



PROCUREMENT

FROSTBURG STATE UNIVERSITY

PROCUREMENT STAFF



Located in 113-115 Hitchins

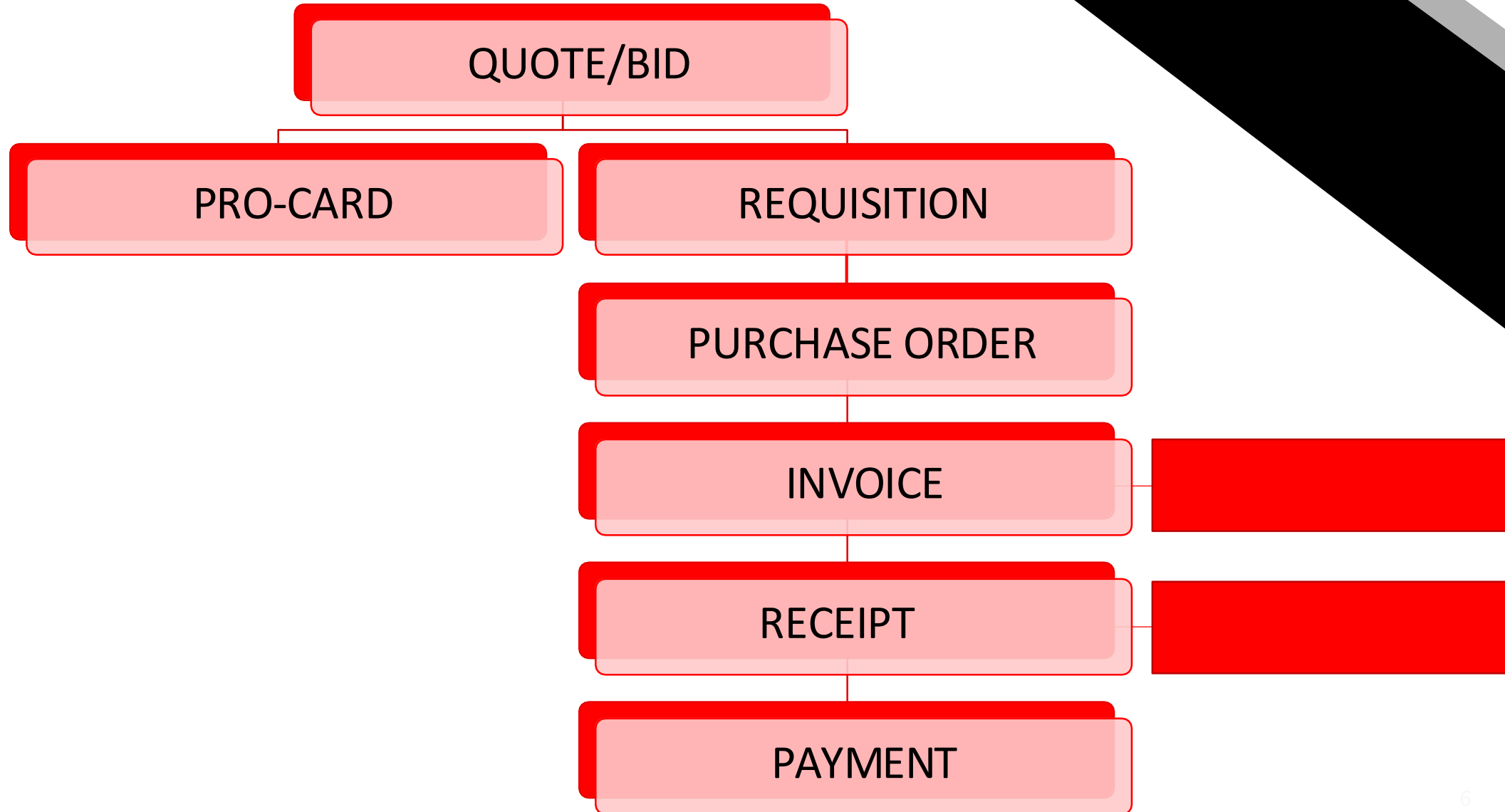
PURCHASING LEVELS

- The University requires competitive bidding for all procurements greater than \$25,000.
 - Unless specifically waived by USM Policy or by university personnel with delegated procurement authority.
- The Procurement Department may bid any purchase under \$25,000 if deemed to be in the best interest of the University.
- Budget managers have delegated authority to purchase approved commodities or services with a value of up to \$5,000 or less through the use of the State of Maryland Corporate Purchasing Card Program.
 - Excludes Computers, Printers, Tablets, Cell Phones, Firearms and all Travel Related Expenses.
 - Excludes restrictions defined in the General Accounting Division's Policy and Procedures for the Corporate Purchasing Card Program, as well as, the university's internal policies and procedures.
 - Does not delegate procurement authority to any university personnel other than referenced above.
 - Does not supersede requirements of State or USM Policies to purchase specific types of commodities such as furniture from other state agencies.

GENERAL INFORMATION

- State Agencies Are Required to Purchase Furniture Through Maryland Correctional Enterprises (MCE). This Includes Stand-Up Desks. See the Stand-Up Desk Policy on the Procurement Website.
- FSU Promotes the Utilization of Minority Business Enterprises (MBE) and Small Business Reserve (SBR)
 - Find the Link to eMaryland Marketplace on the Procurement Website for Details
- Internal Purchases
 - Central Stores
 - Printing Services
 - Software (Consult with IT)
- State Contracts
- Cooperative Agreements (Including E&I and Sourcewell)

