



BOISE STATE UNIVERSITY

GUIDE TO SPONSORED PROJECT “P-CARD” PURCHASES

On July 1, 2018, the Federal Government began requiring that all recipients of federally funded financial assistance implement the procurement standards set forth in 2 C.F.R. §§ 200.317 – 200.326.

This guide describes the process for P-Card purchases **funded partially or fully by sponsored project funds**.

Contact Lori Farris or David Dickman with any questions (contact info. at top of this page).

| FREQUENTLY ASKED QUESTIONS | Link: Answer |
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CAN I USE MY P-CARD WHEN USING FEDERAL FUNDS?

You may purchase goods and services with **federal funds** using your P-Card, up to your approved P-Card limit.

If your intended purchase exceeds your P-Card limit, please complete a Standard Purchasing Requisition for your purchase.

WHAT IS A “SAM CHECK” AND WHEN DO I HAVE TO DO IT?

A SAM check is REQUIRED when spending **federal funds** using your P-Card.

SAM.gov (System for Award Management) is an official website of the Federal Government. This site is used by the University for **searching exclusion records**. Note: Not all business are registered with SAM and your check may return “no records found for current search.”

Federally funded P-Card purchases require a “SAM check” and documentation of the results. An exclusion record from SAM.gov indicates that the individual or organization listed is disqualified from receiving federally funded agreements. A SAM check is a regulatory requirement that is not unique to Boise State University.

HOW DO I CONDUCT A “SAM CHECK”?

SAM.gov is free to use and you do not need to create an account.

1. SAM Check Timing

- The SAM check must be conducted **PRIOR** to making a **federally funded P-Card Purchase AND**
- The SAM check must be conducted on the **SAME DAY** as the purchase.

To conduct a SAM CHECK, follow the steps listed below: (if needed, zoom in on this document to enlarge picture aids)

DESKTOP



MOBILE



2. Enter the Vendor's Name in the Quick Search Field

Note: You must search for the vendor's legal name (e.g., "Custom Flooring Solutions, LLC") instead of its Assumed Business Name or Doing Business As name (e.g., "Allsource Wholesale Floorcoverings").

DESKTOP

MOBILE

Examples of SAM Search Results

Current Search Terms: boise* state* university*

Clear Search

TOTAL RECORDS: 1
Result page 1 of 1

Sort by: Modified Date | Order by: Descending

FILTER RESULTS Your search for "boise* state* university*" returned the following results...

| By Record Status | Entity | Status |
|--|------------------------|--------|
| <input checked="" type="checkbox"/> Active | Boise State University | Active |

DUNS: 072993248 | CAGE Code: 06MY3 | View Details

Has Active Exclusion?: No | DoDAAC: | Debt Subject to Offset?: No

Expiration Date: 02/28/2019 | Purpose of Registration: All Awards

Current Search Terms: boise* state* university*

Clear Search

TOTAL RECORDS: 1
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RESULTS OF YOUR SEARCH AND DOCUMENTATION

- If the “Has Active Exclusion?” is “Yes” - **STOP – do not purchase from this vendor.** Your options are to locate another vendor or contact the Purchasing Department contacts listed at the first page of this guide.
- If your search returns “No” in the **Active Exclusion Records**, you can proceed with your purchase.
- If your search returns result of "No records found for current search", you can proceed with your purchase.

3. Document the findings ensuring the date of the SAM check is clearly visible.

IMPORTANT: You are required to document the results of your SAM search and maintain a record with your P-Card documentation or with your department purchasing records in case of audit inquiry.

TIP: **Print the entire page** (or save the pdf to your phone for later printing) as printing the entire page records the date of the search, which is required. Do not “snip” only the results, as this does not provide documentation of the date of the search. If you are “exporting” the results, as described in Step 3, print, sign and date your Excel file and keep with your P-Card documentation.

DESKTOP

SAM Search Results
List of records matching your search for :

Search Term : boise* state* university*
Record Status: Active

| | | |
|-------------------------------|---------------------------|-----------------------------|
| ENTITY | Boise State University | Status: Active |
| DUNS: 072995848 | +4: | CAGE Code: OGMY3 DoDAAC: |
| Expiration Date: Feb 28, 2019 | Has Active Exclusion?: No | Debt Subject to Offset?: No |
| Address: 1910 University Dr | | |
| City: Boise | State/Province: IDAHO | |
| ZIP Code: 83725-0001 | Country: UNITED STATES | |

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MOBILE

SAM Search Results
List of records matching your search for :

Search Term : boise* state* university*
Record Status: Active

| | | |
|-------------------------------|---------------------------|-----------------------------|
| ENTITY | Boise State University | Status: Active |
| DUNS: 072995848 | +4: | CAGE Code: OGMY3 DoDAAC: |
| Expiration Date: Feb 28, 2019 | Has Active Exclusion?: No | Debt Subject to Offset?: No |
| Address: 1910 University Dr | | |
| City: Boise | State/Province: IDAHO | |
| ZIP Code: 83725-0001 | Country: UNITED STATES | |

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SAM SEARCH RETURNED MULTIPLE RESULTS

If your SAM search returns **multiple results** and you are not sure which entity is the company you intend to make the purchase from, you have two options:

- Contact the company for its “**DUNS Number**”; if this is not available, request its “**legal name**” (e.g., “Custom Flooring Solutions, LLC”) or the name under which it files taxes. Then, perform your search again.
- Click on “**Export Results**” and open the Excel file (you may open the file with Google Sheets). Look at the “Has Active Exclusion” column and if the *entire column* is “N” for no, then you may move forward with the purchase. Print, sign and date the Excel file and keep with your P-Card records.

See example below of exported results:

| | A | B | C | D | E | F |
|---|-----------|------------|-----------------------------------|----------|---------|-----------------------|
| 1 | Record Ty | Active Sta | Name | DUNS | DUNS +4 | Has Active Exclusion? |
| 2 | Entity | W | Beaver Valley Lodging, LLC | 81353713 | | N |
| 3 | Entity | W | HAMPTON INN | 23938899 | | N |
| 4 | Entity | S | Welcome Group Of Hospitality Inc. | 45144767 | | N |
| 5 | Entity | S | Cox II, LLC | 9.61E+08 | | N |
| 6 | Entity | A | Hawkeye Hotels Inc. | 54200010 | | N |
| 7 | Entity | S | HAMPTON INN AND SUITES | 1.15E+08 | | N |
| 8 | Entity | S | CNI THL Propco FE LLC | 81248582 | | N |
| 9 | Entity | S | CNI THL Propco FE LLC | 81248546 | | N |

I'M BOOKING A HOTEL RESERVATION WITH MY P-CARD. IS A "SAM CHECK" REQUIRED?

When making a hotel *reservation* with your P-Card using **federal funds**, the following procedures apply:

You must perform a SAM Check on the day you **make the reservation** and before **making the reservation with your P-Card** (if a different day).

You may need to contact the hotel for its legal name prior to performing the SAM). You need the **legal name** of the hotel operator (e.g., "Pennbridge BODO, LLC") — **NOT its Assumed Business Name** (e.g., "Residence Inn Boise City Center").

These processes apply to both of the following situations:

- If you are paying a *portion* of the charges (deposit) with your reservation using your P-Card.
- If you are making a reservation with your P-Card, but no deposit is required.