

University of Southern Mississippi



Equipment Card Quick Guide

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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 efficiencies 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 on 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 \$50,000, i.e., where informal quotes are solicited. And generally, purchases above \$50,000 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.

Application Process

The application for the Equipment Procurement Card may be found on the Procurement and Contracts website. The application process is identical to the Procurement Card application process that includes training, review of policies and procedures along with signed cardholder agreement. Signature authority (Next higher budget authority for your department) signature is required on several documents.

The E-Card can ONLY be used for Equipment Purchases. Non- equipment items directly related to the equipment purchase are allowable. For all other non-equipment purchases, please use the procurement card.

What card do I use????	
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 particular sponsored project.

Definition: 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 (ORA) website to consult with an Accountant on the determination if your purchase is allowable for the grant you have chosen. In the event ORA deems your purchase is not allowed, the expense must be moved to another budget or risk being moved to your Dean’s default budget.

How to Buy

The PCard has a transaction limit of \$5,000.00 to prevent purchases that require a purchase order. The E-Card should be the first and primary method of payment for equipment purchases (under or over \$5K).

Ensure all items are purchased in one transaction. If the purchase contains items that are purchased separately and are not items that would be tagged, the remaining non-tagable items should be purchased with the Pcard.

Example: Laptop and docking station with wireless keyboard and mouse. If Keyboard and mouse purchase separately later, they should be purchased with the P-Card, not the E-Card.

EQUIPMENT THAT MUST BE TAGGED AND INVENTORIED

Please understand that **ALL** donated and purchased equipment (regardless of state auditor guidelines) is PROPERTY of the University of Southern Mississippi.

The following list and/or dollar threshold are subject to change. If you have any questions about whether an item would be considered inventory equipment, please contact Purchasing of Property Accounting **X66137**.

A. Equipment with a cost of \$1000 or More

B. EXCEPTIONS to the \$1000 rule (ALL considered inventory must be tagged):

1. WEAPONS
2. CAMERAS and CAMERA EQUIPMENT WITH A COST OF **\$250 or More**
3. TWO WAY RADIO EQUIPMENT
4. TELEVISIONS WITH A COST OF **\$250 or More**
5. LAWN MAINTENANCE EQUIPMENT
6. CELLULAR TELEPHONES
7. MAJOR COMPUTER COMPONENTS:
 - PRINTERS AND MULTI-PURPOSE MACHINES WITH A COST OF **\$250 or More**
 - HARD DRIVES
 - CPU's
8. IPODS WITH A COST OF **\$250 OR MORE**
9. CHAINSAWS
10. AIR COMPRESSORS
11. WELDING MACHINES
12. GENERATORS
13. MOTORIZED VEHICLES
14. DRONES WITH A COST OF **\$250 OR MORE**

C. Former Exception Items Now Only Subject to the \$1000 Rule:

1. RECORDERS
2. MP3 PLAYERS
3. TYPEWRITERS
4. APPLIANCES (AIR CONDITIONERS, REFRIGERATORS, MICROWAVES, ETC...)
5. VCR'S
6. STERLING SILVER
7. SCANNERS
8. DICTATING EQUIPMENT
9. ANTIQUES
10. MODEMS

Purchases below \$5,000

Equipment with a cost of \$1,000 or more is inventoried. There are several items considered equipment with a cost less than \$1,000 but more than \$250.00 that are also considered inventory. There are some items like Hard Drives that are taggable items regardless to cost. Review [Equipment Items and Exception](#) before purchase.

Purchases over \$5,000

Equipment Purchases using the Equipment card can exceed \$5,000.00. Additional quotes are required and must be uploaded.

Purchases that involve an expenditure of more than **five thousand dollars (\$5,000.00)** but not more than **fifty thousand dollars (\$50,000.00)**, exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting an advertisement for bids, **provided at least two (2) competitive written bids** have been obtained.

Note for seeking bids/quotes: The second quote does not have to be name brand to name brand but rather functionality comparable. For example, a Samsung TV and LG TV would be comparable because they have the same function.

After you have done your quote research for your purchase, verify the vendor will accept an E-Card payment (without processing fees) and no tax will be charged.

