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1. INTRODUCTION

The Procurement Card (ProCard) program at The Southern Baptist Theological Seminary allows departmental personnel to make smaller dollar purchases (under $2,500) using a VISA credit card. Benefits to the program include:

- An accelerated process for routine or small purchases
- An annual financial rebate to the Seminary
- Removal of the “Under $250 Purchase Order” process
- A reduction in paperwork
- Improved supplier relations
- A reduction in the number of Standing Purchase Orders

Use of the card will not replace current Seminary travel or competitive bid policies and procedures, nor will it allow departments to bypass Procurement Department policies and procedures. However, the program will complement the existing purchasing and payment processes.

NOTE: Purchases that exceed the ProCard spending limits should continue to be processed on an electronic requisition through the Procurement Department. The Capital Request and RFP process will be appropriate for larger expenditures and purchases of equipment and/or furniture. Split purchases are strictly prohibited. A split purchases is when a quote from a vendor that is over $2,500 is split into several orders and charged through several smaller transactions to circumvent the $2,500 maximum transaction limit.

The Procurement Department will be responsible for administering the ProCard program and will maintain a list of cardholders, card numbers, and established spending limits for each card. The Procurement Department will also periodically monitor spending patterns with vendors to ensure that the most cost effective means of obtaining needed goods and services are utilized.

It is important to remember that Seminary funds will be committed each time the card is used. ProCard privileges will be revoked if the cardholder willfully violates policies or procedures or uses the card for personal purchases, and unauthorized purchases may result in personal liability as well as criminal and/or civil prosecution.

Office Location
Sampey Hall
Room 4106
1st Floor

Mailing Address
The Southern Baptist Theological Seminary
Attn: Procurement
2825 Lexington Road
Louisville, KY 40280

Hours of Operation
M-F 8:00am to 5:00pm
Phone: (502) 897-4722
Fax: (502) 897-4202
2. **PROCARD CONTACT INFORMATION**

**Ana Williams**, Supervisor of Accounts Payable and Procurement Operations; (502) 897-4395
Oversees the daily administration of the ProCard program. She also manages and conducts field audits of records supporting ProCard transactions.

**Jeremy Sells**, Procurement Assistant; (502) 897-4722
Assists with program responsibilities; processes ProCard applications; sends notice to departments when cards are ready for pickup; dispenses ProCards.

**Note**: Our office is closed during chapel and other campus-wide scheduled events.

3. **OBTAINING A PROCARD FOR YOUR DEPARTMENT**

A department must complete the following steps to participate in the ProCard Program:

1. **Designate a Departmental ProCard Administrator and one back-up person to act as a liaison for your department in dealing with cardholders, vendors or merchants, the Department of Procurement, Visa, and the card issuer, US Bank.**

   This individual will be responsible for all aspects of the ProCard program within the department, such as:
   - Reconciling the monthly credit card statement to US Bank’s Access Online website
   - Completing the Access Online voucher by entering specific account numbers for each charge
   - Adding cardholders
   - Destroying cards of terminated employees
   - Deleting terminated employees from the program
   - Filing and retaining cardholder statements and all supporting documentation for future audits.
   - Retention and confidential maintenance of cardholder account information

2. **Fill out Cardholder Application Form and forward to the Department of Procurement.**
   The cardholder and the department head must both read and sign the Cardholder Agreement form.

3. **Review the PowerPoint presentation on the ProCard policy and take quiz in Moodle.**

4. **Adopt the documentation and process flows required for ProCard transactions executed on behalf of the department.** This includes:
   - Sign-out log sheet for departmental cards
   - Archival of supporting receipts

5. **Prepare a filing system to accommodate the following items:**
   - Monthly statements
   - Supporting documentation
   - Copies of cardholder agreements
   - Copies of cardholder applications

**NOTE**: These documents may be requested by auditors or other official persons and must be readily accessible.

Once you have completed these steps, the Department of Procurement will issue you a credit card and meet with you one-on-one to get you started.
4. **PROCARD USAGE - The "Dos" & "Don’ts"**

The following **minimum** conditions/instructions/limitations apply to all Seminary ProCard transactions:

**The following items are examples of ALLOWABLE purchases on the ProCard:**
- Athletic supplies excluding items considered to be equipment
- Bookstore
- Building supplies – lumber, hardware, plumbing, electrical, landscape materials
- Bulk food for Dining Services only
- Component parts for office equipment
- Conference registration fees
- Custodial supplies
- Direct marketers (orders from direct mail catalogs)
- Equipment rentals
- Instructional materials & supplies
- Membership dues
- Miscellaneous office supplies
- Photocopies/Duplication
- Photographic/reproduction supplies and photo developing
- Postage stamps and shipping charges
- Subscriptions
- Webinars

**Purchases of the following items using the ProCard are PROHIBITED:**
- ATM cash withdrawals
- Equipment Items (costing over $200)
- Gifts, incentives, or awards
- Items available from Office Max
- Items available on campus through Central Stores
- Items for personal use or consumption
- Maintenance agreements
- Services of individuals or any type of service agreement from a vendor
- Travel or entertainment purchases – see Business Expense Report Policy

