

***SAVANNAH STATE UNIVERSITY***

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**PROCUREMENT CARD  
MANUAL**

**DIVISION OF  
FISCAL AFFAIRS**

*Edward B. Jolly, Jr. - CPA*

*Interim Vice President of Business & Finance*

**OFFICE OF THE  
COMPTROLLER**

# TABLE OF CONTENTS

## GENERAL INFORMATION

Acknowledgement and Agreement for P-Cardholders .....	2
Limitations on Vendors .....	3
Merchant Activity Type Limits .....	3
Card Expiration and Reissue.....	3
Returning Purchasing Cards .....	4

## CARDHOLDER INFORMATION

Who May Have a P-Card? .....	4
Cardholder Responsibilities .....	4
The P-Card Can Be Revoked If .....	5

## USING THE CARD

What Can I Buy? .....	6
What Can I Not Buy? .....	6
Cardholder Spending Limits .....	6
Sales Tax .....	7
How Can I Use the P-Card? .....	7
Telephone Orders .....	7
Fax/Mail Orders .....	8
Web Purchases .....	8
Over the Counter .....	8
Disputes .....	9
Returns, Damaged Goods, Credit .....	9

## PURCHASING CARD DOCUMENTATION AND REPORTING

P-Card Statements .....	10
Expense Submission to the Office of Procurement .....	10

## YEAR END ISSUES AND AUDITS

Year End Procedures .....	11
Auditing P-Card Activity .....	11

<u>APPENDIX</u> .....	13
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**ACKNOWLEDGEMENT AND AGREEMENT  
REGARDING THE PROCUREMENT CARD MANUAL AND  
DISCIPLINARY ACTION REGARDING MISUSE OF CARD**

This is to acknowledge receipt of Savannah State University's revised Procurement Card Manual. I understand that as a Procurement Cardholder, I act as a Purchasing Agent within the University System of Georgia; therefore, I must adhere to all policy and procedures governing the State of Georgia Purchasing. Any violation to State and/or Board of Regents laws/policies will result in the following:

If State Sales Tax is billed to my account, I must immediately contact the vendor for a full refund and obtain documentation for such. All Sales Tax not refunded by the vendor, I acknowledge, I will personally reimburse by payroll deduction or check made payable to Savannah State University for all Sales Tax not refunded by vendors within 30 days of the Statement Date.

If after submitting the monthly reconciliation, an unauthorized purchase was discovered in the auditing process. A memo addressing the circumstances of this purchase and/or reimbursement for the purchase must be sent to Procurement Office within five (5) business days of receipt of notification. Checks are to be made payable to Savannah State University with a note in the Memo section of the check "P-card reimbursement."

If I submit the statement reconciliation to the Procurement Office after the reporting due date I will receive a written warning. After amassing three (3) written warnings my p-card will be revoked.

Statements and associated receipts are due in Procurement no later than 5pm on the 15<sup>th</sup> day of the subsequent month in which the statement period ends unless it falls on the weekend, in which case the next business day will be the due date.

I understand and agree that to the extent I do not use the policies and procedures outlined in the Procurement Card Manual and stated briefly above; Savannah State University shall have the right to hold me personally responsible and liable for my negligence in accordance with said policy.

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Employee's signature

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Employee's Name (printed)

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Date

## GENERAL INFORMATION

The Department of Administrative Services (DOAS) State Purchasing awards the contract for statewide Purchasing Card services. The current vendor is Bank of America and the contract number is SWC 69695. The contract document can be accessed at <http://www.doas.state.ga.us>, and is an excellent source for information that may not be addressed in this manual. Once at the website: Click on "Procurement," "Agency Guidelines and Procedures," "P-Card Manual." The University System Office participates in offering Purchasing Cards (P-Card) as a flexible purchasing tool for quickly and efficiently purchasing and paying for **small dollar items**. The PCard reduces the paperwork and processing time for the cardholder, as well as Accounts Payable and Procurement. The consolidated payment from Bank of America to vendors provides additional cost and time savings.

*The purpose of this document is to provide instructions for the issuance and use of the P-Card along with instructions for documentation, reconciliation, and review.*

### Limitations on Vendors

Cardholders must not make P-Card purchases from friends or relatives where cardholder has a financial interest.

