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Student Organization
Procurement Card Program

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Campus Organizations Accounting (COA) Office
FY 2026

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Introduction

As an Iowa State University (ISU) student holding an officer position for a student organization, you have been trusted to carry a credit card with the university's name on it. This credit card is called a procurement card (p-card). You are solely responsible for your p-card.

The intent of the p-card is to gain purchasing power at vendor establishments. For the cardholder and their student organization, using the credit card will provide quicker turn-around time on orders, widespread acceptance by vendors, and reduced paperwork processing.

Each Student Organization Procurement Card is issued to a named individual and Iowa State University is clearly indicated on the card as the corporate buyer of products and services.

The Campus Organizations Accounting (COA) Office, the University Internal Audit Office and the State of Iowa Auditor's Office will monitor the performance of the Student Organization Procurement Card Program.

Questions or concerns should be directed to:

Tim Livengood
Student P-Card Administrator
Campus Organizations Accounting
1580J Memorial Union
(515) 294-6015
tliven@iastate.edu

For all non p-card questions, please contact the COA front desk:
coa@iastate.edu
(515) 294-1633

P-card Activation

To activate your card:

Call US Bank at 1-800-344-5696
You may need this information:
Last 4 of SSN: 0000 – **ALL ZEROS!**

Business phone: (515) 294-6015
Billing Address: Campus Org Accounting
1580J Memorial Union
Ames, IA 50014

NOTE: During the activation of your procurement card, you may be prompted to select a 4-digit Personal Identification Number (PIN).

Policies and Regulations

The following policies are subject to change and are not meant to be an all-inclusive list. All other Campus Organizations Accounting policies are in effect as well.

1. You may not share your procurement card (p-card). Only you, the cardholder, may possess and use the p-card. This is part of an agreement with U.S. Bank. It will be considered a violation of policy if the p-card is shared. If a violation occurs, the p-card may be terminated and the student organization may not have an opportunity to obtain another p-card for that academic year.

   Every organization can have two p-cards. If more than two p-cards are needed, please contact the Student P-card Administrator, tliven@iastate.edu. Cardholders must be listed in the Student Organizations database as an officer. Please work with Student Engagement, located in the East Student Office Space Memorial Union, if a change is needed.

2. If your organization is having shirts, banners, mugs, pens, etc. made, a picture of the design, graphic, artwork, print, engraving, etc. needs to be electronically attached to the transaction along with an itemized receipt. You will also need to attach an approval email from the Trademark Department (see example below) if trademarks are being used. If attaching a trademark approval email, be sure to include the entire email (including the date received information).

   If ISU owned trademarks, e.g. ISU, Cyclones, Cy, Campanile, etc. are being used, please refer to the following website. https://www.trademark.iastate.edu/policies-guidelines. Please submit all designs to the Trademark office for approval.

   Summary (what needs to be attached to your transaction)

