

Iowa State University  
Campus Organizations Accounting Office  
1580J Memorial Union  
(515) 294-1633  
coa@iastate.edu

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## **Student Organization Procurement Card Program**

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## Table of Contents

Introduction .....	4
P-card Activation.....	4
Policies and Regulations.....	5
Overview/Reconciliation Process .....	10
Cardholder Responsibilities.....	11
Treasurer Responsibilities .....	11
Approver Responsibilities .....	11
Trademark Database Information .....	12
Database Searches .....	12
Search by vendor: .....	12
Search by product: .....	13
What is an Itemized Receipt.....	14
Online Purchasing Procedure .....	14
How to Return Merchandise.....	15
Reimbursement Procedure.....	15
Amazon Sales Tax Reimbursement Information.....	15
Sales Tax Exempt Information .....	16
EMV Chip Card.....	16
PIN Information.....	17
Changing your PIN.....	17
To access Workday training for procurement card verification for Campus Organizations through Learn@ISU.....	17
FAQ .....	19
Is my procurement card a credit card or debit card?.....	19
How do I apply for a COA P-card? .....	19
What is an itemized receipt?.....	19
I forgot to get an itemized receipt, what do I do? .....	19
I lost my itemized receipt, now what? .....	19
What do I do if the Vendor can't print an itemized receipt?.....	19
I forgot to have the vendor remove the sales tax. Can it still be removed? .....	20
I'm only getting an item engraved; do I need to work with a licensed vendor? .....	20
Can I make a purchase online? .....	20
Can I tip a delivery driver or a waiter/waitress at a restaurant?.....	20
Can I scan all of my receipts into one file and then attach that one file to every transaction .....	20
Does the receipt amount have to match the transaction amount? .....	20
Can I pay multiple invoices with one transaction if the invoices are from the same vendor? .....	20

How do I know if a refund (credit) has been placed on my p-card? .....	20
My p-card has stopped working, why? .....	20
Can I increase my credit limit? .....	20
What happens if a restricted or unallowable item has been purchased with the P-card? .....	21
Can anyone from my organization obtain a p-card? .....	21
Can a cardholder use their p-card to pay for hotel rooms even if he/she won't be present at the hotel? .....	21
The gas station doesn't have an attendant and the pump printer is out of paper, how can I get an itemized receipt? .....	21
Can my advisor use his/her departmental p-card to make club purchases? .....	21
Can I use my p-card at Sam's Club?.....	21
My receipt is very long. What can I do? .....	21

## 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](mailto:tliven@iastate.edu)

For all non p-card questions, please contact the COA front desk:  
(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 will 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](mailto: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>

### 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 used).
- 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](mailto: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](mailto:trademark@iastate.edu)

**Be sure to include this information with your approval email attachment.**

If a violation occurs, the ISU Trademark Department may impose damages and fine your organization. Also, the transaction will be 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.
  - 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
    - 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 under Forms or COA p-card
- 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 taken to the COA office; **do not scan and attach W-9 forms to transactions.**

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
  - 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 under Forms or COA p-card
- 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 12<sup>th</sup> of the month to the 11<sup>th</sup> 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](mailto: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](mailto: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.

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
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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](mailto: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, please call US Bank and let a representative know your card needs to be cancelled. After calling US Bank please take your p-card to the COA office. 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 will send transaction data to ISU daily. Once the information posts to Workday, an automated email will be sent to the cardholder.
2. The cardholder will process the transaction following the Procurement Card Verification for Campus Organizations training instructions. The training can be found at Learn@ISU, link below.  
<https://training.ehs.iastate.edu/lowaSU/site/>
  - See job aid “Accessing Training through Learn@ISU”, page 17 of this manual
  - 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. The training can be found at Learn@ISU, link below.
  - <https://training.ehs.iastate.edu/lowaSU/site/>
  - See job aid “Accessing Training through Learn@ISU”, page 17 of this manual
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. The training can be found at Learn@ISU, link below.
  - <https://training.ehs.iastate.edu/lowaSU/site/>
  - See job aid “Accessing Training through Learn@ISU”, page 17 of this manual
5. COA office staff approves the transaction.

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. See Learn@ISU training for full instructions.

**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. See Learn@ISU training for full instructions.
  - 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. See Learn@ISU training for full instructions.

**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.**

## Trademark Database Information

A link to trademark information is available on the Campus Organizations Accounting (COA) homepage.  
<https://coa.studentaffairs.iastate.edu/>

Follow the steps below to access the trademark database.