**IMPORTANT REGULATIONS**
- The cardholder must obtain itemized transaction receipts for each purchase.
- Sales tax may NOT be charged to the card. All ProCard purchases are exempt from state and local sales taxes.
- No item classified as equipment can be charged to the card.
- Back Orders may NOT be charged to the card. You must verify that items are in stock and ready for immediate shipment
- Available budget authority must exist to cover the amount of the purchase.
- All items purchased must relate to a bona fide Seminary purpose.
- The cardholder must ensure prices are fair and reasonable.
5. **ANNUAL AUDITING**

Purchasing transactions using a ProCard potentially exposes the Seminary to additional business risk. For this reason, the Procurement Department will conduct annual audits in each department on an annual basis to ensure that it is maintaining compliance with this ProCard Policy.

It is the sole responsibility of the departmental ProCard administrator to ensure that their department is maintaining compliance with this policy.

To further assist Seminary departments in establishing the ProCard program, the Procurement Department will perform a follow-up audit after the first month’s use and answer any questions the department may have. Subsequent to this, random, annual audits will be performed each year in each Seminary department using a ProCard.

The following schedule applies to ProCard policy violations:

<table>
<thead>
<tr>
<th>CATEGORY 1 OFFENSE</th>
<th>DISCIPLINARY ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Unallowable Use</td>
<td></td>
</tr>
<tr>
<td>• Missing Receipt/Missing Receipt Form</td>
<td>First Annual Audit</td>
</tr>
<tr>
<td>• Non-reconciliation of Monthly Statement</td>
<td>Written warning and must resolve discrepancies</td>
</tr>
<tr>
<td>• Incomplete Receipts (must be itemized)</td>
<td>Second Annual Audit</td>
</tr>
<tr>
<td>• Missing/Incorrect Signatures</td>
<td>1 week card suspension per illegitimate transaction and must resolve discrepancies</td>
</tr>
<tr>
<td>• Incomplete Log Sheet</td>
<td>Third Annual Audit</td>
</tr>
<tr>
<td>• Sales Tax</td>
<td>Card will be evaluated for cancelation and must resolve discrepancies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY 2 OFFENSE</th>
<th>DISCIPLINARY ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Gift Cards</td>
<td></td>
</tr>
<tr>
<td>• Split Transactions to Circumvent Transaction Limit</td>
<td>First Offense</td>
</tr>
<tr>
<td>• Inappropriate Use of Funding Source</td>
<td>1 month card suspension</td>
</tr>
<tr>
<td>• Business Meals/Entertainment Purchases</td>
<td>Second Offense</td>
</tr>
<tr>
<td>• Travel Purchases</td>
<td>Automatic card suspension until further notice</td>
</tr>
<tr>
<td>• Maintenance Agreements</td>
<td></td>
</tr>
<tr>
<td>• Service Agreements</td>
<td></td>
</tr>
<tr>
<td>• ATM Cash Withdrawals</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY 3 OFFENSE</th>
<th>DISCIPLINARY ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fraudulent Use (such as personal purchases)</td>
<td>Any Offense</td>
</tr>
<tr>
<td></td>
<td>Incident is reported to campus police for investigation</td>
</tr>
<tr>
<td></td>
<td>Incident is reported to cardholder and supervisor(s)</td>
</tr>
<tr>
<td></td>
<td>Cardholder's ProCard is cancelled</td>
</tr>
</tbody>
</table>
6. SPECIAL EQUIPMENT PURCHASES
From time to time, it is necessary for a Seminary department to do business with a vendor that does not take a purchase order when ordering equipment. An example of this would be when the Seminary needs to purchase equipment from Home Depot, Sears, Wal-Mart, etc.

If a Seminary department needs to purchase equipment from a vendor that does not accept a purchase order, the following steps may be taken to secure the goods:

1. The requesting department must enter a requisition in Jenzabar identifying the equipment to be purchased.
2. The requisition must include a reference note for the Department of Procurement to contact the department personnel when the request for purchase is authorized.
3. The requisition will be printed, reviewed, and signed by the Procurement Department.
4. The Procurement Department will notify the department to send a representative to the Procurement Department to pick up a special Visa card to purchase the equipment.
5. The departmental representative will sign for the card and receive instructions regarding its use. The departmental representative will be responsible for the card, purchasing only the items approved on the initial requisition, ensuring no taxes are charged to the card, and returning the card and original receipt to the Procurement Department.
6. The Procurement Department will retain the original receipt and provide the departmental representative a copy of the receipt for their records.
7. Once the charge appears on the monthly Visa billing statement, the Procurement Department will charge the equipment to the GL account number on the requisition.
8. The Procurement Department will cancel the requisition in Jenzabar to release the encumbrance on the funds.

*In the event equipment needs to be returned, the department will should contact the Procurement Department for specific instructions.

7. SECURITY FOR INTERNET PURCHASES
All policies and restrictions described in this ProCard Policy also apply to the use of a ProCard during Internet transactions.