   Always needed…

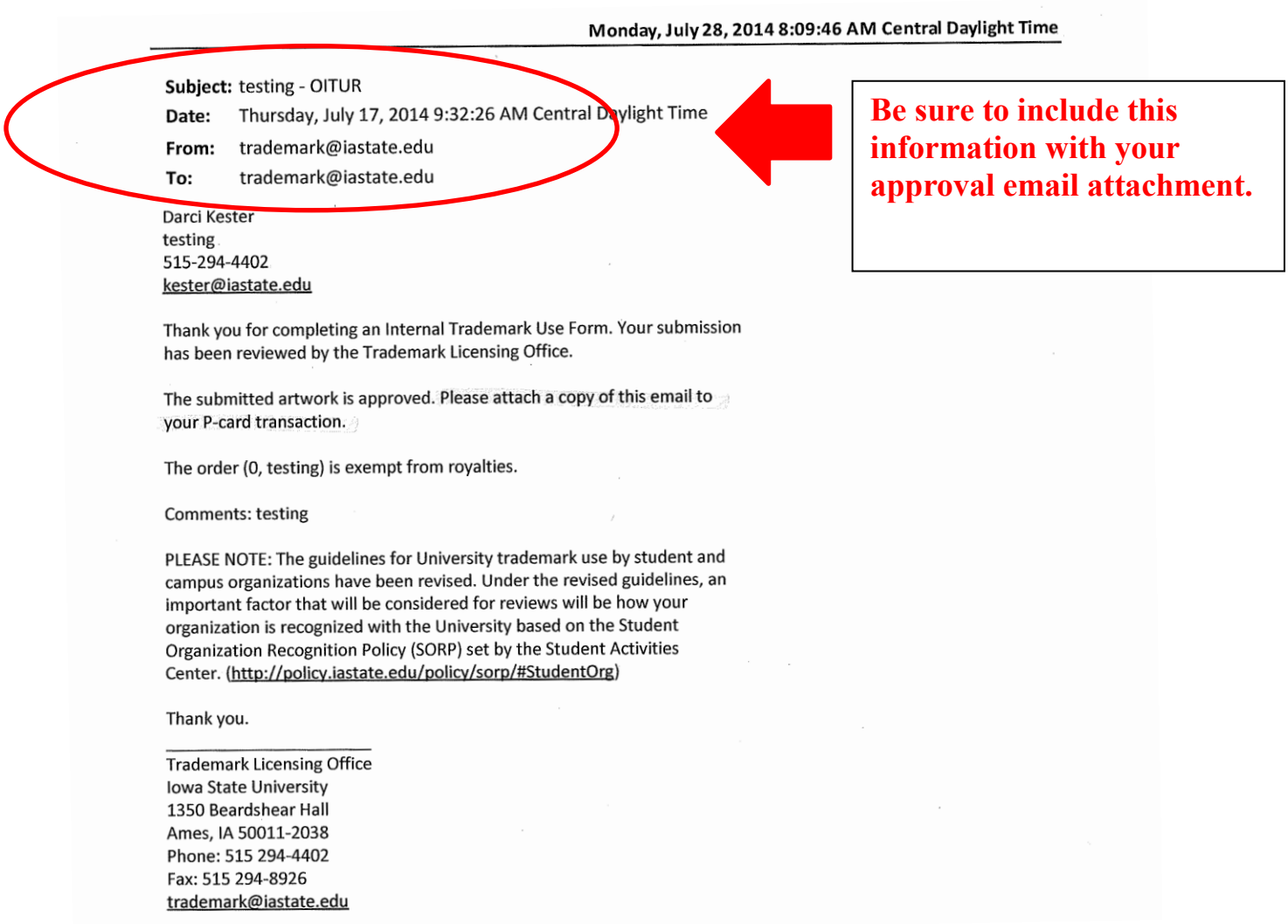
   - Itemized receipt – total number of items on receipt must match the total number of items on the trademark approval email (if needed).
   - Picture of design, graphic, artwork, print, engraving, etc. (a link to the artwork will not be accepted)

   May be needed…

   - Entire approval email from the Trademark Department including date received (if using trademarks)

NOTE: The number of items listed in the Trademark approval email needs to match the itemized receipt e.g., if the itemized receipt lists 5 shirts, the trademark approval email needs to list 5 shirts. If an additional order is made (including a reorder) or a change to the number of items is made, a new form will need to be submitted to Trademark. Every order (even an exact re-order) needs to have a new form submitted.

Trademark Approval Email Example



Monday, July 28, 2014 8:09:46 AM Central Daylight Time

Subject: testing - OITUR
Date: Thursday, July 17, 2014 9:32:26 AM Central Daylight Time
From: trademark@iastate.edu
To: trademark@iastate.edu

Darci Kester
testing
515-294-4402
kester@iastate.edu

Thank you for completing an Internal Trademark Use Form. Your submission has been reviewed by the Trademark Licensing Office.

The submitted artwork is approved. Please attach a copy of this email to your P-card transaction.

The order (0, testing) is exempt from royalties.

Comments: testing

PLEASE NOTE: The guidelines for University trademark use by student and campus organizations have been revised. Under the revised guidelines, an important factor that will be considered for reviews will be how your organization is recognized with the University based on the Student Organization Recognition Policy (SORP) set by the Student Activities Center. (http://policy.iastate.edu/policy/sorp/#StudentOrg)

Thank you.

