipts/invoices, P-Card transaction slips, packing lists, any restricted item approvals that may be required, competitive quotations, etc.

This should be kept somewhere that is accessible and can be retrieved even if you are no longer in the Department.



## **INAPPROPRIATE OR FRAUDULENT USE OF P-CARDS**

## What Constitutes Inappropriate/Fraudulent Card Use?

Lack of proper documentation repeated un-reviewed transactions and prohibited purchases are examples of inappropriate card use that will result in suspension or cancellation of card privileges.

Continued offenses will result in card cancellation. The Cardholder's Dean/Director and Vice Chancellor will receive written notification of the offenses.

Fraudulent card use such as purchasing personal items, stringing and returning items for cash will result in revocation of the Cardholder's privileges.

Require reimbursement from a Cardholder and/or other University employee(s) for any inappropriate or fraudulent purchases made using the P-Card. This reimbursement would preferably be done willingly from the parties involved; however, the University may initiate legal proceedings to recover amounts owed.

Possible termination of employment of the individual(s) involved.

# Purchasing Tips...

SIU – prohibited to pay SIU departments with SIU P-Card.

Office Depot – must buy office supplies through Office Depot. If not available, get permission from Procurement.

Amazon Business – only use University Amazon Business account. Contact Procurement to get an account setup. **Not allowed to purchase items we have contracts for.** Cannot use for personal purchases.

All postage stamps should be obtained exclusively from Campus Mail Services.

We should avoid using vendors that impose a fee for credit card payments.

# Purchasing Tips Continued...

Sam's Club – contact Procurement for an SIU membership. Cannot purchase a membership or use a personal membership.

Computers/Printers – must be approved by I.T.

Software is not to be purchased on a P-Card. Must contact IT for software purchases.

All Data Network Equipment and Accessories must be approved prior to purchase by Information Technology. **Data Network Equipment and Accessories to include:**

Ethernet Switches and Hubs, Routers, DSL, Firewalls, Wireless Access Points, VPNG and Gateways

Printing – use SIU Printing & Duplicating or get advanced written approval to use non-SIU vendor.

# Purchasing Tips Continued...

Caterer's / Food Trucks – must be University approved.

Repeated purchases with a single vendor for purchases that will reach or exceed \$10,000 in a fiscal year or \$20,000 over a three-year period require a Purchase Requisition.

Random audits are performed on P-Card purchases.

Deliveries for items purchased on a P-Card can only be delivered to the University. Deliveries cannot be made to home addresses.

Deliveries from services that charge additional fees for delivery are not allowable (Example Wal-Mart, Sams, Kroger Etc....)

Insurance or Protection plans are not to be purchased.

# Purchasing Tips Continued...

SIU Seals/Logos – requires written confirmation from University Communications and Marketing.

Recurring payments are not allowed.

Gift Cards / Gifts – not allowable unless for research participants  
A special P-card will be issued.

If an item you are purchasing is on the prohibited list or not allowed under expense guidelines, it cannot be purchased, even if it will be reimbursed by the Foundation.



## TRAVEL EXPENSES ALLOWED TO BE PAID BY THE UNIVERSITY ISSUED P-CARD

Airfare

Baggage fees

Amtrak

Gas to re-fuel rental car (Not the fuel service option on rental agreements)

Lodging (room, tax, and business expenses only)

\$15.00 Per Day Parking is all that is allowed at STL Airport

Registration

Rental Car (see exceptions in #7-Use of Rental Vehicles)

Shuttles

## **TRAVEL EXPENSES NOT ALLOWED TO BE PAID BY THE UNIVERSITY ISSUED P-CARD**

Gas for personal vehicle

Gas for University vehicles (Travel Service)

Meals while on travel status

Movies and Theme parks

Parking, traffic tickets and Toll fines

Personal expenses

Room service

Rental Car Insurance

Travel Insurance

Airfare for family member or friend

Lost Airline Tickets

Alcoholic Beverages

Airfare upgrades are not allowed for personal reasons

Insurance for Flight cancellation

# Reminders

The P-Card cannot be used to purchase Wearing Apparel unless allowed in a Collective Bargaining Agreement.