Cardholders must not accept any gift from any source when it is offered, or appears to be offered, to influence the decision-making regarding P-Card purchases.

### Merchant Activity Type Limits

Specific types of businesses identified by a Standard Industrial Classification (SIC) Codes are restricted on the P-Card.

### Card Expiration and Reissue

Bank of America will reissue P-Cards every 24 months to each active cardholder. Bank of America will forward to the Office of Procurement at least three months prior to the expiration of each credit card, a card reissue report that lists each active card schedule for renewal. The Office of Procurement must inform Bank of America in writing within 30 working days of receipt of the report which P-Cards should be reissued. No P-Cards will be reissued without written approval of the Office of Procurement.

### Returning Purchasing Cards

The P-Card is the property of the State of Georgia. Upon termination or retirement, the card must be surrendered to the Office of Business and Finance.

# CARDHOLDER INFORMATION

## Who May Have a P-Card?

- P-Cards are assigned to individuals selected by Department Budget Heads
- Project Directors through the Title III Office
- Generally assigned to individuals who have separate operating budgets
- Must be familiar with State of Georgia/DOAS purchasing
- Must attend one-on-one end user implementation/training with P-Card Administrator
- Must sign a Purchasing Card Agreement (*Attachment A*)
- P-Cards are issued in the employees name with “Savannah State University” on the card
- P-Cards are administered through the Office of Procurement.

## Cardholder Responsibilities

- Sign the back of the P-Card
- Ensure the P-Card is used for legitimate business purposes only
- Maintain the P-Card in a secure location at all times
- Do not allow other individuals to use the P-Card
- Ensure that sales tax is not charged when making a purchase with the P-Card
- Adhere to the purchase limits and restrictions of the P-Card and ensure the total transaction amount of any single purchase does not exceed personal limit
- Obtain a receipt and/or packing slip for all transactions
- Reconcile the statement to the receipts and/or packing slips each month
- Submit a reconciled Procurement Card Summary form, (*Attachment B*), with attached receipts and/or packing slips to the Office of Procurement.

- Attempt to resolve billing disputes directly with suppliers. If unable to resolve the dispute the cardholder should complete the Procurement Dispute Form, (*Attachment D*), and fax to Bank of America at 1-888-678-6046 (See page 8 for more information.)
- Ensure that appropriate credits for reported disputed items or billing errors appear on subsequent statements
- *Immediately* report lost or stolen cards to Bank of America at 1-888-449-2273 and notify Business Services at first opportunity. A lost or stolen card should be reported to Bank of America Card Services Customer Service 24 hours a day, 365 days a year. Lost cards reported by telephone are blocked immediately. A replacement card must be requested through the Office of Procurement
- *Immediately* report unauthorized or fraudulent charges to Bank of America at 1-888-449-2273 and notify the Office of Procurement at 404-657-9889.
- Return the P-Card to the Office of Procurement upon termination of employment from the Savannah State University
- Complete periodic surveys to rate the effectiveness of the P-Card process and suggest areas for improvement

#### The P-Card Can Be Revoked If:

- The cardholder accepts a cash refund from a vendor for returned items
- Card is used for personal or unauthorized purposes
- An individual other than the cardholder uses the card
- A purchase is split to circumvent the limitations of the card. The P-Card cannot be used to circumvent the State of Georgia Purchasing Laws and Regulations. The order of precedence for ordering a product or service as stated on page 3-1 of the Georgia Procurement Manual (<https://www.doas.state.ga.us>) is as follows:
  1. Statewide Contracts
  2. Agency Contracts
  3. DOAS Supply Services
  4. Georgia Correctional Industries (GCI) or Georgia Enterprises
  5. Open Market Purchases
- Receipts are not provided for all transactions
- Procurement Card Summary form (*Attachment B*) is not submitted by the monthly deadline

## USING THE CARD

### What can I buy?

- Office supplies
- Subscriptions
- Membership Dues
- Registration for conferences and workshops with approved Authorization to Travel (form should be included in reconciliation documentation)
- Non-Inventory items up to \$2,499.00