Trademark Licensing Office
Iowa State University
1350 Beardshear Hall
Ames, IA 50011-2038
Phone: 515 294-4402
Fax: 515 294-8926
trademark@iastate.edu

If a violation occurs, the ISU Trademark Department may impose damages and fine your organization. Also, the transaction will considered "unallowable" and may be moved to the cardholder's ubill.

Please contact the Trademark Department if you have any questions about your design, graphic, artwork, print, engraving, etc. http://www.trademark.iastate.edu

3. All student organization purchases must be made with a student organization p-card whenever possible.

4. The p-card is meant to purchase items from vendors for the purpose of benefiting your student organization. Personal purchases are prohibited. All personal purchases will be moved to the

cardholder's ubill. Purchases must be made with the implied consent of both the treasurer and the advisor of the student organization.

5. Iowa State University is a sales tax exempt entity. It is the responsibility of the cardholder to ensure State of Iowa sales tax is not charged on purchases. If members of the student organization are traveling out of state, sales tax exempt information can be found on the COA homepage under the COA P-card link. : https://www.procurement.iastate.edu/additional-resources/salestax

   When you receive your p-card, you will be provided with a sleeve in which to store your p-card. Iowa State University's Sales Tax number will be listed on one side of the sleeve.

6. Purchases that are prohibited:
   - Drones (UAS), parts to build drones (UAS)
     - Note: exceptions may be possible, contact Jamie Barker
   - Alcohol
   - Controlled substances, pharmaceuticals
   - Drug paraphernalia
   - Guns and ammunition
   - Domain names (for self-hosted websites, contact the Student Engagement for more information)

   Most other purchases are acceptable. Some examples are:
   - Airline tickets
   - Rental cars
   - Hotel rooms
   - Services
   - Food, supplies, etc.

7. Gifts, gift cards, and prizes:
   - Gift cards cannot be used to reimburse individuals.
   - Gift cards must be given away as gifts. They are not to be used by student organizations to purchase merchandise.
   - Gift cards cannot be used to pay for services.
   - Gift cards and prizes must be given away within 10 days from purchase. They cannot be kept for future events.
   - Gift cards for specific retailers, such as Wal-Mart, Target, gas stations, restaurants, etc. are acceptable, but Visa/MasterCard gift cards should be avoided. These "cash-equivalency" types of cards usually come with an activation charge, or can lose value if not used within a time frame.
   - WARNING: All gift cards are reported to financial aid and may impact a student's financial aid package, so it is best to find other prizes to award! If you award a gift card

of any dollar amount, donated or purchased, we will require additional information to meet this federal requirement of reporting of gift cards.

- If the dollar amount of a gift, gift card, or prize is under $100.00, you must provide the following information along with the itemized receipt:
    - Full name (Last, First, MI) of recipient
    - Whether the recipient is a full time or permanent ISU employee
    - Whether or not the recipient is an ISU student
    - ISU ID number
    - Item that was received
    - Exact dollar amount of item received, do not round dollar amounts
    - Reason recipient received item
    - Use Prize/Gift form located on the COA homepage https://coa.studentaffairs.iastate.edu/forms

- If the dollar amount of a gift, gift card, or prize is $100.00 or greater, a W-9 form must be completed by the gift, gift card, or prize recipient. The completed W-9 form must be turned into the COA office.

  You must also provide the following information along with the itemized receipt:
    - Full name (Last, First, MI) of recipient
    - Whether the recipient is a full time or permanent ISU employee
    - Whether or not the recipient is an ISU student
    - ISU ID number
    - Item that was received
    - Exact dollar amount of item received, do not round dollar amounts
    - Reason recipient received item
    - Use Prize/Gift form located on the COA homepage https://coa.studentaffairs.iastate.edu/forms

- W-9 forms can be downloaded from the COA homepage. https://coa.studentaffairs.iastate.edu/files/documents//w9.pdf

- If a W-9 form is needed, please make sure the recipient completes, and returns, the form **before** the prize is awarded.