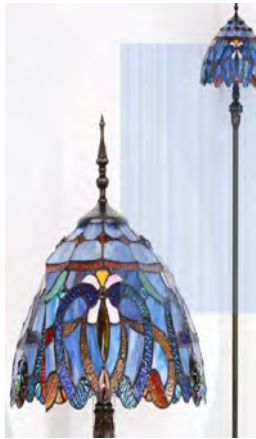
# Reminders

The P-Card cannot be used to purchase breakroom supplies, food, or beverages for staff incentives, special occasions, meetings, or departmental gatherings.



# Reminders

The P-Card cannot be used to purchase gifts, items for department or student appreciation events, retirement celebrations, incentives, flowers for staff or their family, or personal office decorations.



# Furniture Vendors

The Chancellor has approved a furniture policy whereby SIU Carbondale will enjoy the benefits of guaranteed competitive pricing, established quality and excellent warranty from well known manufacturers.

Within this contract, the authorized furniture dealerships offer comprehensive, tailored customer and design service, as well as free delivery. Since there are several categories and styles of furniture, the University will realize flexibility of choices offered by this contract. Vendors have been chosen for each furniture category, which will effectively set forth uniformity and consistency within our Campus. These vendors will be contacted for **all** furniture purchases, except when there is a need to match existing product. All requests for matching existing furniture must be approved by the Director of Procurement Services **prior** to meeting and configuring with a vendor who is not an awardee of the IPHEC Furniture Contract.



If the Director of Procurement Services determines that no exception will be made to the policy, the Fiscal Officer for that department or responsible area will be notified.

## **Benefits of the Contract**

Guarantees competitive pricing for 10 years

Continuation and expansion of product lines

Flexible selections and style of products to fulfill departmental needs

Established quality and warranty from brand name manufacturers

Local dealerships offering superior service (for example: design services, short-term storage, etc.)

Participation in Illinois Public Higher Education Cooperative (IPHEC)

Bidding process never required regardless of dollar amount of transaction

P-Card limits temporarily increased to accommodate furniture acquisitions

**Amazon Is not an approved vendor for furniture.**

ALLSTEEL INC.  
Dealership - Henricksen

Lisa Vaninger-Gaffney  
Email: [l.gaffney@Henricksen.com](mailto:l.gaffney@Henricksen.com)  
Phone: (217) 299-7769

HAWORTH  
Dealership - Stiles Office Solutions

Becky Phillips  
Email: [bphillips@stilesos.com](mailto:bphillips@stilesos.com)  
Phone: (618) 529-4950

KIMBALL INTERNATIONAL  
Dealership - Stiles Office Solutions

Becky Phillips  
Email: [bphillips@stilesos.com](mailto:bphillips@stilesos.com)  
Phone: (618) 529-4950

TRANSFORMATIONS

Stu Reynolds  
Email: [stu@trfurniture.com](mailto:stu@trfurniture.com)  
Phone: (800) 440-9337

STEELCASE  
Dealership – Egyptian Work Space Partners

Kevin Baltz  
Email: [kbaltz@goegyptian.com](mailto:kbaltz@goegyptian.com)  
Phone: (800) 642-3949

ECOLOGIC

Jennifer Kryger  
Email: [jkryger@ecologicfurniture.com](mailto:jkryger@ecologicfurniture.com)  
Phone: (847) 234-5855

FOLIOT

Jeremy Panneton  
Email: [jpanneton@foliot.com](mailto:jpanneton@foliot.com)  
Phone: (450) 275-3593

HERMAN MILLER

Dealership - Wiley Office Furniture

Zach Hoffman  
Email: [zach.hoffman@wileyoffice.com](mailto:zach.hoffman@wileyoffice.com)  
Phone: (217) 544-2766 x3032