### What can I not buy?

- Entertainment – food or drink
- Furniture - to assure continued adherence to State contracts
- Computers, laptops, hardware or software (Computer Services prior approval needed). Copiers
- Equipment valued at \$2,499.00 and greater
- Motor vehicle fuel (gasoline)
- Personal-use items such as radios, coffee pots, microwave ovens, etc.
- Maintenance or service-type contracts (repairs/routine maintenance is allowable)
- Travel-related expenses - i.e. airfare, hotel, car rentals, meals and other incidentals.
- Professional or Consulting Services involving an employer/employee relationship
- Holiday decorations and cards
- Plants or cut flowers for office use

### Cardholder Spending Limits

Adjustable limits per card include:

- Dollar amount limit per transaction = \$2,499.00

- Dollar amount limit per day = \$2,499.00(unless otherwise set)
- Dollar amount limit per month = varies by cardholder

Current limits are set at \$2,499.00 per day and \$5,000 per month depending on the cardholders authority limit.

### Sales Tax

**Savannah State University is a tax-exempt entity.**

**The cardholder should be sure to make the vendor aware of our tax-exempt status prior to purchasing. Some vendors require a copy of Savannah State's tax exempt certificate in ordered to honor this status. Tax-exempt forms are available from the Office of Procurement. The forms can be mailed, faxed or hand delivered to the vendor.**

**A copy of a sales exempt form is included in this document as *Attachment E*.**

### How Can I Use the P-Card?

- Telephone Orders
- FAX/Mail Orders
- WEB Purchases
- Over the Counter

### Telephone Orders

- Quicker delivery
- Obtain information on products and availability at the time of the order

#### To Place a Telephone Order

- Have your P-Card ready before placing the call
- Always ask for the education/government sales representative
- **Inform the vendor of tax exempt status**
- Be sure to specify the shipping address to the vendor

- Complete all information on Purchase Card Activity Log (*Attachment C*)

### Fax/Mail Orders

- Catalog Orders
- Subscriptions
- Book Orders
- Supplies

When mailing or faxing an order, be sure to complete all information needed on the order form and keep a copy for your records. For subscriptions, this may be the only receipt provided.

Double-check the ship to address. Some catalogs and reorder cards already have an address on them.

**If necessary, fax or mail a tax-exempt certificate.**

Complete the Purchase Card Activity Log. (*Attachment C*)

### Web Purchases

- Book Orders
- Registrations
- Office Supplies

Print out completed registration forms, confirmations, and invoices to be used as supporting documentation

Complete the Purchase Card Activity Log (*Attachment C*)

### Over the Counter

- No shipping charges
- Eliminates risk of receiving incorrect or damaged merchandise
- Follow proper internal procedures from your department to obtain authorization to make the purchase
- Be certain that the amount total does not exceed your card's single purchase limit

- Ensure that no sales tax is charged
- Obtain a receipt at time of purchase
- Complete the Purchase Card Activity Log upon return (*Attachment C*)

### Disputes

Upon discovery of an incorrect amount charged for goods or materials received or a questionable purchase transaction appearing on a statement, the cardholder must immediately seek resolution with the vendor. Also, notify the Office of Procurement of any disputes. If no resolution can be made, a Procurement Dispute Form, (*Attachment D*), should be completed by the cardholder and faxed to Bank of America at 1-888-678-6046. Also, forward a copy of the completed form to the Office of Procurement. (FAX number 353-5199)

If the disputed charge involves sales tax charged erroneously by the vendor, the amount of the tax cannot be disputed through Bank of America. Cardholders should make every effort to obtain a credit from the vendor for the amount of the tax.

As stated in the Cardholder Responsibilities on page 3 and 4, it is the Cardholder's responsibility to ensure that appropriate credits for reported disputed items or billing errors appear on subsequent statements.

### Returns, Damaged Goods, Credit

If goods purchased with the P-Card need to be returned the cardholder should work directly with the supplier.

#### *Helpful Tips:*

Always retain boxes, containers, packing materials, packing slips, etc. until it is certain that the goods will not be returned.

Some items such as computer peripherals cannot be returned without the original packing materials

Read all enclosed instructions carefully. Phone numbers and special instructions are often included on packing slips or delivery receipts.

Many suppliers require a "Return Authorization Number" before they will accept a return. If this information is not provided with the return, the package may be refused and no credit will be given.

Insure that the charge for the returned item appears on a subsequent statement.