PROCURE TO PAY



PRO-CARDS

VISA CLASSIC



00 1234 5678 9010

GOOD THRU 12/16

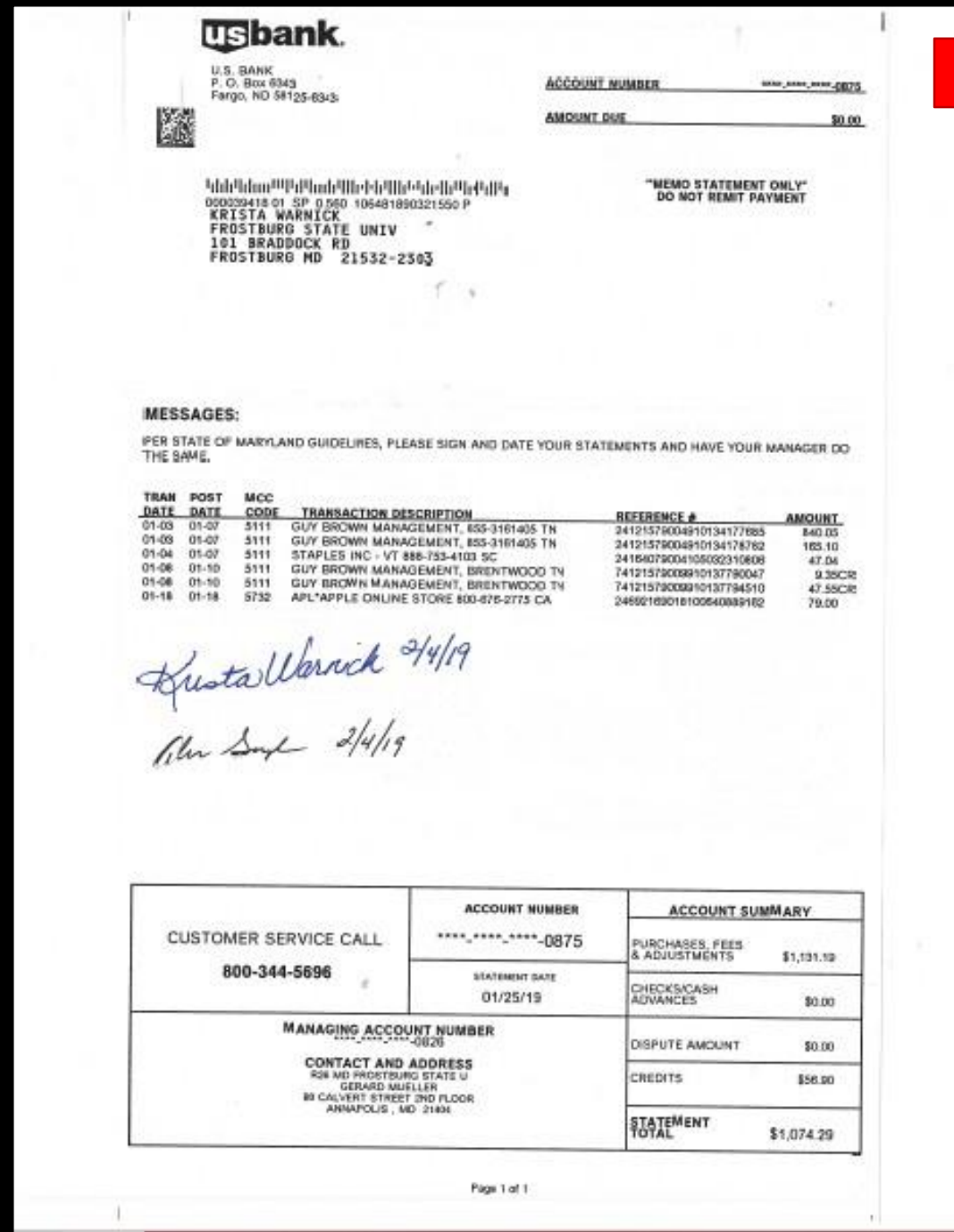
HOLDER NAME



US BANK STATEMENT

- Statements are available to download on or around the 26th of each month
- Due in the Procurement Office by the 12th of Each Month
- Pro-Cards are Public Information
- Workday

PRO-CARD



MONTHLY ACTIVITY LOG

- Details are Important!
- Needs to be Signed and Dated by You and Your Supervisor
- Completed Every Month

| UNIVERSITY SYSTEM of MARYLAND | | RPT423 P-Card Transaction Verification Log | | | | | | | | | | | | | | 09:10 AM 08/04/2025 Page 1 of 2 | | |
|--|--------------------|--|-------------------|----------|-----------------------------------|------------|--------------|---------------------------------|--|--|------------------------------|--|-----------|----------------------------|--|---------------------------------------|-----------------------------------|---------------------------------------|
| Company: UM26 Frostburg State University (FSU) Worker: Krista Warnick Credit Card Post Date Start: 06/26/2025 Credit Card Post Date End: 07/25/2025 | | | | | | | | | | | | | | | | | | |
| Company | Credit Card Holder | Procurement Card Transaction Verification | Verification Date | Status | Procurement Card Line Information | | | | | | | | | | | Approved By Workers | Number of Transactions | All Attachments for Business Document |