Online purchases may only be made with vendors using a Secure Sockets Layer (SSL) browser session. There are several ways to confirm that a secure Internet area has been accessed. All SSL-capable browsers have a symbol to indicate secure mode, but the secure mode may not appear until going further into the website.

Customers must use the same care and common sense in supplier selection as they would with any other purchasing method. The objective should be to balance quality and service with price.

Receipt documentation must be maintained to support the Internet order.
- Websites that present an online receipt, reflecting the billing amount and a company logo or name will serve as proper documentation. Simply print the on-screen document.
- Websites that reflect the billing amount only will serve as proper documentation by printing the on-screen receipt and then writing the company name on the document.

Websites that do not present an online receipt can still be utilized. The customer should print screens that reflect the items being purchased and the amount, and then ensuring that transaction date, vendor, and other pertinent information is recorded on the printed documentation.

NOTE: PayPal transactions are not allowed on the ProCard under any circumstances.
8. GENERAL POLICY ISSUES

8.1 Cardholder Responsibilities
Along with the authority to use the ProCard comes the responsibility of:

- Monitoring the InsideSBTS intranet website for changes to the ProCard program and this ProCard Policy.
- **SECURITY** – Employees are required to keep the ProCard secure at all times. The Seminary ProCard is to be protected by the same safeguards that are applied to the security of a personal debit or credit card. Because all workspaces are not equipped in the same fashion, it is left to the discretion of each cardholder to determine where the most secure place would be depending on the specific nature of their responsibilities and the constraints of their physical workspace.
- Obtaining and retaining appropriate documentation for purchases, for a period of 7 years - receipts, transaction log sheets, and US Bank memo statements.
- Ensuring the reconciler reconciles all ProCard activity on a monthly basis.
- Completing the Missing Document Affidavit when necessary documentation is not provided.

8.2 Sales Tax Exemption
Seminary purchases are exempt from Kentucky Sales Tax. Advise the seller/cashier/clerk that your purchase is tax-exempt before the purchase transaction is initiated. If tax is added in error, the cardholder is responsible for obtaining a credit from the vendor – regardless of the amount. A copy of the Seminary’s Tax Exemption Certificate can be found in Appendix A of this policy.

8.3 Card Information Revision
Should any information on the original ProCard application/cardholder agreement need to be revised, written or email notification must be sent to the Department of Procurement.

8.4 Card Cancellation
*Do NOT send the destroyed card(s) to the Department of Procurement.*

All cards that have no activity for twelve (12) continuous months shall be automatically cancelled. The cardholder should cut the card into multiple pieces then the completed ProCard Certificate of Destruction form must be signed by two people that witnessed the destruction of the card and sent to the Department of Procurement.

ProCards must be cancelled under the following circumstances:

- The cardholder's termination of employment with the Seminary.
- The cardholder's transfer to another position within the Seminary.
- The deletion of the Seminary general ledger cost center.
- The card is revoked by the cardholder's Supervisor or the Department of Procurement due to misuse by the cardholder.

8.5 Card Surrender
The ProCard must be temporarily surrendered to the employee's supervisor at the beginning of a leave of absence.

8.6 Receipt of Materials and Services
The cardholder will be responsible for ensuring receipt of materials and for contacting the vendor to resolve any delivery problems, discrepancies, and damaged goods claims.

8.7 Point of Delivery
Goods purchased with the ProCard shall be shipped for "desktop" delivery rather than to Central Stores. Vendors should be given a complete mail to or ship to address to guarantee correct delivery.
8.8 **Returns and/or Exchanges**

It is a merchant violation to refund cash for a ProCard return. Do not allow merchants to do this. **It is a cardholder violation to accept cash.**

1. Make arrangements with the merchant before shipping an item for return.
2. The merchant must credit a return to the ProCard, effectively generating another transaction and receipt on the ProCard. An exchange of like items (for example: different colors) may not require a credit transaction.
3. Document all returns and exchanges. This information may be needed for a formal dispute.

8.9 **Disputed Transactions**

The cardholder is responsible for contacting the vendor and/or US Bank at 1-800-344-5696 about any erroneous charges, returns, or disputed items. Disputed billing can result from:

- Failure to receive goods or services charged
- Fraud or misuse
- Altered charges
- Defective merchandise
- Incorrect amounts
- Duplicate charges
- Procurements not processed

**In case of suspected fraud, please notify the Procurement Department at 502-897-4395, as soon as possible.**

Contact the vendor first to resolve any questionable charges. If agreement cannot be reached with the vendor, notification to US Bank should be made by use of the ProCard Dispute Form. Fax the form to US Bank at fax number 701-461-3463, no later than the 60 days after receipt of the first bill on which the error or problem appeared.

The disputed transaction should be entered into the Jenzabar general ledger and a completed copy of the dispute form should be sent to accountspayable@smts.edu. If you have a routine question, US Bank Customer Service Department may be able to provide information at 1-800-344-5696.

After US Bank has completed its investigation, the cardholder will be notified of the resolution. If the dispute is settled in the favor of the cardholder, the account will be credited for the disputed amount.

