

### Sign Out Log:

You **must** sign out the card on your department's sign-in/out log.

### Michigan Sales Tax Exemption

Notify the merchant that GVSU is Michigan sales tax exempt and give them a copy of GVSU's exemption certificate. Contact your card staff person or Procurement Services x12280 for a copy. If the merchant requests an exemption number, give them our old number printed at the top of the certificate. If online merchants do not provide a means to claim exemption, contact them to see if they will re-run the transaction without the tax.

### PIN Number

Some physical merchants will require a PIN number instead of a signature. Ask your staff responsible for the card for the PIN. **The first time you use your card at a merchant that requires a PIN, your PIN may not be accepted the first time. You may need re-insert card and enter the PIN more than one time.**

### Billing Address

If a merchant asks for a billing address, use 2015 JHZ, 1 Campus Dr., Allendale 49401.

### Restricted Merchants & Purchases

Personal purchases, hotel, car rental, airfare, restaurants, gift cards/certificates, office furniture, equipment supported by GVSU, alcoholic beverages. **See additional restrictions other side.**

Splitting purchases into multiple transactions to avoid the per transaction spending limit is prohibited.

Product being delivered must be shipped to a GVSU address.

### Spending Limits

Do **not** have the merchant split a transaction into two smaller transactions in order to exceed your per transaction limit.

### Declines

If your card declines, contact Procurement Services 616/331-2280 or below contacts to determine the reason and fix it.

### Receipts

You **must** retain receipts for your records and give them to the staff responsible for the card. If receipts do not provide clear information on what was purchased, handwrite a note to clarify.

If you are missing a receipt and cannot get it after the fact, complete the [missing receipt form](#). Have your supervisor sign the form and give to your staff responsible for the card.

### Business Purpose

You **must** state the business purpose for each transaction on the receipt or to the staff responsible for the card. Refer to the Business Purpose Quick Guide.

### Lost or Stolen Card

Call one of the following numbers immediately to report a lost, stolen, or compromised card.

GVSU Procurement Svcs	616/331-2280
Fifth Third Bank	800-488-6773
Mastercard	800/MC-ASSIST [800-622-7747]

### Questions:

Heather White	616/331-3058	whitheat@gvsu.edu
Kip Smalligan	616/331-3211	smalligk@gvsu.edu
Aaron Caccamo	616/331-3436	caccamo@gvsu.edu
Tonya Valencia	616/331-2257	perezva@gvsu.edu

**Purchasing Card Restricted Purchases include:**

Card is for business use only; NO personal purchases.

Alcoholic beverages

Ammunition and Firearms

Animals

Automobiles and other road-vehicles

Cash advances, traveler checks, wire transfers, money orders

Cellular phones, smart phones, pagers, two-way radios

Computer hardware, software, and accessories. audio-visual equipment (check with GVSU

Technology Supply x12130)

Copier Machines

Services performed by an individual

Employment and temporary staffing services

Entertainment (movie theaters, amusement parks, bowling, museums, etc)

Furniture

Gift Cards and Gift Certificates

Travel Expenses (including restaurants, hotels, airfare, car rental)

University logo stationery, envelopes, unauthorized business cards