| | | | | | Transaction Date | Post Date | Billing Date | Charge Description 1 (Supplier) | Distribution Spend Category | Distribution Worktags | Distribution Extended Amount | Line Description | Line Memo | Memo for Line Distribution | | | | |
| UM26 Frostburg State University (FSU) | Krista Warnick | PCV-19976 | 06/30/2025 | Approved | 06/30/2025 | 07/01/2025 | | AMAZON RETA* N30V42CL1 | Other Supplies and Materials (SC0158) - 0999 | CC260072 FSU EBHP Department of Educational Professionals (EDUC) FD4310 Restricted Private - Sponsored Programs GR26045901 FSU EBHP Pirates Ahoy! NF0301 Public Service Community Service Sarah O'Neal (smoneal) | \$17.98 | Markers for Pirates Ahoy | | | Jessica Taylor Krista Warnick Sarah O'Neal | 1 | 17.98 Amazon.pdf | |
| UM26 Frostburg State University (FSU) | Krista Warnick | PCV-19977 | 06/30/2025 | Approved | 06/30/2025 | 07/01/2025 | | AMAZON MKTPL*NQ4V31WZ0 | Other Supplies and Materials (SC0158) - 0999 | CC260072 FSU EBHP Department of Educational Professionals (EDUC) FD4310 Restricted Private - Sponsored Programs GR26045901 FSU EBHP Pirates Ahoy! NF0301 Public Service Community Service Sarah O'Neal (smoneal) | \$876.38 | Pop Up Pirate, Spinning Tops, Smiley Erasers, Kids Party Favors and various items for Children's Literature Pirates Ahoy Event | | | Jessica Taylor Krista Warnick Sarah O'Neal | 1 | CLC Amazon Order Pirates Ahoy.pdf | |