8.10 **Card Renewal**

A renewal ProCard will automatically be mailed to the Procurement Department two years from the issue date. Cardholders will be notified when their ProCards are available for pick up. Renewal cards must be personally picked up in the Procurement Department and a cardholder agreement must be signed. In order to dispose of the old card, please complete the ProCard Certificate of Destruction form and submit the form to the Procurement Department.
9. PROCARD SIGN-OUT PROCESS

Each department that has a ProCard will have a designated departmental ProCard administrator who is responsible for the signing-out of the card so that purchases may be made.

Typically, the name listed on the ProCard is a Dean, Director, or Department Head. However, there will be an administrative assistant that serves as the departmental ProCard administrator that is responsible for the (1) the safekeeping of the card, (2) the sign-out sheet, (3) obtaining all receipts, and (4) ensuring each purchase fall within the guidelines of this policy.

The ProCard must be kept in a locked draw except when checked out to an individual.

The following steps will be taken to sign-out the ProCard for every purchase.
1. The department staff/faculty member will contact the ProCard administrator within the department to check-out the ProCard.
2. The departmental ProCard administrator will have the employee sign the log sheet AND verify that what they are requesting is a allowable purchase. You may always contact the Procurement Department if you are having trouble distinguishing if the item in question is an allowable ProCard purchase.
3. The ProCard will be given to the employee to make the desired purchase
4. The employee will return the card immediately after making the purchase AND submit the original, itemized receipt to the reconciler
5. The departmental ProCard administrator will (1) tape the receipt (flat, if at all possible) to an 8.5" x 11" sheet of copy paper, (2) write the accounting distribution on the sheet of paper, and (3) file it in the reconciliation binder with the rest of the receipts.

A sample sign-out sheet can be found in Appendix B of this policy.

10. CREDIT CARD STATEMENT RECONCILIATION

Each cardholder will receive a detailed memo statement from US Bank every month. This statement will list the transactions that US Bank has transmitted to the Seminary for the cycle and should match (1) your sign-out sheet and (2) original receipts you have obtained.

For the credit card statement, the statement cycle period will be the last day of the month. This insures that each month’s expenses are kept on separate statements. The departmental ProCard administrators will then have 7 business days to reconcile the ProCard account. Reconciliation consists of:

- Verifying all transactions are allowable Seminary purchases
- No prohibited purchases were charged to the card
- All receipts are present (or the Missing Document Affidavit is provided for missing receipts)
- The receipts, sign-out log, and Access On-line all match
- Accounting distributions are keyed in Access On-line for each transaction
- No sales tax was charged to the card

Reconciliation must be performed monthly. Please follow the steps listed below when performing the monthly reconciliation.
1. Print the credit card transaction statement
2. Tape each receipt separately on an 8.5" x 11" sheet of paper
3. Arrange the original receipts in the order they are listed on the credit card statement
4. Attach the original receipts AND the sign-out sheet to the credit card statement
5. Enter the accounting distributions in Access On-line for each charge
6. Have the person, whose name appears on the card, sign off on the credit card statement, after the reconciliation has been performed.
7. The departmental Procard administrator will have the first 7 days of each month to perform the reconciliation. If this is not done by the specified date, an amount equal to the departments statement will be charged to their general operating account. It will then, be the responsibility of the reconciler to create a series of journal entries to correct this transaction on the general ledger.
8. The departmental ProCard administrator will then file the monthly statement (which also includes the receipts, and sign-out sheet).
9. Each department will be audited annually for approved charges, sales tax, completed documentation, etc.
11. BACKUP PERSONNEL
All departments that have been issued a ProCard must have a back-up person that is able to handle the
signing-out and reconciliation of the card. This is mandatory for several reasons:
1. The departmental ProCard administrator may need to make a purchase for the department using
   the card. This ensures that people are involved in the process for accountability.
2. In the absence of the departmental ProCard administrator, the back-up person will need to be able
to sign out the card and also perform the monthly reconciliation if needed.

12. PROCARD TRAINING
All ProCard cardholders, departmental ProCard administrators, must complete the appropriate
online ProCard Terms of Agreement training course.

Each person must complete the registration form found in Appendix C to take the test. After completing the
form, please allow two business days for your online training account to be established. You will receive an
email notification of your login and password. Once you receive your login and password, you should click
on the link found on the Seminary's intranet website. From there, you will be able to see the class that has
been set up for you. You will also be able to obtain a copy of the ProCard Policy to study for the test. You
may take the test at anytime.

Upon completion of the appropriate training session (holder, reconciler, or approver) the user will be given a
25 question test. You must pass the test with a score of 100%.

Reconcilers and Approvers will not be given access to US Bank Access Online until they
have successfully completed the appropriate test. Cardholders will not be able to pick up their
ProCards until they have successfully completed the appropriate test.