8. Limit increases/splitting transactions:
    - Every p-card has an individual transaction limit and a monthly limit. The monthly limit cycle goes from the 12th of the month to the 11th of the following month. All purchases made within that timeframe count toward that months limit. Limits are determined by your organization. The maximum allowed limits are $1,000/transaction (per card swipe) and $5,000/month. If your organization needs limits higher than $1,000/transaction and $5,000/month on a permanent basis, a memo/email from the organization advisor needs be sent to the Student P-card Administrator, tliven@iastate.edu, specifying what limits are needed and why.

- Do not split transactions! For example, if you are purchasing $1,200 worth of merchandise and your transaction limit is $1,000, do not split the transaction into two or more payments.

- If you are making a large dollar purchase and your p-card needs a higher limit temporarily, please have your organization treasurer fill out and submit a P-card limit Increase in Workday. https://coa.studentaffairs.iastate.edu/files/documents/2023-02/p-card-limit-increases.pdf

  NOTE: The limit increase timeframe should be for a short amount of time, but not so short the transaction doesn't have time to be processed. One to two weeks is usually ideal. The maximum time for a request is one month. Dollar amounts should be kept to a reasonable amount. Requests over $10,000 will need approval by the Student P-card Administrator. Please send an email to the Student P-card Administrator, tliven@iastate.edu, with an explanation as to why you need limit(s) over $10,000. If you receive approval attach the approval email to the p-card request in Workday.

- Plan ahead, allow two to three days for your limit(s) to be increased.

- If possible, combine multiple transactions into one transaction, e.g., hotel rooms, registrations, dues, etc.

9. Original, itemized receipts must be obtained when a purchase is made. It is the cardholder's responsibility to obtain itemized receipts. Itemized receipts must show all items purchased and the associated dollar amount of each item. If the vendor cannot provide you with an itemized receipt, ask the manager to please write down the following information on a separate sheet of paper (letterhead of vendor preferred):
   - date of purchase
   - all items purchased, the associated cost of each item, and the total purchase price
   - vendors phone number
   - managers title
   - managers printed name (first and last)
   - managers signature

   It is very likely the manager will be contacted to verify the purchase.

   The handwritten itemized receipt must be attached to the individual transaction along with the credit card receipt that was originally provided by the vendor.

   Note: invoices, packing slips, and emails may be used in place of an itemized receipt if the needed information is listed on the documentation (items purchased, dollar amounts, etc.).

   Please see the "Receipt Examples by Category" section in the online Canvas COA p-card training.

10. The cardholder must contact U.S. Bank and Campus Organizations Accounting immediately when:
    - The p-card is stolen.
    - The p-card is lost.
    - There is suspected fraudulent use.

    COA: (515) 294-6015
    U.S. Bank: 1-800-344-5696
    U.S. Bank Fraud Dept. 1-800-523-9078
    ISU Police: (515) 294-4428

    Please enter the phone numbers into your cell phone so you will have them if needed.

11. If your organization has a change in officers (cardholder, treasurer, advisor), please contact the Student P-card Administrator, tliven@iastate.edu. New officers may need to complete training. All p-card activity needs to cease until training has been completed.

12. When closing your account you can elect to call US Bank, 1-800-344-5696, and let a representative know your card needs to be cancelled or have the p-card administrator cancel your card. Your p-card will need to be taken to the COA office regardless of the cancelling method. The Student P-card Administrator will shred your p-card, confirm your account is closed with U.S. Bank, and close your file in the COA office. It is imperative your account is closed properly.

Overview/Reconciliation Process

An overview of the online reconciliation process is as follows:

1. U.S. Bank sends transaction data to ISU daily. Once the information posts to Workday, an automated email will be sent to the cardholder. NOTE: some vendors do not process transactions on a daily basis, it may take up to four days for your transaction to post to Workday.

2. The cardholder will process the transaction following the Procurement Card Verification for Campus Organizations training instructions.
   https://coa.studentaffairs.iastate.edu/files/documents/2023-02/verify-pcard-transactions.pdf
   - All W-9s, as needed, are taken to the COA office.

