22.3 University of Nebraska – Lincoln (Continued):

The Purchasing Card program is guided by doing what is in UNL's best interests as we pursue our mission of teaching, research, and service. This requires achieving an appropriate balance among providing an efficient and effective service to cardholders, minimizing the administrative burden of the program on University resources, and reasonably limiting the risk of error or inappropriate activity given the circumstances of UNL's operations.

22.3.4 Authority over Purchasing Cards (see “Policy” Section 3)

The Vice Chancellor for Business and Finance has delegated authority for the Purchasing Card Program to the Assistant Vice Chancellor – Financial Services.

22.3.5 Purchasing Card Limits (see “Procedures” Section 3)

Purchasing card limits (i.e., individual transaction or monthly total) may be adjusted temporarily or permanently. Individuals able to request limit changes include the Department Head/Chair and the Approving Official. In rare instances, where a business need exists, a single purchase exceeding $4,999 may be allowed only if approval has been granted, in advance, in writing from the Division of Business and Finance. Requests should be submitted in writing to the Manager of Card Programs, Jenny Schnase, at jschnase2@unl.edu.

22.3.6 Purchasing Card Utilization (see “Procedures” Section 4)

UNL reviews open accounts at least semi-annually and closes those with insufficient activity to maintain. The risk of error with inactive or low activity accounts is higher than with active accounts because the processes and limitations are not applied often enough to recall with a high degree of certainty. If the business needs of a former cardholder change such that sufficient purchasing card activity will be incurred, a new card may be obtained at the completion of training. Units with multiple cardholders are encouraged to consolidate purchasing to fewer persons with higher volumes. E-mail notification of cancelation will be sent to the cardholder. One example of insufficient activity is no purchases in three to six months.

22.3.7 Prohibited Purchases (see “Procedures” Section 13k)

Hazardous Materials

Use of certain potentially hazardous materials is a necessity for some departments at UNL. Allowable materials are those that a retail outlet normally makes available as a consumer commodity. These include, but are not limited to, items such as

- gas and fuel for non-licensed vehicles only
- sand
- cooking oils and greases
- propane cylinders and aerosols
- paints and solvents
• automotive, equipment and machinery lubricants and fluids (i.e. motor oil, grease, hydraulics, antifreeze, coolants)
• unrestricted pesticides
• mercury-containing items (i.e. thermometers, switches, fluorescent light bulbs)
• electronics (i.e. computers/accessories, televisions, desk and cell phones, calculators, flashlights, printers, fax machines, clocks, audio/visual equipment, smoke detectors)
• batteries
• fertilizers, except ammonium nitrate fertilizers with a nitrogen content of 23% or greater
• janitorial/maintenance cleaning agents
• refrigerant-containing appliances (i.e. refrigerator, air conditioner, dehumidifier)
• over-the-counter veterinary and human first-aid supplies

22.3.8 Procedures for Violations of the Purchasing Card Policy (see “Procedures” Section 14)

Two violations of purchasing card policies within a calendar year will result in the termination of purchasing card privileges.

22.3.9 Purchasing Card Exceptions (see “Procedures” Section 15)

Policy exceptions may be granted temporarily or permanently. Individuals able to request policy exceptions include the Department Head/Chair and the Approving Official. Requests should be submitted in writing to the Assistant Vice Chancellor – Financial Services, Marc Chauche, at mchauche2@unl.edu.

22.3.10 Purpose for Merchant Category Codes (see “Procedures” Section 16)

Changes to Merchant Category Codes may be temporary or permanent. Individuals able to request a Merchant Category Code change include the Department Head/Chair and the Approving Official. The request should be addressed to the Manager of Card Programs, Jenny Schnase, at jschnase2@unl.edu. One example of a change in a MCC is “opening” MCC 8062, Hospitals, which is normally restricted, for a health center employee wanting to register for a medical conference hosted by a hospital.

22.3.11 Sales Tax (see “Procedures” Section 19 & “Campus Specific Provision” 23.3.3)

The University is exempt from paying sales tax in Nebraska and other states (i.e., Florida, Illinois, Kansas, Missouri, North Dakota and Texas). A cardholder should seek recovery of improper sales tax charges from these states, regardless of amount, as soon as possible.

22.3.12 Contact Information (see “Procedures” Section 21)

Cardholders should report a lost/stolen card or disputed item to UMB at 1-800-821-5184.

An additional Lincoln campus contact is Jenny Schnase, Manager of Card Programs, at 402-472-3152.