JASPER GROUP

Dealership - Creative Office Solutions

John Shaw  
Email: [john.shaw@ki.com](mailto:john.shaw@ki.com)  
Phone: (573) 225-6756

KRUGER INTERNATIONAL

Dealership - Creative Office Solutions

John Shaw  
Email: [john.shaw@ki.com](mailto:john.shaw@ki.com)  
Phone: (573) 225-6756

NATIONAL OFFICE FURNITURE

Dealership - Stiles Office Solutions

Becky Phillips  
Email: [bphillips@stilesos.com](mailto:bphillips@stilesos.com)  
Phone: (618) 529-4950

OFS

Dealership - Stiles Office Solutions

Becky Phillips  
Email: [bphillips@stilesos.com](mailto:bphillips@stilesos.com)  
Phone: (618) 529-4950

MITY-LITE

Jeff Scott  
Email: [jscott@mitylite.com](mailto:jscott@mitylite.com)  
Phone: (800) 795-0678

Clear Form

# FURNITURE P-CARD REQUEST FORM

Southern Illinois University  
Carbondale, Illinois

(For Procurement Services Use Only)

Transaction #:

(Please refer to this number on all correspondence related to this transaction.)

### Instructions:

All fields are required. Signed, completed form (with written estimate from approved IPHEC vendor, including specifications) must be forwarded to the Procurement Services Department for approval, via fax 453-6720. Upon Procurement Services' approval, a copy will be submitted to the Vendor, P-Cardholder, P-Card Administrator, and Fixed Asset Accounting. Vendor will contact P-Cardholder for card information before placing order.

- \* Transaction Number needs to be entered in the "Equip Purchasing Num" field, when reconciling this transaction within the P-Card System.
- \* If total dollar amount of this order exceeds the P-Cardholder's Transaction Limit, this limit will be temporarily increased in order to allow this transaction to be processed.

### Charge Account Information

Budget Purpose	Dept. Act. 1 (if applicable)	Dept. Act. 2 (if applicable)	Object Code	Over-Riding Object Code (if applicable)	Fiscal Officer (or Delegate) Signature (Signature authorizes P-Card Transaction and temporary P-Card Transaction Limit increase if necessary)	Date

Vice Chancellor approval/signature required if total dollar amount of order is \$5,000 or more.

Chancellor approval/signature required if total dollar amount of order is \$50,000 or more.

Vice Chancellor Signature

Date

Chancellor Signature

Date

Date: 26-Feb-2021

Total Price:  
(Includes Installation Cost)

Quotation #:

Brief Description:

Vendor:

Department:

Requestor:

Phone No.:

E-Mail:

Fax No.:

*Drones cannot be purchased unless University guidelines are followed.*

*Information can be found under the Facilities and Energy Management Webpage UTV Instructions.*

*No UAVs can be operated under the auspices of the University without the appropriate internal approvals. This applies to anyone requesting permission to use a UAV as part of a University related function (employees, faculty, staff, students, visitors, University contractors, etc.). To operate a UAV within the University environment as part of a valid University related function, the following applications will need to be completed and approved.*

Depending upon your project, you will need to download, complete, and return some of the following documentation:

- [Project Use Application - University Related](#)
- [Project Use Application - Outside Agency](#)
- [UAV Registration Form](#)

You will need to download and familiarize yourself with the:

- [UAV Operating Standards](#)

You will need to register your University-owned UAV equipment:

**1. Property Control:** Each UAV shall be tagged accordingly. Please place this tag away from all compasses, radio antennas, GPS receivers, any moving parts, etc. Failure to do so may adversely affect operation of the UAV.

**2. Facilities & Energy Management:** Please fill out a separate UAV Registration Form for each UAV that is in your department's control and return to Facilities & Energy Management.

