Overview of Training

- Procurement, Travel, Fuel Cards & Advantages?
- Procurement, Travel, Fuel Card Policies
- Procurement Card Roles Within your Department
- Documentation Required
- Reporting with Procurement Cards
- Protection Against Fraud
- Review Process
- Month, Quarter and Year End Close
- What’s Different at Fiscal Year End?
- Game…..Which Year Am I?
- Resources and Contacts
- Banner and Pcard Distributions
- Questions and Answers
- **Procurement Cards**
  - Issued to a Department
  - For single non-capitalized purchases
  - Less than $5,000
  - Hosting allowed

- **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

- **Hosting Cards** (departments may keep using any current hosting cards or have them closed and begin putting hosting on the regular Pcard)
Advantages of Cards

- **Procurement/Group Travel/Fuel Card**
  - Reduce processing costs across campus
  - Increase accounting efficiency
  - Streamline process
  - Increase control
  - Better tracking
  - Ease of use
  - Go green! (less paper waste)
  - Any others?
<table>
<thead>
<tr>
<th>Acceptable Transactions</th>
<th>Unacceptable Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office and operating supplies/Teaching and Research material</td>
<td>Travel</td>
</tr>
<tr>
<td>Computer hard/software under $5000</td>
<td>Capitalized equipment &gt;$5000</td>
</tr>
<tr>
<td>Furniture – non-capitalized under $5,000</td>
<td></td>
</tr>
<tr>
<td>Teaching/Research material</td>
<td>Personal purposes</td>
</tr>
<tr>
<td>1099 reportable services (i.e. personnel recruitment, printing)</td>
<td>Services involving PSC or contract (i.e. guest lecturer, consultant, rental)</td>
</tr>
<tr>
<td><strong>HOSTING</strong></td>
<td>Awards/prizes/gifts/flowers/gift cards</td>
</tr>
<tr>
<td>Conferences, Trainings, Webinars, Subscriptions &amp; Memberships</td>
<td>Alcoholic beverages</td>
</tr>
<tr>
<td>PSU Market, Viking Bowl, Spirit store, and other OUS entities</td>
<td>PSU parking and bike hub</td>
</tr>
</tbody>
</table>
### Group Travel Card Policies

<table>
<thead>
<tr>
<th>Acceptable Transactions</th>
<th>Unacceptable Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel expenses for student group (i.e. lodging and group activities)</td>
<td>Travel expenses outside of travel policy (i.e. expenses &gt; than lodging per diem)</td>
</tr>
<tr>
<td>Meal expenses for student group</td>
<td>Meal expenses outside of travel policy (i.e. expenses &gt; than meal per diem)</td>
</tr>
<tr>
<td>Hosting with clear business purpose</td>
<td>Hosting with no clear business purpose and that exceeds hosting rates</td>
</tr>
<tr>
<td></td>
<td>Personal/individual travel and or other expenses</td>
</tr>
</tbody>
</table>
EXAMPLES OF HOSTING CHARGES

- **Official Guests**
  - Candidate Interviews
  - Guest Speakers
  - Donors
  - Visiting Scholars/Scientists/Artists
  - Advisory Board Members
  - Prospective Students

- **Student Events**
  - Recruitment
  - Orientation
  - Appreciation/Recognition (Does NOT apply to student workers)
  - Student Activities

- **Group Functions**
  - Workshops
  - Staff Retreats
  - Departmental Training sessions (away from the workplace)
  - Volunteer Appreciation (non-employee or students)
  - Focus Groups
Unallowable Hosting Events

- Regularly Scheduled Meetings
- Employee Recognition
- Retirement Events/Celebrations
- Celebrating Holidays, birthdays
- Break time or break room refreshments for faculty, staff, or student personal use
- Graduation parties
- Alcoholic beverages!!!!
HOSTING DOCUMENTATION

- HOSTING CHECKLIST
  - Original Itemized receipt
  - Clear Business Purpose
  - List of Attendees (to verify $/ per person, see below)
  - Event Information
  - Agenda

- CARD CHECK OUT MEMO (for multiple card users only)