13. PROCARD VIOLATIONS
Violations of the ProCard usage guidelines, of any kind, must be reported on a timely basis. The Supervisor
of Accounts Payable in the Procurement Department will serve as the gatekeeper and therefore
immediately notify one or all of the following departments:
• Safety and Security
• Human Resources
• Accounting

If criminal, inappropriate, or unlawful activity is detected, the Director of Safety and Security will be contacted
to investigate the allegations. All investigations results will be forwarded to the Senior Vice President of
Institutional Administration to determine if any further action is warranted. If further action is requested, the
director of Human Resources will be contacted to pursue appropriate actions.

Examples of Reasons to Suspend and/or Revoke ProCard Privileges include but are not limited to:
• Failure to adhere to Seminary policies and procedures
• Failure to safeguard the ProCard from unauthorized use
• Use of ProCard for non-Seminary, personal, or other prohibited purchases
• Failure to keep all necessary documentation on ProCard transactions
• Failure to reconcile monthly charges
• Failure to report misuse of the ProCard
• Use of the ProCard in a criminal or unlawful manner

Consequences of ProCard Misuse
• Cardholder will be notified that the card available balance will be lowered to $0.00.
• Cardholder will surrender ProCard with privileges revoked.
• Improper or fraudulent use of ProCard may result in disciplinary action, up to and including prosecution
  and/or termination of employment.
• In all cases of fraudulent use of a ProCard, the Seminary's Human Resources Department, Safety and
  Security Department, and respective Dean/Vice President will be notified.
Failure to report misuse of a ProCard and/or repeated (2 or more) instances of misuse may result in disciplinary action, up to and including termination. The Seminary, at its sole discretion, may elect to take legal action against an individual for criminal/unlawful use of the ProCard.

14. **PROCARD/ PURCHASING POLICY WAIVERS**

The Seminary expects its employees and officers to adhere closely to the purchasing and ProCard policies set forth herein.

If a Seminary employee obtains goods or services outside of policy guidelines, or enters into a contract or agreement with a vendor for a service, that employee will be required to submit a policy waiver form (found in Appendix C of this policy) documenting the purpose and nature of the purchase/agreement. When an employee submits a policy waiver, he/she is acknowledging that the purchase in question was contrary to Seminary policy and that they have reviewed the policy concerning the purchase in questions and understand the guidelines set forth. This waiver will be viewed by the Department of Procurement for approval. If the purchase/agreement represents a significant expenditure, the request will then be forwarded to the Vice President of Finance for an additional approval.

Consequences for violating of the Seminary’s purchasing and ProCard policies can include suspension and/or cancellation of one’s department ProCard or having one’s signature approval authority within the department revoked, depending on the severity and/or frequency of such violations.
15. FREQUENTLY ASKED QUESTIONS

Here are some frequently asked questions about the Seminary's ProCard program:

Why do I need a ProCard?
The ProCard program can help you handle business-to-business purchases more efficiently and cost effectively. Additionally, with the ongoing support and consultation of US Bank, the use of the ProCard can help the Seminary begin to achieve its electronic commerce initiatives, including reducing the paperwork involved with making everyday purchases.

How does the program work?
From purchase to payment, the ProCard streamlines your entire purchasing process. Each card is assigned to a person within a specific Seminary department, often according to a general ledger cost center. The cardholder can then purchase routine items without purchase orders and invoices. The cardholder must retain the receipts and packing lists for audit purposes, but the cardholder is free from tracking requisitions through the Seminary purchase order system and free from tracking invoices through the payment process.

Why shouldn't I utilize Procurement Department?
At one point in time, the Uniform Commercial Code required that all contracts over $500 needed to be in writing. Because of this requirement, purchase orders were created as a business instrument. The laws of commerce are not as stringent as they once were. Most everyday purchases do not require the additional contractual protections that a purchase order provides. Also, ProCards provide additional fraud protections that the purchase order system does not. Purchase Orders must be used for items classified as equipment.

How long does it take to get a ProCard after submitting a ProCard application?
Once the training and test are complete, please allow 2 weeks for processing of your ProCard application.

Where do I get a ProCard application form?
The card application form is found on page ___ of this document.

What types of items are considered equipment?
If a specific item is in question, we recommend you contact the Procurement Department for a concise answer.

Can I buy food or drink on the ProCard?
No, all food/drink/business meal related items must be handled through a Business Expense Report. Please contact the Accounting Department for more details.

Can I use my ProCard to buy stamps or to mail a letter from the United States Post Office?
Yes, the ProCard can be used at any Federal Post Office to purchase stamps and mail packages. It may also be used at businesses such as Fedex/Kinkos for copies, binding, etc, as well as postage.

Can I use the ProCard to purchase software?
Yes, software can be purchased using the ProCard. However, software license agreements cannot be purchased on the card. License agreements should be handled through the purchase order process.

Can I pay for film processing with my ProCard?
Yes, film processing and minor camera supplies may be purchased on the ProCard, but cameras and larger-scale equipment may not.
Can I purchase jump drives or key drives?
Yes. These items are not considered equipment by the Procurement Departments. Laser points, etc. may also be charged to the card.

Can I buy subscriptions to scholarly journals? How about single, back issues?
Yes, you can buy a subscription if it is being used for official Seminary business. You can also purchase single back issues of any journal.

