

Welcome to PSU's Procurement Card Training



Overview of Training

- Procurement, Travel, Fuel & Corporate Cards & Advantages?
- Why is this Important?
- Procurement, Travel, Fuel, & Corporate Card Policies
- Procurement Card Roles Within your Department
- Documentation Required
- Reporting with Procurement Cards
- Month/Quarter/Year End Close
- Review Process
- Resources and Contacts
- Procurement Card Trivia Game
- Questions and Answers
- How-to Session



Why is this Important?

<http://www.youtube.com/watch?v=Buuen1pwJdo>



- Corporate Cards
 - Issued to an individual
 - For individual University-related expenses
- Procurement Cards
 - Issued to a Department
 - For single non-capitalized purchases
 - Less than \$5,000
- Group Travel Cards
 - Issued to a team or student group
 - For group travel expenses only
- Fuel Cards
 - Issued to area using rental or PSU-owned vehicle
 - For purchasing fuel only

Advantages of Cards

- **Corporate Card**
 - Do not have to put expenses on personal checking/savings account and credit card
 - Easy and convenient
 - Safer method for travel
- **Procurement/Group Travel/Fuel Card**
 - Reduce processing costs across campus
 - Increase efficiency/Streamline process
 - Increase control/better tracking

Card Overview in Module

- Cards that go through Banner module
 - Procurement Card
 - Group Travel Card
 - Fuel Card
- Card that does not go through Banner module
 - Corporate Card



Corporate Card Policies

- Who is allowed to get a corporate card?
 - Must be employed at least .5FTE at PSU
- What are corporate cards to be used for?
 - Authorized University related expenses only
- How do I obtain a corporate card?
 - US Bank application on BAO website
 - Contact Kris Schultz
- Can I make payments to US Bank?
 - Payments must be made in full as expenses come in
- What happens if I default on payment?
 - No longer eligible for p-card use
 - Personal credit

Corporate Card Process



P-Card Policies

Acceptable Transactions	Unacceptable Transactions
Office and operating supplies/Teaching and Research material	Travel/Hosting/Meals
Computer hard/software under \$5000	Capitalized equipment >\$5000
Teaching/Research material	Paying PSU (i.e. market, parking) & other OUS institutions (i.e. OSU, U of O)
1099 reportable services (i.e. personnel recruitment, printing)	Services involving PSC or contract (i.e. guest lecturer, consultant, rental)
Furniture-non-capitalized <\$5000	Awards/prizes/gifts/flowers/gift cards
Conferences/Trainings/Webinars	Alcoholic beverages
Subscriptions & some dues/memberships	Personal purposes

P-Card Policies Continued...

- Who may use the p-card?
- What happens if the card is lost or stolen?
- What sort of documentation do I need to keep with the p-card records?
- When do I need to distribute my transactions?
- What happens if I need to return a purchase?
- What happens if there are changes in the card role assignments?

Group Travel Card Policies

Acceptable Transactions

Travel expenses for student group
(i.e. lodging and group activities)

Meal expenses for student group

Hosting with clear business purpose

Unacceptable Transactions

Travel expenses outside of travel policy
(i.e. expenses > than lodging per diem)

Meal expenses outside of travel policy
(i.e. expenses > than meal per diem)

Hosting with no clear business purpose
and that exceeds hosting rates

Personal travel and or other expenses

Group Travel Card Policies Cont...