- HOSTING RATES
  - $16.25/ Breakfast
  - $16.25/ Lunch
  - $32.50/ Dinner (Tip must be included in these rates)
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
Policies Consistent for all Cards

- Who may use the cards?
- Who should keep the cards and where?
- What happens if the cards are lost or stolen?
- 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 cards’ role assignments?
- What sort of documentation do I need to keep with the cards’ records?
PROCUREMENT CARD STEPS

1. Procurement Cards (Roles must first get RBAR Approval)
2. Fill out forms
3. Take Pcard Test
4. Procurement Cards (Roles must first get RBAR Approval)
5. Send signed Bank Statement to CAS
6. Keep Monthly Log and all documentation
7. Keep card in locked cabinet
8. Distribute Transactions
9. Send signed Bank Statement to CAS
10. Keep Monthly Log and all documentation
11. Take Pcard Test
12. Procurement Cards (Roles must first get RBAR Approval)
13. Fill out forms
14. Send signed Bank Statement to CAS
15. Keep Monthly Log and all documentation
16. Keep card in locked cabinet
17. Distribute Transactions
P-Card Module Roles Within Departments

- Budget Authority
- Card Custodian
- Business Manager
Budget Authority

- Financial Responsibility
- VISA Card Acknowledgement
- Role Management
Card Custodian

- Accounting and Reconciliation
- Security
- Department Liaison
Business Manager

Back-up Support for Card Custodian
Documentation

- Activity Log

- US Bank Monthly Statement (one page)

- Receipts/Documentation

- If charging to a Grant index (2xxxxx, 3xxxxx, 4xxxxx) must have email from DRA (Departmental Research Accountant) authorizing purchase
Monthly US Bank Statement

- How do I get my statement?
  - US Bank Access online
- 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
  - Budget Authority and Card Custodian sign
- Now what?
  - Scan copy of signed statement to pcard@pdx.edu
  - Reminder email will be sent from pcard team when statements have cycled. Signed copies of statements must be scanned to pcard@pdx.edu no later than 21 business days after email reminder.
### Activity Log

#### Procurement, Group/Travel, Fuel Card Log

<table>
<thead>
<tr>
<th>No.</th>
<th>To Date</th>
<th>User Initials</th>
<th>Vendor</th>
<th>Description of Item Purchased and/or Business Purpose</th>
<th>Amount</th>
<th>Task/Task Amount</th>
<th>Task/Task Payment Method</th>
<th>Other Car No. &amp; Date and Time</th>
<th>Index Code/Account Code</th>
<th>Banner IV Number</th>
<th>Budget Authority Authority:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 0.00

Excel totals for you
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
  - Packing slips

- What needs to be included on the receipt?
  - Who – Vendor name
  - What - Itemization of what was purchased & dollar amount
  - Where – Ship to address (if online)
  - When – Date of purchase
  - How - Method of payment
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
  - Hosting – 28611, 28612, 28613
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 gives you a 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.
Monthly Checklist

- 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 scans copy of signed statement *(one page)*
- CC keeps all originals in departmental file.
Fraud Protection

- Make sure cards and/or receipts are kept in a secure place
- Keep an eye on your card during the transaction and get it back as quickly as possible
- Reconcile accounts frequently
- Report any questionable charges promptly to U.S. Bank
- Don’t write your account number or personal information down
- Don’t give out personal information over the phone unless you initiated the call and the company is reputable
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
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
WHAT’S DIFFERENT AT FISCAL YEAR END?

The Key is to Spend EARLY!