Can I use the card to make copies and obtain binding services?
Yes, but an excellent choice to consider for this type of work would be the Seminary’s Fifth and Broadway shop. If the Seminary does not offer the particular service you need in this area, you may use another vendor and charge it to the ProCard.

Can I pay to place a job advertisement in a scholarly journal?
Yes, but only if the vendor does not accept purchase orders. Be sure the Human Resources Director reviews the ad. The Human Resources Department will then place the ad on their ProCard.

Can I use the card to pay for memberships in professional organizations?
Yes, but only if the membership promotes advancement of the Seminary’s mission.

Who do I contact with questions about my monthly journal voucher?
Ana Williams in Accounts Payable will be able to assist you. You may reach her at 897-4395 or by email at accountspayable@sbts.edu.

Who should I contact if the card is stolen or lost?
To report a lost or stolen card, immediately call Ana Williams at 897-4395.

How can my department obtain a Visa ProCard?
You must follow the steps described in the Initiating a ProCard in Your Department section of this site.

What do I do if a vendor charges sales tax?
The department is responsible for obtaining a credit from the vendor for the amount of the tax. The tax exemption letter is located on page ___ of this policy. If there is a problem obtaining a credit for the tax charged, please contact the Department of Procurement for assistance.

How should back-up documentation be filed after the journal voucher has been completed?
Itemized invoices should be attached to the ProCard billing statement in the order in which they appear on the statement along with the Sign-out log. Individual statements should be filed by month.

What do I do if I was charged more than once for the same order?
Notify the vendor and have them issue a credit for the duplicate order.

If a charge and a credit for the same amount from the vendor appear on my credit card statement, do I need to obtain documentation from the vendor?
If the charge and the credit are for the exact same amount, and appear on the same billing statement, then no documentation is necessary. If the charge and credit were not processed during the same billing period, then an invoice and credit memo must be obtained for the charges.
Will my account remain open if I do not use the card?
If you have 12 months of inactivity the card is automatically cancelled.

What account code(s) should I use?
You will have the option of selecting between several different accounting distributions in your online voucher. If you need to charge a transaction to an account number that is not listed on the online voucher, then call the Procurement Department to have this added.

What causes a vendor to be considered a "denied vendor" for ProCard purposes?
In most circumstances, vendors are denied because their Merchant Category Code (MCC) falls outside of the range of values allowed on the ProCard. For example, a vendor that provides computer parts and services may have a service related MCC code. In this case, the vendor would be considered a denied vendor because its MCC value is not allowed.

Where can I print tax exemption information?
The tax exemption form is found on page ___ of this document.

When ordering items, what should I put as the delivery address?
All items should be desktop delivery. If an item is shipped to Central Stores, the package may be rejected. Only items considered to be equipment (which would require a PO) should be shipped to Central Stores.

Can I purchase from international vendors?
Yes, just make sure you are aware of the exchange rates and shipping cost where this may apply.
Purchase Exemption Certificate

The Southern Baptist Theological Seminary

Name of Exempt Institution

PURCHASE EXEMPTION CERTIFICATE

Check Applicable Block
Blanket ☐
Single Purchase ☐

I hereby certify that Southern Baptist Theol. Seminary is a Kentucky resident, nonprofit educational, charitable or religious institution, or Kentucky historical site, located at 2925 Lexington Rd Louisville, Kentucky and that the tangible personal property or services to be purchased from ____________________________

Name of Vendor

Address

will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.

Description of property to be purchased: ____________________________

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to pay the tax measured by the purchase price of the property.

Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.

Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every material matter.

Authorized Signature

Director of Procurement

Title

8/1/08 - 7/31/09

Date

DEPARTMENT OF REVENUE
Frankfort, Kentucky 40620

51A126 (8-04)

CAUTION TO SELLER: This certificate cannot be issued or used in any way by a construction contractor to purchase property to be used in fulfilling a contract with an exempt institution. Sellers accepting certificates for such purchases will be held liable for the sales or use tax.
<table>
<thead>
<tr>
<th>Date Out</th>
<th>Time Out</th>
<th>Time In</th>
<th>Employee Name and Signature</th>
<th>Vendor</th>
<th>Purchase Description/Business Purpose</th>
<th>G/L Account #</th>
<th>Total Purchase Amount</th>
<th>Receipt Filed</th>
<th>Reconciled to Statement</th>
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</table>
The Southern Baptist Theological Seminary is pleased to present you with the ProCard. It represents the Seminary's trust in you and your empowerment as a responsible employee of the Seminary to safeguard and protect our assets.

I hereby agree to comply with the terms and conditions of this ProCard Cardholder Agreement and the ProCard Policy.

I hereby agree to use my best effort to minimize exposure from lost, stolen, or otherwise compromised. I agree to properly use the procurement. I understand that the Seminary WILL audit the use of the ProCard. I understand that I CANNOT use the ProCard for personal transactions or for any restricted purchases, even if reimbursed.