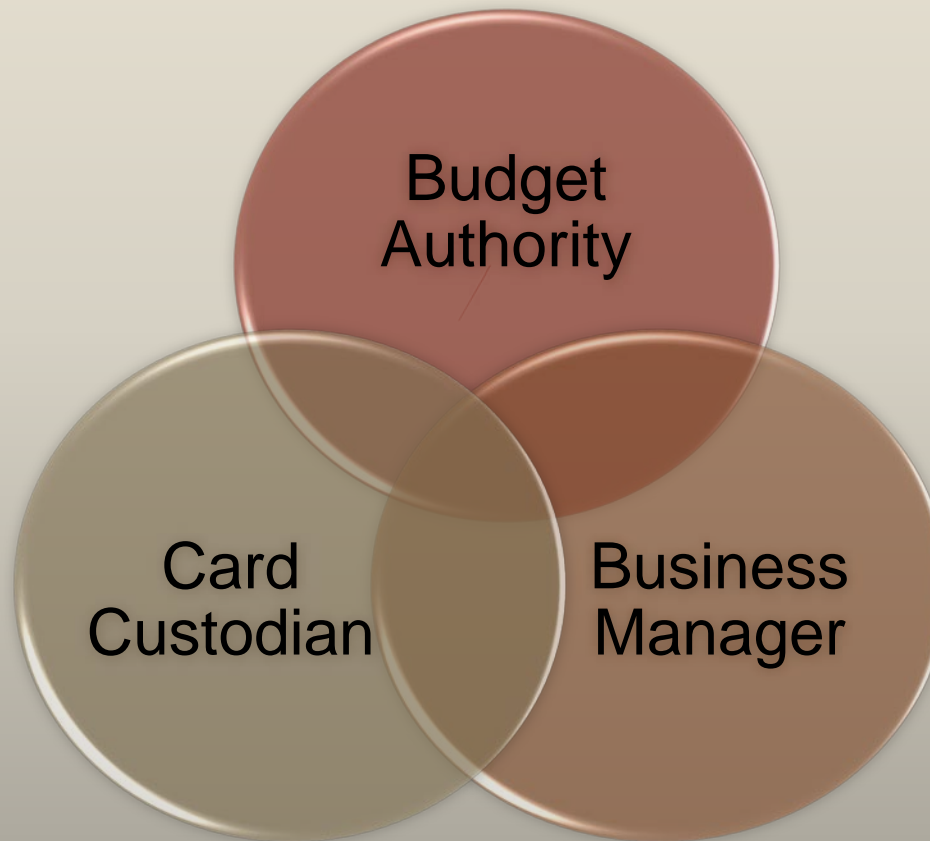
- Who may use the Group Travel Card?
- What happens if the card is lost or stolen?
- What sort of documentation do I need to keep with the group travel card records?
- When do I need to distribute my transactions?
- What happens if I need to return a purchase?
- What happens if there are changes in the card role assignments?

Fuel Card Policies

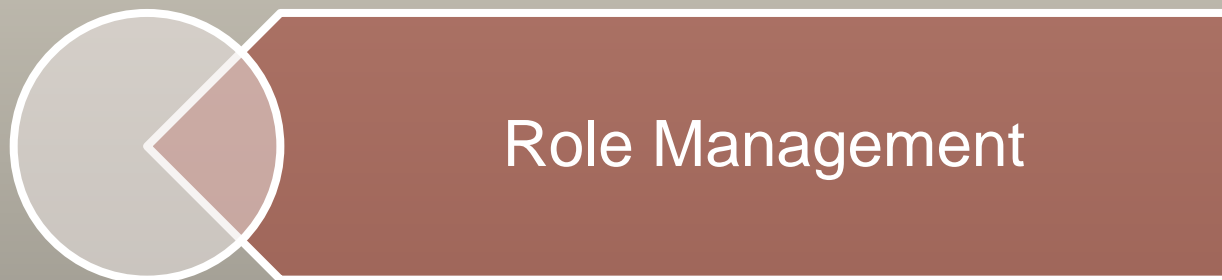
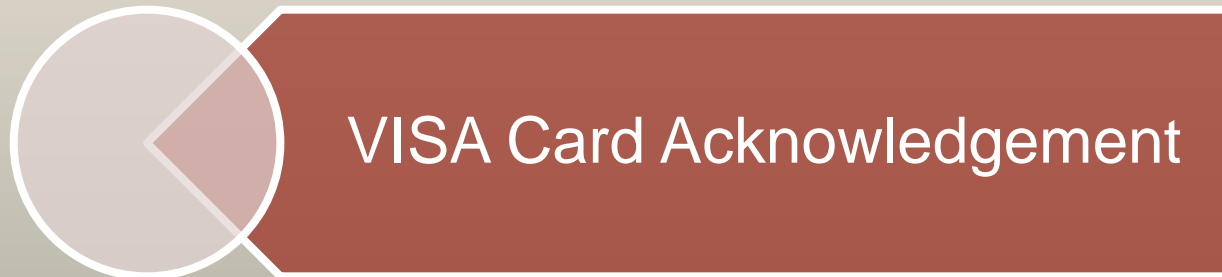
- What is the fuel card used for?
 - Only fuel purchases for rental or state owned vehicles
- Is there anything special I should have as documentation?
 - Yes, a copy of proof of rental for rental vehicle