If difficulties continue with the return, please see instructions for Disputes on page 8.

# PURCHASING CARD DOCUMENTATION AND REPORTING

## P-Card Statements

- Monthly statements from Bank of America will be sent to all cardholders within ten business days after the end of each monthly billing cycle.
- Verify all charges and credits agree with your Purchasing Card Activity Log. (*Attachment C* - recommended)
- Supporting documentation should be obtained for all charges and credits.

## Expense Submission to the Office of Procurement

- Upon receipt of the statement from Bank of America, verify all charges and credits with supporting documentation and the Purchasing Card Activity Log. (*Attachment C* - recommended)
- The charges should appear on the Procurement Card Summary form along with the appropriate department/project and account to be charged. (*Attachment B*)
- Never delay the submission of this report to the Office of Procurement for disputed items. Credits will appear on subsequent months.
- Cardholders are required to have their Procurement Card Summary form approved by the Department's Budget Unit Head.

Procurement Card Summary forms are required to be submitted to the Office of Procurement within ten business days of receipt of monthly statements from Bank of America.

Procurement Card Summary forms must have complete information.

Namely:       Account  
                  Department  
                  Project/Grant (if applicable)

The P-Card charges will be posted to the accounts within ten business days after the submission deadline to the Office of Procurement

# YEAR END ISSUES AND AUDITS

## Year End Procedures

Since the Fiscal Year end and the statement dates do not correspond, the Office of Procurement establishes a cut off date that allows better assessment of expenditures prior to closeout. This date is usually a week or so before June 30<sup>th</sup>. At that time, the Office of Procurement will access all purchases electronically from Bank of America up to the established cutoff date and forward via FAX or Email to the associated cardholder. Within two business days the proper account and department distribution for all purchases is to be returned to the Office of Procurement. The expense distributions are to be recorded on the Procurement Card Summary form. (*Attachment B*)

Purchases after the established cut off date will appear in the subsequent fiscal and budget year.

Supporting documentation is still required for submission to the Office of Procurement within ten business days after the statement date. Please be sure to separate the applicable documentation for each fiscal year.

## Auditing P-Card Activity

All supporting documentation for all cardholders is subject to audit by the Georgia Department of Audits, the University System Office Internal Audit Staff, and the Office of Procurement personnel involved in the P-Card process.

- Attachment A Purchasing Card Agreement/Application – Completed by the cardholder and prior to issuance of Purchasing Card. (Mandatory)
- Attachment B Purchasing Card Account Summary Form - This form contains space for departmental and account information, which are completed by the cardholder. This information is used by the Office of Procurement to expense charges to the various accounts. (Mandatory)
- Attachment C Purchasing Card Activity Log - Used each time the Purchasing Card is used. This form is used by the cardholder to keep track of each purchase made. A copy of this form is sent to the Office of Procurement as part of supporting documentation.(Attachment C is a recommended form, not mandatory)
- Attachment D Purchasing Card Dispute Form – To be completed by the cardholder only after attempts have been made with the vendor to correct any disputed items. A copy of this form is to be sent to the Office of Procurement.
- Attachment E Sales Tax Exempt Form – This form is to be given to vendors who request documentation of tax-exempt status.
- Attachment F Supervisor Approval Form – This form along with the P-Card Account Summary Form, the original statement, the purchasing card activity log should be turn in as reconciliation documentation.

SAVANNAH STATE UNIVERSITY  
A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA  
SAVANNAH, GEORGIA 31404  
PURCHASING CARD AGREEMENT

**AGREEMENT TO ACCEPT SAVANNAH STATE UNIVERSITY  
PURCHASING CARD**

Savannah State University is pleased to offer you the Bank of America Purchasing Card. It represents Savannah State University's trust in you and your empowerment as a responsible agent to safeguard Savannah State University's assets.

I \_\_\_\_\_ hereby acknowledge receipt of the Savannah State University Purchasing Card Program Policies and Procedures and confirm that I have read and understand its terms. As a Cardholder, I agree to comply with said document.

I understand the Purchasing Card is only for approved purchases through established procedures and not for personal purchases. I understand Savannah State University will audit the use of the card and report any discrepancies.