| UNIVERSITY SYSTEM of MARYLAND | | RPT423 P-Card Transaction Verification Log | | | | | | | | | | | | | | 09:10 AM 08/04/2025 Page 2 of 2 | | |
|--|--------------------|--|-------------------|----------|-----------------------------------|------------|--------------|---------------------------------|--|--|------------------------------|---|-----------|----------------------------|--|---------------------------------------|-------------------------------|---------------------------------------|
| Company: UM26 Frostburg State University (FSU) Worker: Krista Warnick Credit Card Post Date Start: 07/28/2025 Credit Card Post Date End: 07/24/2025 | | | | | | | | | | | | | | | | | | |
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| | | | | | Transaction Date | Post Date | Billing Date | Charge Description 1 (Supplier) | Distribution Spend Category | Distribution Worktags | Distribution Extended Amount | Line Description | Line Memo | Memo for Line Distribution | | | | |
| UM26 Frostburg State University (FSU) | Krista Warnick | PCV-20298 | 07/28/2025 | Approved | 07/23/2025 | 07/24/2025 | | COMMERCIAL SOUND & MUSIC | Other Contractual Services (SC0130) - 0899 | CC260072 FSU EBHP Department of Educational Professionals (EDUC) FD4310 Restricted Private - Sponsored Programs GR26045901 FSU EBHP Pirates Ahoy! NF0301 Public Service Community Service Sarah O'Neal (smoneal) | \$499.50 | Sound for Pirates Ahoy Event for Children's Literature Center | | | Jessica Taylor Krista Warnick Sarah O'Neal | 1 | Commercial Sound \$499.50.pdf | |
| UM26 Frostburg State University (FSU) | Krista Warnick | PCV-20301 | 07/28/2025 | Approved | 07/23/2025 | 07/24/2025 | | AMAZON MKTPL*CYBBS4R93 | Other Supplies and Materials (SC0158) - 0999 | CC260072 FSU EBHP Department of Educational Professionals (EDUC) FD4310 Restricted Private - Sponsored Programs GR26045901 FSU EBHP Pirates Ahoy! NF0301 Public Service Community Service Sarah O'Neal (smoneal) | \$106.08 | Bags for Pirates Ahoy (2026) for Children's Literature Center | | | Jessica Taylor Krista Warnick Sarah O'Neal | 1 | Amazon 106.08.pdf | |



RPT423 P-Card Transaction Verification Log

Company: UM26 Frostburg State University (FSU)
Worker: Krista Warnick
Credit Card Post Date Start: 06/26/2025
Credit Card Post Date End: 07/25/2025

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| UM26 Frostburg State University (FSU) | Krista Warnick | PCV-20301 | 07/28/2025 | Approved | 07/23/2025 | 07/24/2025 | | AMAZON MKTPL*CY8B54R93 | Other Supplies and Materials (SC0158) - 0999 | CC260072 FSU EBHP Department of Educational Professionals (EDUC) FD4310 Restricted Private - Sponsored Programs GR26045901 FSU EBHP Pirates Ahoy! NF0301 Public Service Community Service Sarah O'Neal (smoneal) | \$106.08 | Bags for Pirates Ahoy (2026) for Children's Literature Center | | | Jessica Taylor Krista Warnick Sarah O'Neal | 1 | Amazon 106.08.pdf |

ACTIVITY LOGS - WORKDAY

Activity logs & receipts will be kept electronically in
Workday

For Every Transaction and Credit Have:

- Activity Log (printed, signed, sent to Procurement)
- US Bank Statement (printed, signed, sent to Procurement)
- Documentation - Receipts (uploaded in Workday)

Note Discrepancies

Supervisor/Reviewer's Duties

- Approve cardholders' logs each month
- Ensure documentation is sufficient
- Ensure that a reasonable price is paid
- Remember that your signature means that you approve every transaction being charged to your budget
- Verify that redistributions have been completed in Workday
- Review spending limits and request changes as needed

PURCHASE OVERVIEW



All Purchases
Should Be Tax
Exempt

If you need a copy
of our tax exempt
certificate, please
contact Krista.