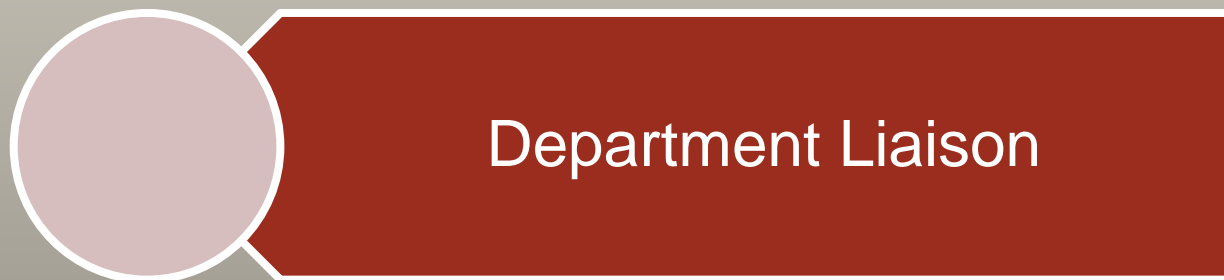
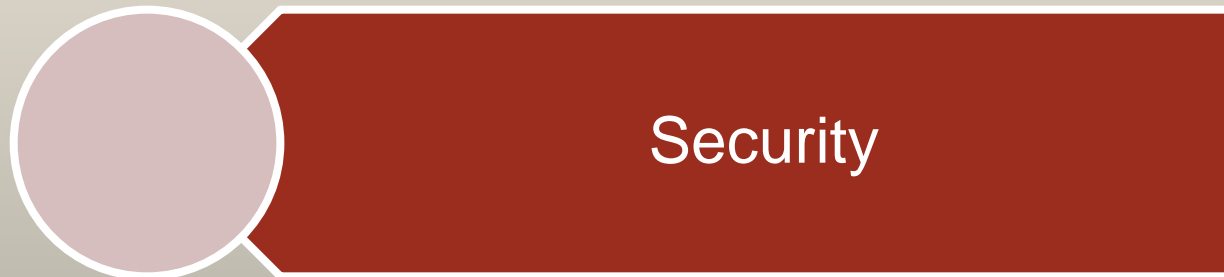
P-Card Module Roles Within Departments