3. Once the cardholder has completed their part in the process the treasurer will receive an automated email. The treasurer will then process the transaction following the Procurement Card Verification for Campus Organizations training instructions.
   https://coa.studentaffairs.iastate.edu/files/documents/2023-02/verify-pcard-transactions.pdf

4. Once the treasurer has completed their part in the process the student org. advisor will receive an automated email. The advisor will then process the transaction following the Procurement Card Verification for Campus Organizations training instructions.
   https://coa.studentaffairs.iastate.edu/files/documents/2023-02/verify-pcard-transactions.pdf

5. COA office staff approves the transaction. If a transaction cannot be approved, the transaction will be sent back to the cardholder's Workday inbox so corrections can be made.

Timeline for each step in the process:

2 & 3. Cardholder and treasurer: 10 days maximum
4. Advisor: 10 days maximum
5. COA office: 10 days maximum

The day the cardholder receives the automated email is considered the "postdate" for the transaction. From that date, the transaction must be closed within 30 days.

Note: After 10 days from the transaction postdate, if the cardholder or treasurer has not performed his/her duties, any open transaction may be moved to the cardholder's ubill.

After 30 days from the transaction postdate, any unapproved transactions may be moved to the cardholder's ubill.

Failure to comply with COA p-card policies and/or the transaction processing timeline may result in the suspension of the cardholder's p-card.

Cardholder Responsibilities

The cardholder's responsibilities/duties are as follows:

1. Make a purchase for the student organization following the policies and regulations.
2. Process the transaction, including (but not limited to) verifying transaction accuracy, attaching receipt/documentation, entering Line Item Description, Memo, and assigning a Program Worktag. Note: the Spend Category should always be SC10863.

Note: After 10 days from the transaction postdate, if the cardholder or treasurer has not performed his/her duties, any open transaction may be moved to the cardholder's ubill (see Overview/Reconciliation Process).

Failure to comply with COA p-card policies and/or the transaction processing timeline may result in the suspension of the cardholder's p-card.

Treasurer Responsibilities

The treasurer's responsibilities/duties are as follows:

1. Verify transaction accuracy.
    - Student org. purpose.
    - Receipt/documents match transaction details.
    - Correct Program Worktag
2. Take completed W-9 form to the COA office if required.

Note: After 10 days from the transaction postdate, if the cardholder or treasurer has not performed his/her duties, any open transaction may be moved to the cardholder's ubill (see Overview/Reconciliation Process).

Failure to comply with COA p-card policies and/or the transaction processing timeline may result in the suspension of the cardholder's p-card.

Approver Responsibilities

Verify transaction accuracy.

Note: After 30 days from the transaction postdate, any unapproved transactions may be moved to the cardholder's ubill.

Failure to comply with COA p-card policies and/or the transaction processing timeline may result in the suspension of the cardholder's p-card.

What is an Itemized Receipt

An itemized receipt will list every item purchased along with its corresponding price.

A good way to think of an itemized receipt is this…. Anyone should be able to take your itemized receipt back to the vendor and purchase everything that you originally purchased by looking at the items on the receipt.

Online Purchasing Procedure

You may elect to purchase items online. Online purchases are very similar to point of sale transactions. However, there are a few differences to be aware of.

1. Billing address and billing phone number: Please use the address and phone number below:

Campus Org Accounting
1580J Memorial Union
Ames, IA 50014

Phone number: (515) 294-6015

2. Shipping address: Please ship your merchandise to a location different than the billing address.

3. Itemized Receipts: Itemized receipts will need to be attached to each individual transaction. In many cases, vendors will send confirmation emails. A confirmation email is acceptable as long as it contains the following information:

a. Company Name

b. Itemized purchase description
c. Cost per item and total cost of the order

A screenshot of a confirmed order will also work as long it contains the information above.

Packing slips are usually unacceptable; most of the time they lack the necessary information.

How to Return Merchandise

If you need to return merchandise, please follow the instructions below.

1. Many times vendors will keep original receipts when you return merchandise. Therefore, copy the itemized receipt from the original purchase before returning the merchandise. This way you will have a receipt to attach to the original purchase.
2. Return the merchandise and have the vendor credit your p-card. DO NOT accept cash. Make sure to get a credit receipt so you can attach it to the credit transaction. Note: A credit transaction will post to Workday with a parenthesis around the dollar amount.