Separate
Amazon
Accounts

FSU Account linked to
FSU email
Personal Account linked
to Personal email



If you have any doubt about
how to make your purchase,
please reach out to us.

You Lose Your Card

You Leave the Department or the University

You are on Extended Leave

Your Reviewer Changes

Your Department Moves

Your Purchase Exceeds \$5,000

You Have a Contract to Sign

You Need to Purchase or Dispose of Hazardous Material

You Need to Purchase Furniture

Your Purchase Requires Acceptance of Terms & Condition

NOTIFY PROCUREMENT IF:

Contact:

Sara Wilhelm
x4243
Krista Warnick
x4242



PROHIBITED PRO-CARD TRANSACTIONS

- PURCHASES OVER \$5,000
- GIFT CARDS
- ALCOHOL
- SHARING CARD
- PERSONAL PURCHASES
- GIFTS/FLOWERS
- RESTAURANTS
- AIRLINE/ BUS & TRAIN TICKETS
- SPLIT ORDERS
- ENTERTAINMENT
- COMPUTERS
- FSU BOOKSTORE PURCHASES
- APPLIANCES FOR OFFICES
- SOCIAL FUNCTIONS
- OFFICE DECORATIONS
- DELIVERY OFF CAMPUS
- MARYLAND STATE SALES TAX
- ALL TRAVEL EXPENSES

Requisition – official or a formal request for a university approved purchase. You are requesting to purchase materials or pay for a service.



Send Requisition to Purchasing for the Following:

All Purchases Over Your Pro-Card Limit

Any Purchase Involving Signing of Agreements, Licenses, and Contracts

Purchases Excluded from the Pro-Card Program

REQUISITIONS

Punchout in Workday

REQUISITIONS



Requisitions should match your quote. Line for Line.



Remember Details!! Who, What, Where, When and Why?



Use the Supplier Memo section of the requisition. Any specific instructions that Procurement or the supplier needs to see should go here! Be sure to add your name/department so receiving knows where the order is to be delivered.



Remember to upload your quote, or any back up documentation to the requisition.



It's best NOT to copy from previous requisitions. Too many errors can happen.



If you know the supplier/vendor is new, please request a current W-9 tax form. The completed W-9 form should be sent to Accounts Payable.

CONTRACTS

- Paying a Performer/Speaker or Service on Campus
- Done Through the Contract Request Form
- Fill out the form and attach it to your requisition.

- Require a Written Contract
- Payment Occurs After the Engagement
- For Payment on the Same Day as the Performance, the Contract Needs to be Received at Least 45 Days Prior



VENDORS

- Anyone who is Issued Payment though the Accounts Payable System (Suppliers, Employees, and Students)
- W-9 Form Required to Add or Activate a Vendor
 - Tax ID and Name Combination Must Agree to IRS Records
 - Personal Identification Information Must Be Kept Confidential

Form W-9
(Rev. October 2015)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

| | |
|---|--|
| 1 | Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. |
| 2 | Business name/disregarded entity name, if different from above |
| 3 | Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div style="width: 45%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> <div style="width: 45%;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ </div> </div> <p style="font-size: x-small;">Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> |
| 4 | Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| 5 | Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional) |
| 6 | City, state, and ZIP code Frostburg State University Accounts Payable, 101 Braddock Rd Frostburg, MD 21532-2303 |
| 7 | List account number(s) here (optional) |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | |
|---|---|
| Social security number [] [] [] - [] [] - [] [] [] [] | or Employer identification number [] [] - [] [] [] [] [] [] |
|---|---|

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶

Date ▶

QUESTIONS

