

Strategic Sourcing & Acquisition Services (SSAS)-

Purchasing Card - Quick Tips:

- 1) **Catering** – You can use any Caterer for your approved University event but remember to verify the vendor's merchant category code is 5811 for catering, not 5812, 5813, or 5814 normally used to identify a restaurant, fast food or eating establishment. See list of recently used Caterers on our website on the right side of the procurement page - <http://www.umaryland.edu/procurement/corporate-purchasing-card/>
- 2) **The State of Maryland is tax exempt – Remind Vendors!** – Vendors shouldn't charge sales tax on your business orders shipped to a UMB address whether the item was placed with a Maryland vendor or a vendor outside of Maryland. Please pay close attention to your on-line business orders to verify sales tax isn't charged before you complete the transaction. Cardholders may have difficulty in getting the vendor to reimburse for the sales tax once it is charged on your order.

Ordering from any vendor in or outside of our State may require you pay sales tax if the item is shipped to an address outside of Maryland. If the Buyer is required to pay sales tax, the rate will be based on the laws governing the State where the purchase is being shipped.

You can access a copy of the tax exempt certificate in your Purchasing Card User's Guide or go to <http://www.umaryland.edu/media/umb/af/fs/tax-exempt-card.pdf>

- 3) **Food/beverages and accompaniments** – Any food/beverage and accompaniment like coffee, tea, sweeteners, creamers, cups, plates, utensils and napkins are not approved purchases. If your office has a business need to have these items on hand, the items must be kept in a secure way and accounted for as the items are pulled for an event. The items cannot be left out and available for personal consumption by the department. See food policy presentation- <https://www.umaryland.edu/media/umb/af/fs/policies-and-procedures/FoodandBusinessMealsExpense.pdf>; See food policy- <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-9900a.php>
- 4) **Reminder: Water** - Using your card to pay for water is acceptable. (UMB has a Campus wide contract- go to <https://www.umaryland.edu/procurement/campus-wide-contracts/>
- 5) **Personal Items** – Examples: Personal hygiene products, soaps, pain relievers, cold/flu/stomach remedies are not approved purchases by the State of Maryland.

- 6) **Gift Cards** – The State of Maryland forbids Cardholders from using their purchasing card to buy gift cards. If you need gift cards for study participants please see link below <https://www.umaryland.edu/financialservices/disbursements/working-fund/gift-card-system/>
- Your card will be canceled immediately when used for the purchase of any kind of gift card. Cardholders should contact SSAS immediately if they receive a request to purchase gift cards.
- 7) **Third Party Payers – Example: Pay Pal** - You are authorized to use third party payers like PayPal but we recommend you keep very good documentation because the State of Maryland may question the validity of the charge. Be very cautious when buying from vendors outside of the U.S. using third party payers because of fraud. It is recommended you look for alternative vendors before using an over-seas vendor using third party payers.
- 8) **MCC Codes – To find the MCC Code for a Vendor – See link -** <https://www.visa.com/supplierlocator/search/index.jsp> Neither UMB or The State of Maryland assign the merchant category code (MCC) to your vendors. The MCC comes from the merchant’s credit card processor. The code is used to identify the merchant’s business type but some vendors may be put into a miscellaneous merchant category. Vendors coded as miscellaneous will be blocked by the State of Maryland and UMB cannot unblock the vendor. Our bank processor may tell you to call your procard administrator to unblock the MCC but that is not the case.
- However, if the merchant believes they’ve been miscoded, the merchant should contact their credit card processor for assistance.
- 9) **Documentation** – The State requires back-up documentation for every purchase. If you’re not getting the required documentation, contact your Vendor. The documentation must include an item description and a price. You’re not required to keep several pieces of supporting documentation like the invoice and quote. See the transaction log template – Remember to document the business purpose and verify the delivery date with your department - <https://www.umaryland.edu/procurement/forms/>
- 10) **UMB’s Food Policy** – The food policy is issued and managed by Financial Services, not Procurement. If you purchase food for your department you must include the purpose of the function, a list of attendees by name, affiliation and a receipt for the items purchased for the specific function. Offering food as a convenience to our Faculty, Staff or Students is not warranted. Please refer to the food policy under the Department of Financial Services for additional information- <http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=392>

11) **Prohibited Purchases** – For examples of prohibited purchases look in your User’s Guide or go to <https://www.umaryland.edu/media/umb/af/procurement/UserGuide.pdf>

The list of prohibited purchases isn’t all- inclusive so please contact SSAS with your questions before you finalize questionable purchases. Some of the prohibited items include airline, buses (see exception), trains, restaurants, bars, alcohol, amusement and entertainment (movies, golf, recreation services).

Furniture purchases must be purchased through Maryland Correctional Enterprises or you must contact SSAS to get a waiver from the Furniture Buyer. Furniture may include cabinets, tables, chairs, desks, cubicles, display racks.

No cash advances, personal service providers (massage, salons), and brokers, financial institutions).

Some additional items that you’ll find prohibited are tokens of appreciation, awards, donations, flowers(for co-workers, relatives, new baby gifts, retirement gifts, holiday cards and gifts), gift cards (see new gift card system).

12) **Campus Wide Contracts** – SSAS has several commodities under a campus wide contract which means anyone can purchase off of these contracts using the purchasing card up to the \$4,999 per transaction total or according to your maximum per transaction fee on your procard agreement. To see a list of campus wide contracts, go to

13) **Activity Review** – All Cardholders will be reviewed every 6 months to verify activity. If you have no activity over a 6 month period this office, SSAS-PCard Program Administrator will ask you to justify your need to keep your card. If you cannot justify why you need the purchasing card, the PCPA will ask you to turn your card over to SSAS for cancelation.

14) **Forward Documentation to Authorized Reviewer-** Cardholders must forward the signed transaction log, visa statement and supporting documentation to their Authorized Reviewer within **7 days of receipt of the monthly statement.**

15) **Split Requirements** – It is illegal to split a requirement and avoid SSAS when the total will exceed \$4,999.

16) **Sharing Cards or Card #'s** – You cannot share your card or card number with others as it is prohibited under the policies of the purchasing card program.