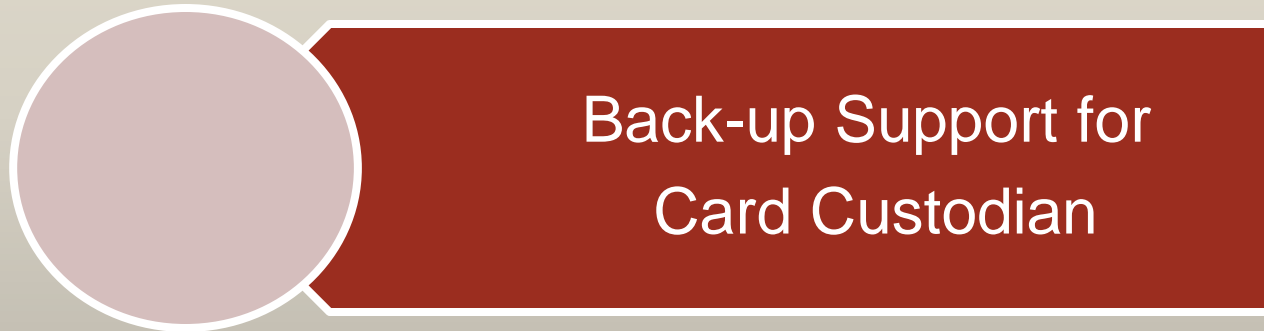
Budget Authority



Card Custodian

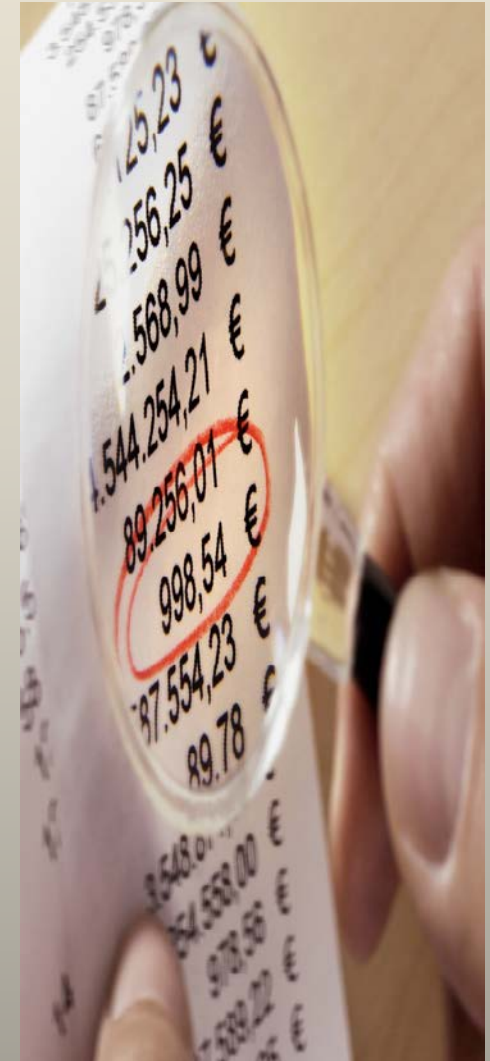


Business Manager



Documentation

- Activity Log
- US Bank Monthly Statement
- Receipts/Documentation



Monthly US Bank Statement

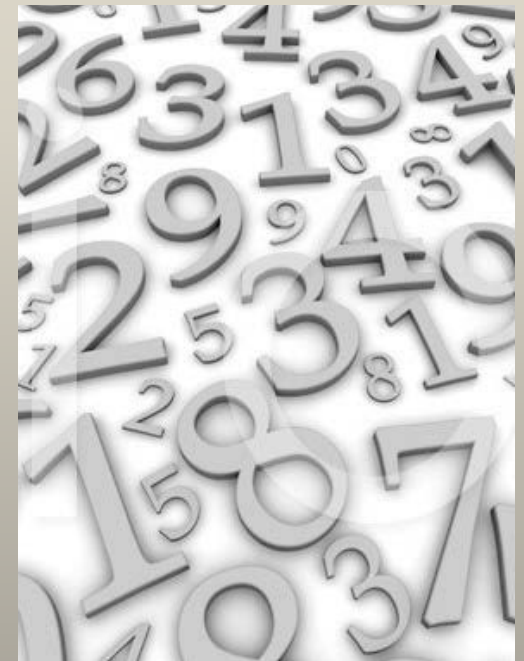
- How do I get my statement?
 - US Bank Access online
 - Mail
- When do I get my statement?
 - When there is activity for the month
 - After the card cycles
- What do I need to do with my statement?
 - Reconcile it to the log and receipts
- Now what?
 - Send copy of signed statement to Kris Schultz

Receipts/Documentation

- What is an acceptable receipt?
 - Online purchase summary showing amount paid and ship to address (note: ship to address must be PSU)
 - Itemized original receipt from store
- What is an unacceptable receipt?
 - Quote
 - Purchase order
 - Internal purchasing form
- What needs to be included on the receipt?
 - Date of purchase
 - Dollar amount
 - Itemization of what was purchased
 - Vendor name
 - Ship to address (if online)

When to Add FOATEXT?