I further understand that improper use of the card will result in a Corporate Security investigation, which may lead to disciplinary action, up to and including prosecution and termination of employment. Should I fail to use the card properly, I authorize Savannah State University to deduct such amount from my salary equal to the total amount of unaccountable expenditures. I also agree to allow Savannah State University to collect any amounts owed by me even if I am no longer employed by Savannah State University.

In the event that the Purchasing Card is not used as herein stated, I hereby authorize Savannah State University to release my last known address and any information relating to my use of the card to Bank of America.

I understand that Savannah State University may terminate my right to use the card at any time for any reasons. I also agree to return the card to Savannah State University immediately upon request or upon termination of employment.

**CARDHOLDER**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

SAVANNAH STATE UNIVERSITY  
A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA  
SAVANNAH, GEORGIA 31404

PURCHASING CARD PROGRAM  
BUDGET UNIT HEAD RESPONSIBILITIES

The Budget Unit Head is directly responsible for overseeing the Purchasing Card activity of the Cardholder. The Budget Unit Head must:

1. Ensure the Purchasing Card is used f/ legitimate business purposes only.
2. Periodically review log and verify validity and receipt of items ordered.
3. Receive and review Cardholder statement and corresponding receipts.
4. Review Account Summary against Purchasing Log, approve, and transmit to Program Coordinator.
5. Inform Program Coordinator if a Cardholder transfers to a different department.
6. Inform Program Coordinator of a Cardholder blocking code or credit limit profile change.
7. Inform Program Coordinator if Cardholder terminates employment.
8. Inform Program Coordinator if Cardholder violates policies and procedures as documented in this manual which will also subject Cardholder to disciplinary action.
9. Reclaim Purchasing Card from Cardholder who has been transferred, no longer need the card, or has been terminated, and return to program Coordinator for destruction.

I have read and understand the above and hereby agree to its terms:

Budget Unit Head:

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Print Name

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Signature

Date

SAVANNAH STATE UNIVERSITY  
Purchasing Card Program  
Application Form

Date \_\_\_\_\_

Department \_\_\_\_\_

Budget Unit Head \_\_\_\_\_

Email Address \_\_\_\_\_

Post Office Box # \_\_\_\_\_ Telephone# \_\_\_\_\_

Account Numbers \_\_\_\_\_

\_\_\_\_\_

Designated cardholder \_\_\_\_\_

(Print-This is how the name will show on the card)

Email Address \_\_\_\_\_

Post Office Box # \_\_\_\_\_ Telephone # \_\_\_\_\_

Approve:  
Budget Unit Head \_\_\_\_\_

Division Dean/Director \_\_\_\_\_

Unit Vice-President \_\_\_\_\_

Director, Budget & Financial Analysis \_\_\_\_\_

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**Program Coordinator Use Only:**

**Date Processed** \_\_\_\_\_ **Date Card Received** \_\_\_\_\_

**Card number** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Card Issued To** \_\_\_\_\_ **Date** \_\_\_\_\_





UNIVERSITY SYSTEM OFFICE

Procurement Dispute Form

Bank of America
Phone 1-888-449-2273

Attn: Commercial Card Services

Cardholder Statement of Disputed Items

Organization Name:
Cardholder Name:
Cardholder Account Number:

Table with 3 columns: Statement Date, Transaction Date, Merchant Name/Description; Amount, Posting Date, Reference Number.

Check the description most appropriate to your dispute.

- 1. Alteration of Amount: The amount of the sales draft has been altered from \$ to \$
2. Unauthorized Mail or Phone Order: I certify the charge listed above was not authorized by me or nay person authorized by me to use this account.
3. Cardholder Dispute: I did participate in the above transaction, however, I dispute the entire charge, or a portion, in the amount of \$ because:
4. Credit Not Received: The merchant has issued me a credit slip for the transaction listed above, however, the credit has not posted to my account.
5. Imprinting of Multiple Slips: The above transaction represents multiple billing to my account.
6. Merchandise Not Received: My account has been charged for the above transaction, but I have not received this Merchandise.
7. Merchandise Not Received: My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order.
8. Merchandise Returned: My account has been charged for the transaction listed above, but the merchandise has been returned.
9. Inadequate Description/Unrecognized Charge: I do not recognize this charge, Please supply a copy of the sales draft for my review.
10. I am no longer disputing this charge.