**3. Federal Aviation Administration (FAA):** Please contact PSO for assistance in applying for the FAA registration number. This is accomplished through the FAA's registration site. A processing fee is required for the application. Please have all P-Card approvals in place before hand. Since the application must be in the University's name (the University owns the UAV), we will be glad to assist in registration. You will receive a document from the FAA to print out that **must be kept** with the UAV. Additionally, the FAA registration number must be clearly placed on the UAV that it is associated with.

***You will need to have a FAA Part 107 (or section 333) certified pilot / operator to operate the UAV for any related University application / project / operation. Your UAV operator has the final authority of whether an operation can be done safely. If your operator decides that the operation cannot be done in a safe manner, he / she can refuse to execute the operation.***

***You will need to have a FAA Part 107 (or section 333) certified pilot / operator to operate the UAV for any related University application / project / operation. Your UAV operator has the final authority of whether an operation can be done safely. If your operator decides that the operation cannot be done in a safe manner, he / she can refuse to execute the operation.***

Examples of documentation, office manuals, logs, and checklists have been included to assist you in the information that you will need to track for University and FAA requirements:

- [Documentation Examples](#)



SIU has a contract with Pepsi MidAmerica. The agreement, which created an opportunity to support student scholarships, gives Pepsi MidAmerica exclusive pouring rights and the exclusive right to display, advertise and promote beverages on campus and in connection with the university. All staff, university departments and registered student organizations must follow the guidelines below in order to honor the university's contractual commitment:

- No other non-alcoholic beverage brand may be distributed on campus in any form.
- Events held on campus, whether or not they are university related, must use Pepsi MidAmerica products if beverages are served. This includes events that warrant a small quantity of beverages, such as a twelve pack or two that are purchased at a local retailer.
- Private parties using campus space for events are not allowed to bring products other than Pepsi brands on campus. This includes soft drinks as well as bottled water, sports and energy drinks, and bottled tea.
- Units will need to establish an account with Pepsi MidAmerica in order to purchase Pepsi products for use on campus and receive contract pricing. Contact Tena Bennett [tenab@siu.edu](mailto:tenab@siu.edu) to get the process started.

## **Entertainment Expense Documentation Form**

This form is used to record employee expenses and attendee lists for events conducted solely for official University business. Pre-approval is required before the event. If the event is not an eligible P-Card expense, the P-Card may not be used even if the form has been approved.



# Account Correction Form

To make P-Card corrections to the original account(s) charged.

# Account Correction Form

Southern Illinois University Carbondale

For Processing Unit Only	
Processed By:	<input type="text"/>
Processed Date:	<input type="text"/>
Reference #:	<input type="text"/>

Reason for Correction

**REQUIRED - Please attach a legible copy of the following with the original transaction highlighted, underlined or circled. Forms received without the proper signatures and attachments will not be processed:**

For Accounts Payable, P-Card, Bursar Deposit and Service Department Billing Corrections - attach the Funds Available Report of Transactions. For forms not involving grant accounts, scan and e-mail this form with attachment(s) to [acctserv@siu.edu](mailto:acctserv@siu.edu). See below for forms involving grant accounts.

For Payroll Corrections - attach the Fiscal Officer Certification Report. For forms not involving grant accounts, scan and e-mail this form with attachment(s) to [hrpayroll@siu.edu](mailto:hrpayroll@siu.edu). See below for forms involving grant accounts.

**NOTE for Payroll Corrections: If this transaction involves a change in costing/costing distribution, a costing form is required.**

## Change the original transaction to the following:

(does not need to be the entire amount, only the portion that needs adjusted)

Budget Purpose

Dept Act 1  
(if applicable)

Dept Act 2  
(if applicable)

Obj Code

FY

Amount

Budget Purpose

Dept Act 1  
(if applicable)

Dept Act 2  
(if applicable)

Obj Code

FY

Amount

Budget Purpose

Dept Act 1  
(if applicable)

Dept Act 2  
(if applicable)

Obj Code

FY

Amount

# QUESTIONS