If, for some reason, there has been a failure to comply with the above instructions, email the Student P-card Administrator for further instructions.

Reimbursement Procedure

If a transaction charge has been moved to your ubill, and you wish to be reimbursed, please follow the steps below.

1. Pay your ubill (you don't need to pay it in full, just the transaction amount). You may also elect to make multiple, smaller payments if the transaction amount is too large to pay off at one time.
2. Have your treasurer submit a Create Miscellaneous Payment Request in Workday and include:
    a. Original charge on your ubill
    b. Proof you have paid your ubill
    c. The original itemized receipt, W-9's, artwork, etc.

If you no longer have the itemized receipt you will need to contact the vendor and get a duplicate itemized receipt.

More detailed information on the Create Miscellaneous Payment Request process can be found by following the link below. https://coa.studentaffairs.iastate.edu/workday-resources

Amazon Sales Tax Reimbursement Information

The COA office may be able to help with tax charged from Amazon.com, however Amazon will only refund when Amazon is the seller and shipper of the items purchased. Third-party tax refunds comes at the seller's discretion.

The COA office can only provide help when the order is made through the COA office and other options are not available, please contact cfila@iastate.edu when planning to make a purchase.

Sales Tax Exempt Information

Iowa State University (ISU), as a state educational institution, is exempt from paying state sales tax or local option sales tax on goods or services purchased in the state of Iowa. Payment of state excise tax and hotel/motel taxes are still required. In most cases, the tax exempt number listed on the card sleeve you received will be used by vendors.

If a vendor within the state of Iowa is asking for more information, you may need to contact the COA office for help with an Iowa Sales Tax Exempt Certificate. Please utilize the request form found on the COA forms page to request a Sales Tax Exempt Certificate. https://coa.studentaffairs.iastate.edu/forms

For all other states, please consult the list provided by Procurement services here: https://www.procurement.iastate.edu/additional-resources/salestax

EMV Chip Card

All procurement cards will now be issued with an embedded EMV chip. EMV chips are being used by the credit card industry to enhance fraud protection. Using your EMV chip card is very similar to how you currently use your non-EMV chip card (see instructions below).

Here's a quick look at some FAQs and how to use your new card:

WHAT MAKES AN EMV CHIP CARD DIFFERENT?

Chip technology adds a layer of data security that combats counterfeit fraud and protects your card information when used with chip-enabled card readers.

HOW DOES IT WORK?

Your card includes an embedded microprocessor (the EMV chip) that stores encoded account data. To ensure compatibility with all card terminals, it also features a magnetic stripe on the back.

- EMV Chip Validation: At EMV chip-enabled merchants, you will insert your card into the terminal and provide a signature to complete the transaction. On rare occasions, you may be prompted to provide your Personal Identification Number (PIN) instead of your signature.
- Magnetic Stripe Validation: If a merchant doesn't have chip-enabled point-of-sale devices, you can swipe your card to make your purchase.

PIN Information

During the activation of your procurement card, you will be prompted to select a 4-digit Personal Identification Number (PIN).

In most situations a PIN number will not be required. However, you may need your PIN number if you are using your procurement card at an unattended point of sale system or traveling abroad.

PIN numbers will not give you access to cash withdrawals.

Changing your PIN

Upon activating your p-card, you are given the option to assign a PIN of your choice. Should you wish to, you may also change your PIN by following the directions below.

Simply call the Customer Service number on the back of your card, enter your account number, and validate your identity, then:

- **Select Option 2** for PIN Options
- **Select Option 5** for "Change PIN" or "Request Copy of PIN"
- **Select Option 1** to Change PIN
- **Enter Current PIN**
- **Enter New PIN**

Once the PIN is changed, it may take up to two card transactions for the PIN to be updated.
If you forget your PIN, contact Customer Service to request a PIN reminder.

FAQ

Is my procurement card a credit card or debit card?

- Your p-card is a credit card. You may not receive cash advances through the card.