• Delivery date must be on or before June 30\textsuperscript{th} to go on FY15 expenses
• Last date to use PCard to expect expenses hit FY15 is Friday, June 12
• 2 weeks from 6/12 to 6/26. This gives adequate time for transactions to be posted through US Bank and then into Banner
• Transactions coming through bank after June 26\textsuperscript{th} will NOT be posted in Banner until after July 8\textsuperscript{th} which will be FY16
DISTRIBUTION DEADLINES IN BANNER

- ALL PROCUREMENT CARD DISTRIBUTIONS MUST BE DISTRIBUTED IN BANNER BEFORE 12 pm
PAY ATTENTION TO PROGRAM CODES

PREPAIDS… Transactions must have PREPAID PROGRAM CODES:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>New Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0XXXX</td>
<td>99602</td>
</tr>
<tr>
<td>1XXXX</td>
<td>99620</td>
</tr>
<tr>
<td>2XXXX</td>
<td>99630</td>
</tr>
<tr>
<td>3XXXX</td>
<td>99640</td>
</tr>
<tr>
<td>4XXXX</td>
<td>99650</td>
</tr>
<tr>
<td>5XXXX</td>
<td>99660</td>
</tr>
<tr>
<td>6XXXX</td>
<td>99670</td>
</tr>
</tbody>
</table>

Except for Grants and Foundation
PCARD PROGRAM
NON-ACCESSIBLE
AFTER 12PM
JUNE 30
PCARD PROGRAM BACK ON

JULY 9
WHAT NOT TO DO

NO STOCKPILING

Remember:
ONLY GOODS THAT HAVE BEEN RECEIVED BY JUNE 30th CAN BE EXPENSED IN FY15!
CLEAR ALL CC DISPUTES

Credit Card Disputes
WHICH YEAR AM I?
WHICH YEAR AM I?

- I bought a laptop with PCard June 29th. Which year am I?

FY16
WHICH YEAR AM I?

- If I purchase printer with PCard on June 12th but the vendor informs me shipment will be sometime during the first week of July. Which year am I?

FY16

......what else do I do?
I ordered a Dell computer June 12\textsuperscript{th} and received it June 22\textsuperscript{nd}. What year am I?

FY15
• I ordered an Ipad June 13\textsuperscript{th} and to my surprise I saw it come through Banner on June 26\textsuperscript{th}. I received it June 29\textsuperscript{th}. Which year am I?

FY15

Using the PCard on or before June 12\textsuperscript{th} gives great expectancy that the expense will come through Banner by June 26\textsuperscript{th}. However, sometimes later transactions will also. BUT......IT CANNOT BE GUARANTEED
AND YOUR FINAL ANSWER IS...

WHAT IS THE FINAL DATE TO SPEND WITH PCARD TO EXPECT EXPENSES TO HIT FY15?

A) June 30th  
B) June 12th  
C) July 3rd  
D) June 25th
AND YOUR FINAL ANSWER IS...

WHEN IS THE LAST DAY TO **DISTRIBUTE** PCARD TRANSACTIONS FOR FY15?

A) June 30\textsuperscript{th} 
B) June 12\textsuperscript{th} 
C) July 3\textsuperscript{rd} 
D) June 25\textsuperscript{th}
WHAT IS THE DATE ACCESS IS TURNED BACK ON FOR PCARD PROGRAM?

A) JULY 1st
B) JULY 9th
C) JUNE 30th at midnight
D) JULY 6th
I ordered a fax machine online June 15\textsuperscript{th}. (Invoice not due until goods are received.) It is June 29\textsuperscript{th} and I just received a phone call that it will not be delivered until July 2\textsuperscript{nd}. It MUST go against FY15 budget. What can I do?

• a) Pay for it anyway before receiving it so it will go against FY15
• b) Cancel the order, go to Best Buy and purchase a fax machine and turn in my approved reimbursement no later than July 6\textsuperscript{th} to CAS
• c) Too bad, looks like I can’t have a fax machine
• d) Have the vendor send the invoice (even though fax still doesn’t get here until after June 30\textsuperscript{th}) and accrue invoice to go against FY16 expenses. It won’t go against FY15 expenses.
Distributing charges

![Image of accounting software interface]

Insert description here
Contacts

- Kris Schultz, P-Card Coordinator: 5-3734  schultzk@pdx.edu
- Marissa de Leon, P-Card Accountant: 5-9888  marissd@pdx.edu
- Beth King, Manager of Campus Accounting Services: 5-9825  king4@pdx.edu
- pcard@pdx.edu
- US Bank Fraud: 1-800-523-9078