1. Go to the COA homepage
2. Click Trademark Info
3. Click Trademark Database
4. Click ISU Web Licensees
5. Sign in under the Guest Account, no account name or password is needed

## Database Searches

### Search by vendor:

1. Click Search
2. Enter Business Name
3. Click Perform Find
4. Check the results

The screenshot shows the Iowa State University Trademark Licensing Office search page. The page has a red header with the university name and logo. Below the header, there is a 'Welcome!' message and a brief description of the database. The search interface includes several fields and buttons:

- Step 1:** A 'Search' button is circled in red and labeled with the number '1'.
- Step 2:** A text input field for 'business name' is circled in red and labeled with the number '2'.
- Step 3:** A 'Perform Find' button is circled in red and labeled with the number '3'.
- Step 4:** A 'Perform Find & Sort' button is circled in red and labeled with the number '4'.

Other elements on the page include a sidebar with navigation options, a 'Current' checkbox, and a table of results with a 'DBA, AKA, Label, or Manufacturer' column. The table has several rows, but they are mostly empty.

**Note:** The business name must match what is in the database. Therefore, you may have to try variations of the company name.

If the vendor you are searching is not licensed, a pop-up box occurs (see example below).

The screenshot shows a pop-up box with the following text:

No Records Found:

No records were found in the database "ISU\_Web\_Licensees" for the find you specified. Modify your find criteria and try again.

At the bottom right of the box is an 'OK' button.

## Search by product:

1. Click Search
2. Enter Product Description
3. Click Perform Find & Sort
4. A list of ISU Trademark Licensed Vendors will open
5. Click Return to Main Screen to perform another search

**IOWA STATE UNIVERSITY**  
Trademark Licensing Office  
**Welcome!**

The Trademark Licensing Office offers a searchable database of licensed vendors. If you are looking for a T-shirt or mug for your unit or organization, let us help you get started in finding an officially licensed vendor. You may conduct searches ("find" or "queries") for licensed vendors or licensed products using the fields below. If you know the vendor's name, use the "business" field. If you are looking for a specific product, use the "product" field. Predetermined lists are also available. Follow the easy steps below but if you need assistance, call the Trademark Licensing Office at 294-4402 or send an email to trademark@iastate.edu.

Step 1. Select the search button:

Step 2. Enter a **business name** in this field:

**OR**

Step 2. Enter a **product type** in this field:

**OR (for our internal units and organizations)**

Another alternative is to use one of our predetermined lists. If you are looking for a list of licensees that regularly work with our internal units and organizations, this is the section for you. If you are looking for clothing, check the "Screenprinter" box. Licensees in this list can produce both screened and embroidery clothing. If you are looking for an advertising specialty item such as pens, mugs, water bottles or anything non-apparel, check the "Advertising Specialty" box. Vendors licensed to produce banners and signs can be found by checking the "Banner/Sign" box.

Screenprinter  Advertising Specialties  Banner/Sign

Need a list of all of our "Current" licensees? We have this list available, too. Check the "Current" box below and you'll get a list of all 600 plus licensees.

Current

Step 3. After entering your search selection above, click the "Perform Find & Sort" button:

(Your records will also be sorted and go to a results page)

**DBA, AKA, Label, or Manufacturer**  
Sometimes a licensee has different names. This list is all the cross referenced names used by this licensee.  
Cross References for:


**5**

## Search Results

Iowa State University Trademark Licensed Vendors  
Not getting the results you're looking for? Contact the Trademark Licensing Office at trademark@iastate.edu or 515-294-4402 and we'll assist you.

**Branding Impressions**

<b>License Contact:</b> Ms. Ginger Wiebers 1190 190th Rd Boone, IA 50036 515-298-4409 ginger@brandingimpressions.net	<b>Sales Contact:</b> Ms. Ginger Wiebers 1190 190th Rd Boone, IA 50036 515-298-4409 ginger@brandingimpressions.net
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**Product Description:**  
cooler tote, padfolio, travel mug, sports bottle, pen, tube containing a golf ball and tees

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**Brax Ltd.**

<b>License Contact:</b> Mr. Peter Hechter 2002 Eastwood Road Suite 202 Wilmington, NC 28403 910-509-9292 peterh@braxltd.com	<b>Sales Contact:</b> Mr. Peter Hechter 2002 Eastwood Road Suite 202 Wilmington, NC 28403 910-509-9292 Fax: 910-509-8293
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**Product Description:**  
Hightshirt (pajamas), Youth Fleece, Shirts, Onesie Infant Wear (0-2T), T-Shirt Infant Wear (0-2T), Bowers, Fleece, Polo Shirt, T-Shirts  
Mug, Mouse Pad, Tote Bag, Apron, Coasters, Glass Drinkware, Bib

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**BSI Products**

<b>License Contact:</b> Mr. Scott Robinson 9510 Berger Road Columbia, MD 21046 800-381-6268 or Fax: 410-995-8268 scott@bsiproducts.com www.bsiproducts.com	<b>Sales Contact:</b> Mr. Scott Robinson 9510 Berger Road Columbia, MD 21046 800-381-6268 or Fax: 410-995-8268 scott@bsiproducts.com
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**Product Description:**  
3x5 Reg. 20x40 banner, 3 in 1 car flag, frost mug, helmet sound effect key chain, head rest cover, balloon spinner

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**Classic Products Corp.**

<b>License Contact:</b>	<b>Sales Contact:</b>
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**Note:** The product description must match what is in the database. Therefore, you may have to try variations of the product description.