**STATE OF GEORGIA  
DEPARTMENT OF REVENUE  
SALES AND USE TAX CERTIFICATE OF EXEMPTION  
GEORGIA PURCHASER OR DEALER  
EFFECTIVE JULY 1, 2000**

To: \_\_\_\_\_ (SUPPLIER) \_\_\_\_\_ (DATE)

\_\_\_\_\_ (ADDRESS)

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will be for the purpose indicated below, unless otherwise specified on a particular order, and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than indicated on this certificate.

(Check proper box.)

- 1. Resale, rental or leased only, including but not limited to the purchase for resale of gasoline and other motor fuels.
- 2. Materials for further processing, manufacture or conversion into articles of tangible personal property for resale which will become a component part of the property for sale, or be coated upon or impregnated into the product at any stage of its processing, manufacture or conversion and nonreturnable materials used for packaging tangible personal property for shipment or sale. Containers or other packaging materials purchased for reuse are not exempt.
- 3. Machinery used directly in the manufacture of tangible personal property for sale purchased as additional, replacement or upgrade machinery to be placed into an existing plant in this State.
- 4. Direct Pay Permit authorized under Regulation 560-12-1-.16. The holder of a Direct Pay Permit must pay the 3% Second Motor Fuel Tax to suppliers on purchases of gasoline.
- 5. For use by Federal Government, State Government, any county, municipality or public school system of this State, when supported by official purchase orders or for use by Hospital Authorities created by Article 4, Chapter 7, of Title 7, and County or City Housing Authorities created by Article 1, Chapter 3 of Title 8. The State of Georgia, counties, municipalities, public schools, Hospital and Housing Authorities of Georgia must pay the 3% Second Motor Fuel Tax to suppliers. A Georgia Sales and Use Tax Certificate of Registration Number is not required for this exemption.
- 6. Aircraft, watercraft, motor vehicles and other transportation equipment manufactured or assembled, sold and delivered by the manufacturer or assembler for use exclusively outside this State, or delivery of the crafts is for the sole purpose of removing same under its own power when it does not lend itself more reasonably to removal by other means. A Georgia Sales and Use Tax Certificate of Registration Number is not required for this exemption.
- 7. Aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles and major components of each, which will be used principally to cross the borders of this State in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States government. Replacement parts installed by carriers in such craft or vehicles which become an integral part of the craft or vehicle are likewise exempt. Private and contract carriers are not exempt.

\_\_\_\_\_ (TYPE OF BUSINESS ENGAGED IN BY THE PURCHASER) \_\_\_\_\_ (COMMODITY CODE)

I declare, under penalties of false swearing, that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

SAVANNAH STATE UNIVERSITY \_\_\_\_\_ 025 43 2297 \_\_\_\_\_  
(PURCHASER'S FIRM NAME) (CERTIFICATE OF REGISTRATION NO.)

POST OFFICE BOX 20419, SAVANNAH, GEORGIA 31404 \_\_\_\_\_  
(ADDRESS)

By *Shirley S. Campbell* \_\_\_\_\_ Title INTERIM VP FOR BUSINESS & FINANCE \_\_\_\_\_  
(SIGNATURE) (OWNER, PARTNER, OFFICIAL)

A supplier is required to have only one certificate of exemption form on file from each purchaser buying tax exempt. The supplier must exercise ordinary care to determine that the tangible personal property obtained under this certificate is for the purpose indicated. Suppliers failing to exercise such care will be held liable for the sales tax due on such purchases. For example, a supplier cannot accept a Certificate of Registration number bearing a "214" prefix since these are issued to a Contractor which has been deemed to be the consumer and is required to pay the tax at the time of purchase.

**SAVANNAH STATE UNIVERSITY  
APPROVAL OF PURCHASING CARD EXPENSES FORM**

Statement Date \_\_\_\_\_

I (or my appointed representative) have viewed my transactions and approved each expense.

I have reviewed my statement to ensure a receipt or form is attached for every transaction amount listed. (Forms include: Refund, Change in Accounting, Credit Confirmation, Missing Receipt Affidavit or Disputed Item.)

I agree to follow the established procedures for using the Purchasing Card as they are listed in the Purchasing Card User's Manual.

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
I approve of the transactions listed during this period.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date