**REQUIREMENTS AND RESPONSIBILITIES**

- Must be a current employee of The Southern Baptist Theological Seminary
- Assure that the items purchased are required for a bona fide seminary purpose
- Notify the merchant that the purchase is being made in the name of a non-profit entity, which is exempt from state and local taxes. If taxes are charged, obtain credit immediately.
- Obtain itemized receipts from vendors
- All items are received (no back orders allowed)
- Purchases are within the limits set and available budget authority (single transactions must be less than $2,500)
- Do not split purchase into several transactions to get around the single transaction limit of $2,500
- Do not use the ProCard for travel
- Do not purchase services
- Do not purchase equipment or inventory items (contact the Procurement Department for guidance)

I hereby understand that improper use of this ProCard may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the ProCard properly, I authorize the Seminary to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the Seminary to collect any amounts owed by me under this Agreement.

I hereby understand that the University may terminate my right to use this ProCard at any time and for any reason or no reason whatsoever. I hereby agree to return the ProCard to the Seminary's Procurement Department or my supervisor immediately upon request from the Seminary, when changing departments, or upon termination of employment.

**CARDHOLDER:**

Applicant's Signature __________________ Date __________________

Applicant's Title __________________ Department __________________

**DEPARTMENT CARD ADMINISTRATOR:**

Administrator's Signature __________________ Date __________________

Administrator's Title __________________ Department __________________
Application for ProCard

Cardholder Information

Cardholder Name ___________________________________________ (First, MI, last)
SBTS ID No. _____________________________ Date of Birth (MM/DD/YYYY) _________________

Department Information

Departmental Card Administrator Name _____________________________________________________
(First, MI, last)
Department Mailing Address_______________________________________________________________
(United States Postal Service)
Business Phone No. _________________________________________________________________
(Departmental Card Administrator)
Department Mail Stop __________________________________________________________________
E-mail Address _________________________________________________________________________
(Departmental Card Administrator)
Department Name _________________________________________________________________
Default Account No. _________________________________________________________________

Restrictions

Please circle the selected spending limits for your card based on likely activity. Be conservative and select the lowest limits possible to reduce University risk. If you do not select a credit level and select specific spending limits then the default will be credit level 4. Note: Procurement and Contracts reserves the right to reduce credit limits based on transaction history.

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<thead>
<tr>
<th>CREDIT LEVEL 1</th>
<th>Monthly Credit Limit</th>
<th>Single Transaction Limit (Cannot exceed $2,500)</th>
<th>Daily Transaction Limit (Cannot exceed half of credit limit)</th>
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<tr>
<td>CREDIT LEVEL 3</td>
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</tr>
<tr>
<td>CREDIT LEVEL 4</td>
<td>$20,000</td>
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**NOTE: By signing below, you authorize SBTS Accounts Payable to charge this account for the following two circumstances. First, for all unallocated transactions remaining after the monthly allocation deadline. Second, for all transactions incorrectly allocated to non-existent accounts. Please note that should this default account be used, your department will then be responsible for creating journal entries to correctly apply these transactions to the appropriate account.

I understand that I am required to complete a training course and test prior to receiving my ProCard.

Signatures

Cardholder ___________________________________________ Date _________________
Administrator ___________________________________________ Date _________________

Date Received ___________________________ Date Processed ___________________________
Date of Issue ___________________________ Expiration Date ___________________________
Card Account No. ___________________________________________
ProCard Acceptance Form

Cardholder Name ________________________________________________  
(Please Print)

Administrators Name ________________________________________________  
(Please Print)

I hereby acknowledge receipt of the US Bank ProCard issued in my name and assigned number:

___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___

I have read the SBTS ProCard Policy. I understand the policy and procedures covered in document and agree to abide by them.

I understand that my failure to adhere to these procedures constitutes misuse of company property and may result in revocation of the US Bank ProCard and/or other disciplinary measures.

Cardholder’s Signature ________________________________ Date

Administrator’s Signature ________________________________ Date

Witness ________________________________ Date
Cardholder Statement of Disputed Item

Date ___________________________________ Department ________________________________
ProCard Statement No. ____________ Cardholder’s Name __________________________
Merchant _______________________________ Card Administrator ___________________________
Transaction Date _________________________ Account No. ________________________________
Reference No. ___________________________ Amount ___________________________________

NOTE: The department should thoroughly attempt to resolve the issue above before submitting
this request to the Procurement Department for Assistance.

Please check the appropriate box, which pertains to your dispute. Please sign below and return this form to
the Procurement Department to reconcile differences caused by disputed items.

☐ UNAUTHORIZED CHARGE. I neither made nor authorized the above transaction.

☐ UNAUTHORIZED CHARGE. Although I made a purchase with the above merchant, I neither made nor
authorized the transaction described above. My card was in my possession at the time of this
transaction. The correct charge was $____________ with a transaction date of ______________.
**Please enclose a copy of the transaction receipt.

☐ PAID BY OTHER MEANS. I have attempted to resolve this issue with the merchant. **Please enclose a
copy of the transaction receipt and/or a copy of the back and front of the cancelled check.