## **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.

## **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)
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/files/documents//Using%20My%20Requests%20%281%29.pdf>

## Amazon Sales Tax Reimbursement Information

As of 1/1/2017 Amazon is charging Sales Tax on some purchases

Please follow the instructions below to obtain a sales tax refund.

If sales tax was charged on your Amazon purchase please provide the COA manager, Jamie Barker ([jlrb@iastate.edu](mailto:jlrb@iastate.edu)), with the following information:

- Name of the p-card holder
- Email that was used to place the order with Amazon
- Invoice that shows the sales tax charged to the p-card

This is only for purchases where Amazon is the seller. If you make a purchase on Amazon through a third-party (Marketplace) seller, the tax reimbursement is at the seller's discretion.

## 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 send invoices, requests from vendors, or as much information as possible to [jlr@iastate.edu](mailto:jlr@iastate.edu). Only requests for the state of Iowa will be reviewed.

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.



**1** Insert Card  
Instead of swiping.



**2** Leave the Card  
in the Terminal



**3** Verify Your  
Transaction



**4** Remove  
Your Card



## 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.

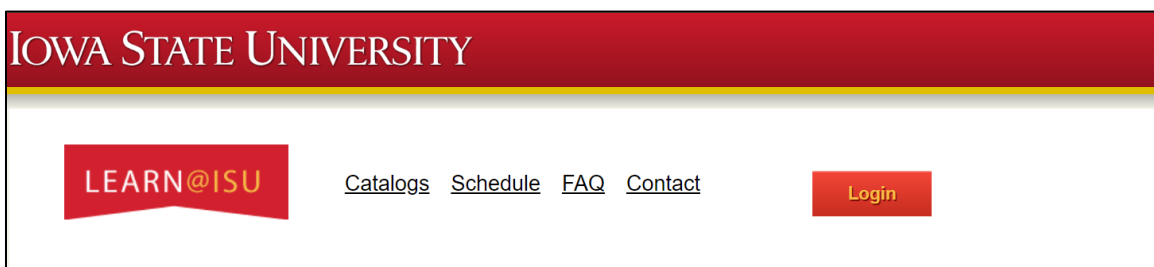
Simply call the Customer Service number on the back of your card, enter your account number, and validate your identity, then:

- **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.

## To access Workday training for procurement card verification for Campus Organizations through Learn@ISU....

1. Navigate to [learn.iastate.edu](http://learn.iastate.edu) and log in with your Net-ID
  - a. You may need to authenticate with Okta



2. Search using the **Keyword** field, by entering:
  - a. The course title (or part of it): 'Procurement Card Verification for Campus Organizations', or


b. The course ID: WKC-TRN-FIN-PCARDCO-ON

The screenshot shows the top navigation bar of the Iowa State University website with the university name in a red header. Below the header is a dark grey navigation menu with links for Home, My Menu, Course Catalog, Schedule, and Manager Main Menu. A search bar is prominently displayed with a magnifying glass icon and the text 'Search Course Catalog'. Below the search bar, there are two input fields: 'Catalog' with a dropdown menu currently set to 'All Catalogs', and 'Keyword' with an empty text box. To the right of the keyword field are two buttons: 'Reset' and 'Search'.

3. The course should appear within the **WorkCyte Finance System Training**, select **Launch**
4. Once the course is complete, it should appear in a status of **Finished – Pass** on the right-hand side of the Learn@ISU homepage under 'My Learning Tracks'

The screenshot shows the search results page on the Iowa State University Course Catalog. The search term 'Procurement Card Veri' has been entered, and the results are displayed in a table. The table has three columns: 'Course Title', 'Delivery', and 'Action'. The first result is 'WorkCyte Finance System Training', which is a folder icon. The second result is 'Procurement Card Verification for Campus Organizations', which is a text link. The delivery method for this course is 'On-Line courses', and there is a 'Launch' button next to it.

Course Title	Delivery	Action
WorkCyte Finance System Training		
<a href="#">Procurement Card Verification for Campus Organizations</a>	On-Line courses	<a href="#">Launch</a>

My Learning Tracks				
Track	Assigned	Completed	Status	Certificate
Completed training (2 or less)				
Course Title		Status	Status Date	Action Certificate
Year Ending: 12/31/2019				
<a href="#">Procurement Card Verification for Campus Organizations</a>		Finished - Pass	06/19/2019 	<a href="#">Print</a> <a href="#">Email</a>

## 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.  
<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.

### **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. Please stop by the COA office for further details, or email [coa@iastate.edu](mailto:coa@iastate.edu).

**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.