- Tax reportable account codes
- Anytime the commodity description is left blank
- Account codes for the following:
 - Subscriptions-20108
 - Computers-20201
 - Postage-22502
 - Conference registration-28601
 - Memberships-28901
 - Various trainings-29XXX
 - Travel expenses
 - Fuel expenses



Reporting with the P-Card

- **ZFARRCON**
 - Produces a report of P-Card transactions for a specified period that can be used to reconcile against bank statement. Report also give you list of IV numbers.
- ZFARUDST
 - Produces a report of P-Card transactions that have not been distributed.
- ZFARCOMP
 - Produces a report of P-Card transactions for a specified date range that have been distributed and fed. Report can show IV numbers.

Month/Quarter Close

- Card Custodian gets statement from US Bank website
- CC ensures all transactions are distributed for month
- CC attaches statements to log with documents
- CC reconciles statement to log
- CC attaches documentation and signs log/statement
- Statement/log/documents given to Budget Authority.
- Budget Authority ensures compliance to PSU policies.
- Budget Authority signs off on statement and log.
- CC sends copy of signed statement to Kris Schultz
- CC keeps all originals in departmental file.

Year End Close

- Order early on in June
 - Items must be posted by 6/25/12 to be considered FY12
 - All items posted after this date are considered FY13
 - All transactions must be distributed by 6/30/12



Year End Close Continued

Pre-Paid Expenses

Normal Program Code	Pre-paid Program Code
0XXXX	99602
1XXXX	99620
2XXXX	99630
3XXXX	99640
4XXXX	99650
5XXXX	99660
6XXXX	99670

**Do not use pre-paid program codes for foundation index codes (FOUxxx), Restricted funds (2xxxxx,3xxxxx,4xxxxx) & Research Grants

Review Process

- Purpose of reviews
- Scheduled and unscheduled reviews
- What do we look for?
 - Card is in possession and is in good condition
 - Signature sheet is current
 - Card log is up to date and is signed
 - User name on log match signature sheet
 - All amounts have been updated
 - Reconciliation with receipts
 - Signed statements
 - Unauthorized items
 - All users have taken p-card test

What's in Store for the Future?

- Online training modules
- Hosting solution
- Expanding use of p-card



Resources

- FAQs handout
- Monthly checklist
- FOATEXT guide
- How to do correcting JV handout
- Survival guide
- BAO intranet

<https://intranet.bao.pdx.edu/website/>



Supply Vendor's Contact Information

- Office Depot: Bill Dieterich
Bill.Dieterich@officedepot.com
- Staples: Cherie Peck
Cherie.Peck@staples.com
- Office Max: Timothy Hopson
timhopson@officemax.com
- Indian Country: Steve McNett
smcnett@indiancountryop.com
- PSU Bookstore: support@psubookstore.com

When to Contact the P-Card Team

- Changes to roles in p-card module
- Fraudulent/strange transactions
- Lost/Stolen card
- Account code question
- Acceptable use of card
- Exceptions



Contacts

- Kris Schultz, P-Card Coordinator: 5-3734 schultzk@pdx.edu
- Marissa de Leon, P-Card Accountant: 5-9888 marissd@pdx.edu
- Noor Delaughn, Associate Manager of Specialized Accounting: 5-9825 nsukhun@pdx.edu
- pcard@pdx.edu (new email to reach all of us!)
- Rachel Stark, Manager of Specialized Accounting: 5-4731 rstark@pdx.edu
- US Bank Customer Service: 1-800-344-5696
- US Bank Fraud: 1-800-523-9078

Procurement

Card

Trivia

P-Card Trivia



Which individuals in your departments should be signing the bank statement at the end of the month?

P-Card Trivia



What 3 things need to be bundled together and kept with the Card Custodian for future reviews?

P-Card Trivia



What should you do in the event that your card is stolen/card number compromised?

P-Card Trivia



What needs to be faxed to Kris at the end of the month and why?



P-Card Trivia

Whose name should be on the log next to the actual transaction?