- Proceed with your purchase
- Upload your two quotes (purchase counts as one) for purchases over \$5,000.

- Upload your tax-exempt receipt to Soarfin.
- Use a budget string that has a budget set up for equipment purchases
- Validate budget
- Send to Workflow

If you need assistance, the buyers in Procurement are available to answer any questions.

Please be aware you cannot artificially break up a purchase to circumvent the law* (\$5,000 rule).

- **You cannot use the Procurement Card to make equipment purchases without approval.**
- **You cannot use multiple cards to make the purchase.**
- **You cannot do half on a purchase order and the rest on the PCard.**
- **You cannot split half the purchase on one day and the rest on another.**
- **You cannot split this order up over multiple transactions throughout the month.**

**Section 31-7-13, Mississippi Code 1972, Annotated is the State law that will not allow it. The state law is based on the total purchase price for commodities, no matter what the items are.*

All purchases require delivery to campus central receiving locations where items will be tagged if required.

Shipping Addresses

Items purchased must be delivered to campus receiving for inventory (tag). Personal addresses not allowable with the use of purchasing cards.

Shipping address must include the following to guarantee your delivery will make it to your department.

*The Receiving address for
USM-Hattiesburg
ATTN: (*Purchasers Name*) /USM
Receiving
Purchasers Building Name and Room
Number
2609 W. 4th Street
Hattiesburg, MS 39406*

*The Receiving address for
USM Cedar Point:
ATTN: (*Purchasers Name*) /USM
Receiving
Purchasers Building Name and Room
Number
103 McIlwain Drive
Ocean Springs, MS 39564.*

*The Receiving address for
USM GCRL:
ATTN: (*Purchasers Name*) /USM
Receiving
Purchasers Building Name and Room
Number
703 E Beach Boulevard
Ocean Springs, MS 39564*

*The Receiving address for
USM Gulf Park:
ATTN: (*Purchasers Name*) /USM
Receiving
Purchasers Building Name and Room
Number
730 E Beach Boulevard,
Long Beach, MS 39560.*

Equipment Account Codes

You cannot use account codes that are not equipment codes with the Ecard. DO NOT purchase non-equipment accessories or items that do not require a tag with the Ecard.

The Equipment Account Code List has some equipment items assigned to a commodity account code. Items that have been inventoried in the past (computers — \$250+, cameras — \$250+, lawn equipment

— any cost, furniture — \$1,000+, etc.) that are per item under \$5,000 still should be purchased with the Equipment Procurement Card. You should still reference the Equipment Exception List found on the Receiving & Property Controls [website](#) as to what should be inventoried and at what price.

606411	Office Mch, Furn, Fix < \$5000
606412	Vehicles < \$5000
606413	Farm Equip < \$5000
606414	Medical Equip < \$5000
606415	Data Processing Equip <\$5000
606416	Radio TV Equip < \$5000
606417	Scientific Equip < \$5000
606418	Other Equip < \$5000
606419	Tech HW/Equip Inc
608200	C/O Equipment
608201	Equip Beg Bal Expense
608211	Off Mach Furn Fix Over \$5000

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
608291	Other Equipment Over \$5000
608293	Hurr Katrina- Off Mach > \$5000
608294	Hurr Katrina - Vehicles
608296	Hurr Katrina -Data Proc >\$5000
608999	Elimination of EQUIP Serv Aux

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. Transaction for both cards will appear under the Reconcile Statement. Equipment transactions are identified by the card issuer field as **EQUIP**. Procurement card transactions are identified by the card issuer field as **VISA**.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

