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Overview

Procurement and Contract Services has developed an Equipment Procurement Card which may be used for Equipment purchases. The Equipment Card (E-Card) purpose is to replace the traditional purchasing method of requisition, purchase order, delivery, invoicing, check disbursement, and storage. The efficiency and flexibility of the Ecard allow Faculty and Staff to better focus on the value-added aspects of their jobs. The savings from reduced paperwork and online processing provides a direct benefit to the department's bottom line.

This User Guide will provide the user with the Policies and Procedures necessary to remain in compliance with university policy as well as State Purchasing Law.

Equipment Definition

Property (Equipment) is defined as all furniture, vehicles, equipment, and other State Property having a useful life expectancy of at least one year and a cost of \$1,000 or more. All items under \$1,000 in value are not required to be placed in inventory excluding specialty items. The Equipment Exception List may be found at [Equipment Items and Exceptions](#)

USM's "micro-purchase" threshold will be \$5,000 and below, i.e., multiple quotes are not required, and the "simplified acquisitions" threshold will be between \$5,000.01 and \$75,000, i.e., where informal quotes are solicited. And generally, purchases above \$75,000 will involve solicitations that are advertised and received as sealed bids or are sole-sourced if only one source of supply exists. You must verify if the equipment is on a current state contract (where quotes or bids are not generally required). Procurement buyers are available to assist with verifying those state contracts. Lastly, verify if the vendor will accept an E-Card payment (without processing fees).

Please understand that ALL donated and purchased equipment (regardless of state auditor guidelines) is PROPERTY of the University of Southern Mississippi. Contact Property Control for equipment that must be tagged and inventoried.

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Equipment Card	Items that will be tagged as property
Procurement Card	Items that do not require tagging

If you are unsure whether an item is considered equipment, please contact Procurement and Contracts or Receiving and Property Control for verification of Equipment status.

There will be a default account code (606498) and budget string (Dean's Budget Failure Default) assigned as default to the Equipment Card. When completing your reconciliation in Soarfin, you will be required to change the equipment account code and budget string to reflect the specific item purchased.

Office of Research Administration Approval

The Equipment Card may be utilized for purchases on grant funds. Careful judgment must be exercised before you purchase using grant funds. You must clearly understand what constitutes an allowable charge to your sponsored project.

: Sponsored Project is a grant, contract, or other arrangement formalizing the transfer of money from a sponsor to the university with the intent to either carry out a public purpose or provide a direct benefit for the sponsor.

Checklist:

- *Purchases are permitted provided that the item purchased is an allowable charge to the project.
- Must meet the terms and conditions of the award.
- Departments should include in reconciliation comments the purpose and direct benefit of E-Card purchases to the sponsored project.
- The restricted sponsor fund cannot be used as a clearing account for card purchases.
- The account code assigned to the purchase must accurately describe the expenditure.
- The invoice date must be within the period of performance.

Please refer to the Office of Research Administration (

The PCard has a transaction limit of \$5,000.00 to prevent purchases that require a purchase order. The E-

4. APPLIANCES (AIR CONDITIONERS, REFRIGERATORS, MICROWAVES, ETC...)

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608221	Vehicles Over \$5000
608231	Farm Equip Over \$5000
608241	Medical Equip Over \$5000
608251	Data Proc Equip Over \$5000
608255	Lease-Purchase - Equip
608261	Radio & Tele Equip Over \$5000
608271	Scientific Equip Over \$5000

If you are unsure of the specific account code, please contact Procurement and Contracts Services.

Reconciliation

The steps required for reconciling the Equipment Card are relatively the same as the steps for the Procurement card. Transactions for both cards will appear under the Reconcile Statement. Equipment transactions are identified by the card issuer field as . Procurement card transactions are identified by the card issuer field as .

Do I need buyer approval to use the ECard?

No, if you have reviewed the policies and inventory list for the item you are purchasing if