P-Card Trivia



When should departments distribute their p-card transactions?



P-Card Trivia

What do I do if we want to add a designated user?



P-Card Trivia

What do I do if the Budget Authority changes?

P-Card Trivia



What is the difference between the procurement, group travel, fuel, and the corporate cards?

P-Card Trivia



What is it important to be aware of the feed date in the P-Card Module?

P-Card Trivia



What if an original receipt for a purchase cannot be found?



P-Card Trivia

T/F: I don't need to pay my balance in full on the Corporate Card when it is due?

P-Card Trivia



T/F: Someone needs to use the p-card but they are not listed on the authorized sheet. They can still use the card as long as they have permission from an authorized user.

P-Card Trivia



T/F: It is okay to place hotel charges on the p-card as long as the travel is authorized by the department?



P-Card Trivia

When do you need to input a vendor into Banner?

The How to's of the P-Card Module

- How to access bank statements online
- How to distribute transactions
- How to find your IV number
- How to add additional text
- How to do a correcting JV



How to Access Statements

- Go online to <https://access.usbank.com>



The screenshot shows the U.S. Bank Access Online login page. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. Below this is the U.S. Bank logo and the text "U.S. Bank Access® Online". On the left side, there is a "Contact Us" link and a "Login" link. The main content area features a "Welcome to Access Online!" message followed by the instruction "Please enter the information below and login to begin." Below this are three input fields: "Organization Short Name:", "User ID:", and "Password:". A "Login" button is positioned below the password field. At the bottom of the form area, there are three links: "Forgot your password?", "Register Online", and "Website/Browser Requirements". The footer of the page contains the copyright information "© 2009 U.S. Bancorp" and the version number "R029.00b20.0 usb col 8".

- Enter in the following information:
 - Organizational short name: OUS
 - User ID: Your first and last name: ex: janesmith
 - Password: Password 1
(you will be prompted to change password)

How to Access Statements Cont...

- Here you can:
 - Manage transactions
 - Review account information
 - Review Reporting
 - Change personal information
- Online access is available anytime throughout the month, not just when the statement is normally distributed
- Review posted charges for validity and accuracy

How to Distribute Transactions

- *Banner Training- FAAINVT*

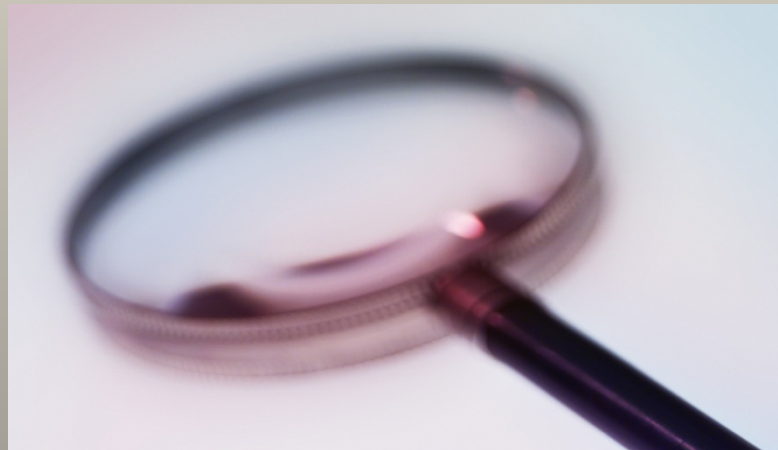
Detailed instructions for distributing and documenting P- Card transactions with the FAAINVT form is available from the Banner Help Center link on the main menu of Banner INB or in the Survival Guide.



How to Find Your IV Number

- *Banner Training- FAAINVT*
- *Emails*
- *Banner Messages*

Please see the BAO Survival Guide on the BAO Intranet for more information



How to Add Additional Text

- ***Banner Training- FOATEXT***

Document text can be added during the reconciliation process by selecting “Options Additional Document Text” from the Banner menu bar



How to Do a Correcting JV

- *Banner Training- Correcting JV*
- *When is it needed?*



Please see Correcting JV handout for step by step instructions