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Transaction	Billing	Employee Name	Card Issuer	Card Number	Transaction Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>	Test,Deuce T	EQUIP	*****1820	24692160124100567227545	05/03/2020	AMZN Mktp US	Staged	23.99	USD
2	<input type="checkbox"/>	Test,Deuce T	EQUIP	*****1820	24692160123100505692520	05/02/2020	AMZN Mktp US	Staged	54.00	USD
3	<input type="checkbox"/>	Test,Deuce T	EQUIP	*****1820	24692160123100515238355	05/02/2020	AMZN Mktp US	Staged	54.00	USD
4	<input type="checkbox"/>	Test,Deuce T	EQUIP	*****1820	24692160123100620282967	05/02/2020	AMZN Mktp US	Staged	42.99	USD
5	<input type="checkbox"/>	Test,Deuce T	EQUIP	*****1820	24692160122100207331824	05/01/2020	AMZN Mktp US	Staged	44.99	USD
6	<input type="checkbox"/>	Test,Deuce T	EQUIP	*****1820	24692160122100893490389	05/01/2020	AMZN Mktp US	Staged	31.75	USD
7	<input type="checkbox"/>	Tala,William	VISA	*****1820	24692160121100114028654	04/30/2020	AMZN Mktp US	Staged	32.08	USD
8	<input type="checkbox"/>	Tala,William	VISA	*****1820	24692160121100114847038	04/30/2020	AMZN Mktp US	Staged	31.75	USD
9	<input type="checkbox"/>	Tala,William	VISA	*****1820	24692160121100115509538	04/30/2020	AMZN Mktp US	Staged	32.08	USD

Clear All Stage Validate Budget

Prohibited Purchases

The following is a limited list of non-equipment purchases that are prohibited with the E-card Card. For a full list of [Equipment Items and Exceptions](#). The list and/or dollar threshold are subject to change. If you have any questions about whether an item would be considered inventory equipment, please contact Purchasing of Property Accounting.

- Gasoline
- Travel related expenses
- Cash Advances
- Radioactive, Explosive or other Hazardous material
- Ammunition, Firearms
- Items for personal use
- Alcoholic beverages
- Gifts to employees
- Items on back order
- State Contract items without prior Procurement & Contracts approval

FAQ

How much can I buy before I have to get written quotes or how much before we have to advertise for bids?

- State law requires that purchases from \$5,000 to \$50,000 require two written quotes, and purchases over \$50,000 must be advertised and sealed bids received.

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 your 2 quotes for purchases over \$5,000 you may proceed.
- Yes, for purchases over \$50,000, completing the sole source processing or verifying that the equipment is on a current state contract (where quotes or bids are not generally required).
- Buyers are available for any questions you may have.

What account codes do we use?

- Codes are found in SOARFIN by clicking the magnifying glass next to the Account field within the budget string; or by visiting <http://www.usm.edu/controller/chart-accounts>.

Can I have items delivered directly to me?

- No, items need to go through Property Control for control purposes.

Can I split orders when it is for two different items or jobs?

- No. State law will not allow it. If you are not sure, please contact Purchasing Buyers to assist.

How do I get my item tagged?

- Contact [Property Accounting](#) the department responsible for tagging all university equipment purchased by Ecard, Purchase Order, and in rare approved instances on the Pcard.

How do I fix a budget error?

- Check Eaglevision to make sure you are using a valid budget string
- Click on Error Message to see the type of error
- Error: No Budget Exists: No equipment line in the budget. When using the equipment account codes you should make sure the budget string you are using has an equipment line. Check with the Office of the Controller or Budget Office to make sure your budget has funds allocated for equipment purchases.

Contact List

Hattiesburg

Purchasing

[Steve Ballew](#), Director of Procurement, 601.266.4131

[Deidre Edwards](#), Purchasing Buyer, 601.266.4132

Purchasing Buyer, 601.266.5174

E-Card Administrator

[Rayonne Grant](#), Procurement Card and E-Card Administrator, 601.266.6711

Property Control

Physical Address: USM Property Control Division 2609 West 4th Street Hattiesburg, MS 39401

Mailing Address: USM Property Control Division 118 College Drive# 5086 Hattiesburg, MS 39406

[Bill Bailey](#), Property Control Manager, 601.266.4302

Senior Property Clerk, 601.266.6274

Receiving Supervisor, 601.266.5431

Inventory Clerk, 601.266.4658

Fax 601.266.6137

Gulf Coast Research Lab

[Cathy Catchot](#), Purchasing Manager Gulf Coast Research Laboratory, 228.872.4245

Office of Research Administration (ORA)

Contacts: <https://www.usm.edu/research-administration/directory-services.php>

Email: sponsoredprograms@usm.edu 601.266.4119