How do I apply for a COA P-card?

- Please follow the following link for detailed information on the process (Campus Organizations P-Cards section).
  https://coa.studentaffairs.iastate.edu/workday-resources

What is an itemized receipt?

- Please refer to the online training "What is an itemized receipt" section.

I forgot to get an itemized receipt, what do I do?

- If you forgot to get an itemized receipt, you need to return to the vendor and get a duplicate itemized receipt. Most vendors are happy to help.

I lost my itemized receipt, now what?

- If you lost an itemized receipt, you need to return to the vendor and get a duplicate itemized receipt. Most vendors are happy to help.

What do I do if the Vendor can't print an itemized receipt?

- There may be times when the vendor you are working with cannot provide you with an itemized receipt. If this happens, ask the manager to please write down the following information on a separate sheet of paper (letterhead of vendor preferred):
    - date of purchase
    - all items purchased, the associated cost of each item, and the total purchase price
    - vendors phone number
    - managers title
    - managers printed name (first and last)
    - managers signature

  It is very likely the manager will be contact to verify the purchase.

  The handwritten itemized receipt must be attached to the individual transaction along with the credit card receipt that was originally provided by the vendor.

I forgot to have the vendor remove the sales tax. Can it still be removed?

- In most cases, you can receive a credit for the sales tax. Have the vendor credit your p-card. If the vendor will only give you cash, you must fill out a deposit slip and deposit the money into your organizations account.

I'm only getting an item engraved; do I need to work with a licensed vendor?

- You need to work with a licensed vendor only if the engraving has Iowa State University owned trademarks.

Can I make a purchase online?

- Please refer to the online training "Online Purchase Procedure" section.

Can I tip a delivery driver or a waiter/waitress at a restaurant?

- Yes, you may. Write down the tip amount on the itemized receipt before scanning and attaching it to the transaction. If the tip is paid in cash, do not write the tip amount on the itemized receipt.

Can I scan all of my receipts into one file and then attach that one file to every transaction?

- No, you may not.

Does the receipt amount have to match the transaction amount?

- Yes, if the amounts do not match, please send the COA Student P-Card Administrator an email explaining the discrepancy.

Can I pay multiple invoices with one transaction if the invoices are from the same vendor?

- Yes, you may. In fact, it is encouraged.

How do I know if a refund (credit) has been placed on my p-card?

- A refund (credit) will post to Workday with a parenthesis around the dollar amount.

My p-card has stopped working, why?

- Possible reasons:
    - You have exceeded your monthly limit
    - You have exceeded your transaction limit
    - Your p-card has a hold on it because of possible fraudulent activity
    - Your p-card has been canceled

Can I increase my credit limit?

- Yes. Have your organizations treasurer fill out and submit a p-card limit increase in Workday.

What happens if a restricted or unallowable item has been purchased with the p-card?

- The charge will be moved to the cardholder's ubill.

Can anyone from my organization obtain a p-card?

- No. Only registered students who hold an office position in the organization may have a p-card.

Can a cardholder use their p-card to pay for hotel rooms even if he/she won't be present at the hotel?

- Yes, this is allowed at most hotels. Contact the hotel and ask what their procedures are.

The gas station doesn't have an attendant and the pump printer is out of paper, how can I get an itemized receipt?

- If the gas station doesn't have an attendant, the pump is out of paper, it's in the middle of the night, etc. take a picture of the pump showing the price per gallon and total gallons and dollar amount.

Can my advisor use his/her departmental p-card to make club purchases?

- No, departmental cards cannot be used.

Can I use my p-card at Sam's Club?

- Yes. **Note**: the COA office has a Sam's Club membership for student organizations. If you need to utilize the Campus Organizations membership, which is also tax exempt, please fill out the "Sam's Club Membership Request" form on the COA website: https://coa.studentaffairs.iastate.edu/forms

My receipt is very long. What can I do?

- It is acceptable to cut receipts into sections if needed (or take multiple pictures). If using multiple sections/pictures, be sure there is some overlap on each section (last item or two on

one section should be visible on the next section). Overlap is needed to verify a section of the receipt isn't missing.