☐ MERCHANDISE NOT RECEIVED. I did not receive the merchandise, which may have been sent by the
merchant, nor did anyone authorized by me receive the merchandise. I expected to receive the
merchandise on (date) ___________.

☐ RETURNED MERCHANDISE. I returned the merchandise to the merchant. **Please enclose a copy of
the credit transaction receipt. In addition, please state in writing that you requested a credit and the
reason the merchandise was returned (i.e.: wrong size, color, quantity, etc.)

☐ DEFECTIVE SHIPPED MERCHANDISE. I received damaged merchandise in the mail and attempted to
return the merchandise on (date) ___________. **If only part of the merchandise was damaged
or by courier, please state the dollar amount of the damaged portion $_____________. Please
provide a copy of your return receipt signed by the merchant.

☐ DIFFERENCE IN AMOUNT. The amount on my transaction receipt differs from the amount on the
statement. **Please enclose a copy of the transaction receipt.

☐ CREDIT POSTED AS A PURCHASE. A credit transaction posted as a purchase. **Please provide a
copy of your billing statement showing the original transaction and a copy of the credit transaction
receipt.

☐ CREDIT NOT POSTED. I received a price adjustment notice from the merchant on the above
transaction. The credit has not posted to my statement, and it has been more than 30 days. ** Please
enclose a copy of the adjustment notice.

☐ OTHER. __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

_____________________________________________________ ____________________________
Administrator’s Signature      Date
Missing Document Affidavit

ProCard Information
Cardholder
Card Administrator
Account Number

Purchase
Date of Purchase
Vendor
Cost
Item Description

Detailed Explanation of Missing Documentation

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge.

_____________________________________________________ ____________________________
Signature of Employee      Date

This Date Personally Appeared Before Me, the undersigned authority, in and for The Southern Baptist Theological Seminary, the above named employee, who, being first duly sworn, state on his/her oath that the above facts are true and correct to the best of his/her knowledge.

____________________________________________________  ____________________________
Signature of Administrator      Date

____________________________________________________  ____________________________
Signature of Department Supervisor     Date

NOTE: This affidavit shall be attached to the Cardholder’s statement and filed with the Approving Official.
Report of Lost or Stolen Card

Please complete all blanks and fax form to the Procurement Department at 897-4202.

Credit Card Information
Cardholder Name ________________________________________________________________
Administrator’s Name ____________________________________________________________
Card Number (last 4 digits): _______________________________________________________
Department Name and Location: ____________________________________________________
Department Phone Number: _______________________________________________________

Card Was:
☐ Lost
☐ Stolen
Date Lost/Stolen: __________________________________________________________________

Provide detailed explanation of events that preceded the card being lost or stolen:


Reporting Procedure
Date reported to US Bank (1-800-344-5696) __________________________________________
Date reported to SBTS Security (502-897-4444) __________________________________________
Date reported to SBTS Procurement (502-897-4395) ______________________________________

Intermediate Action
☐ No Reissue Necessary
☐ Reissue Card

Date reported to US Bank (1-800-344-5696) __________________________________________
Date reported to SBTS Security (502-897-4444) __________________________________________
Date reported to SBTS Procurement (502-897-4395) ______________________________________

Intermediate Action
☐ No Reissue Necessary
☐ Reissue Card

Cardholder Signature ___________________________ Date ___________________________
Administrator’s Signature ___________________________ Date ___________________________

22
The Southern Baptist Theological Seminary

Request for Spending Limit Change

Please complete all blanks and fax form to the Procurement Department at 897-4202.

Credit Card Information
Cardholder Name  
Administrator’s Name  
Card Number (last 4 digits):  
Department Name and Location:  
Department Phone Number:  

Nature of Increase Request

- Permanent
- Temporary* (30 days or less)

*If temporary, until what date (MM/DD/YYYY)?  

Increase Requested

<table>
<thead>
<tr>
<th>Credit Level</th>
<th>Monthly Credit Limit</th>
<th>Single Transaction Limit (Cannot exceed $2,500)</th>
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Justification/Explanation for the Requested Increase  

Required Signatures

Cardholder Signature  Date
Administrator’s Signature  Date

Date Received
Accept / Decline
Reason for Decline
Internal Use Only

23
Purchasing/ProCard Policy Waiver Form

DEPARTMENT ________________________________________________
DIVISION ________________________________________________
SBTS EMPLOYEE/TITLE ________________________________________
DATE ______________________________________________________
VENDOR ____________________________________________________

(1) Description of purchase made:
_______________________________________________________________________________
_______________________________________________________________________________

(2) Amount of purchase: ____________________________________

(3) Reason for above purchase:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

(4) I have reviewed the Purchasing and/or ProCard Policies of the Seminary and understand the guidelines set forth therein pertaining to the above-described purchase. I agree to adhere to the guidelines when making future purchases.
_______________________________________________________________________________
Date: ____________________________
(Signature)

For internal use only:

Approved_____________ Disapproved_____________

Approved by: ___________________________________________ Date: _______________________
(Director of Procurement)

Approved by: ___________________________________________ Date: _______________________
(Vice President of Finance)