

Welcome to PSU's Procurement Card Training



Thursday, January 29, 2015

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
- Month, Quarter and **Year** End Close
- Protection Against Fraud
- Review Process
- Resources and Contacts
- Questions and Answers
- Captivate Training on pCard Banner screens



- Procurement Cards
 - Issued to a Department
 - For single non-capitalized purchases
 - Less than \$5,000
 - **Now Hosting allowed beginning Feb. 2nd!**
- 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?

Acceptable Transactions	Unacceptable Transactions
Office and operating supplies	Travel
Computer hard/software under \$5000 Furniture – non-capitalized under \$5,000	Capitalized equipment >\$5000
Teaching/Research material	Personal purposes
1099 reportable services (i.e. personnel recruitment, printing)	Services involving PSC or contract (i.e. guest lecturer, consultant, rental)
HOSTING	Awards/prizes/gifts/flowers/gift cards
Conferences, Trainings, Webinars, Subscriptions & Memberships	Alcoholic beverages
PSU Market, Viking Bowl, Spirit store, and other OUS entities	PSU parking and bike hub

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/individual travel and or other
expenses

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
- **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



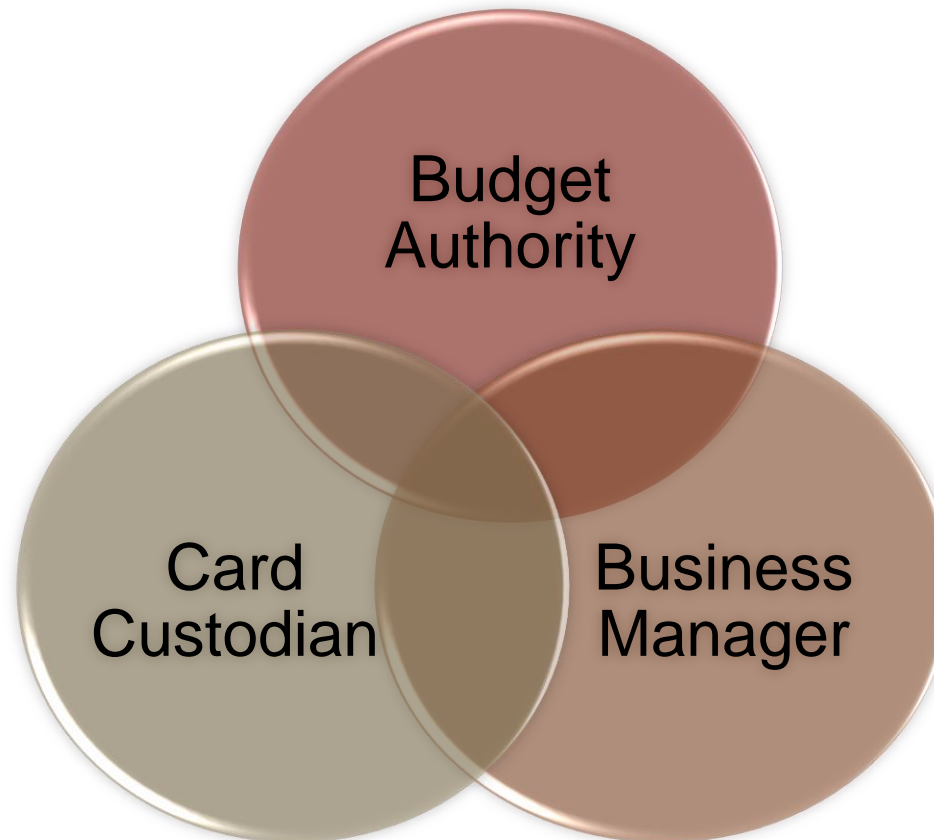
Policies Consistent for all Cards

- 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



P-Card Module Roles Within Departments



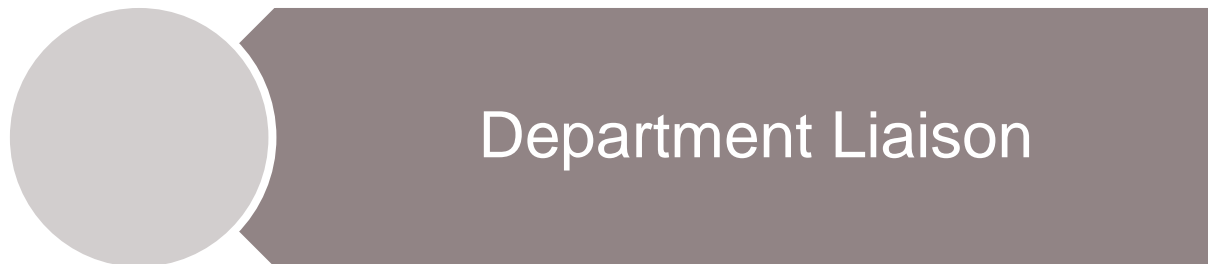
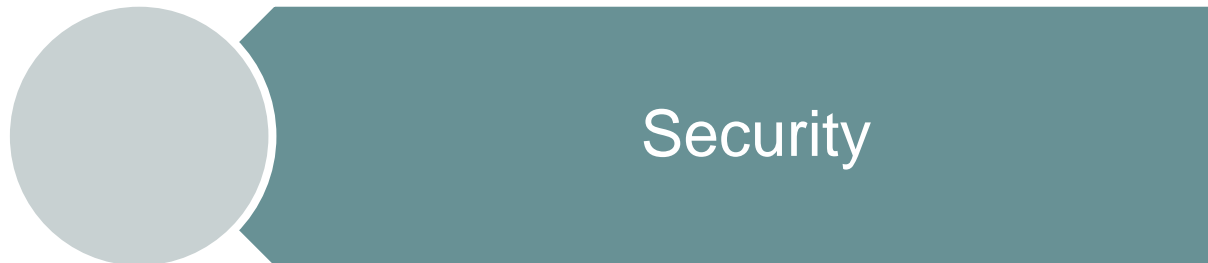
Budget Authority

Financial Responsibility

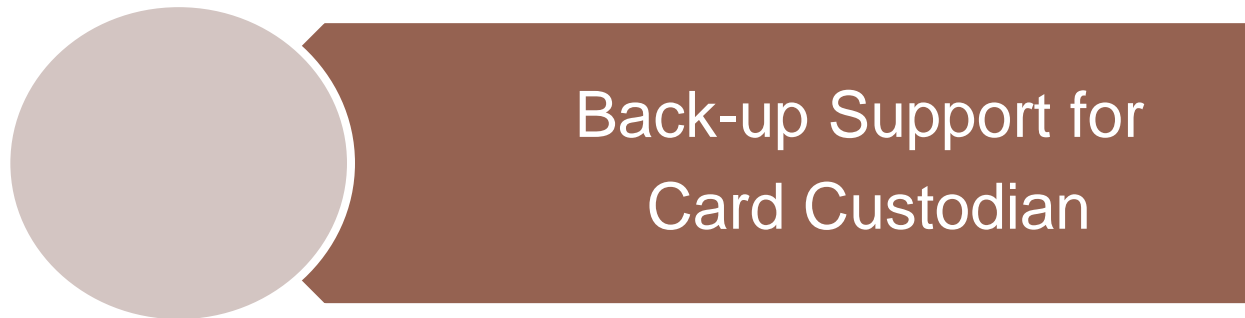
VISA Card Acknowledgement

Role Management

Card Custodian

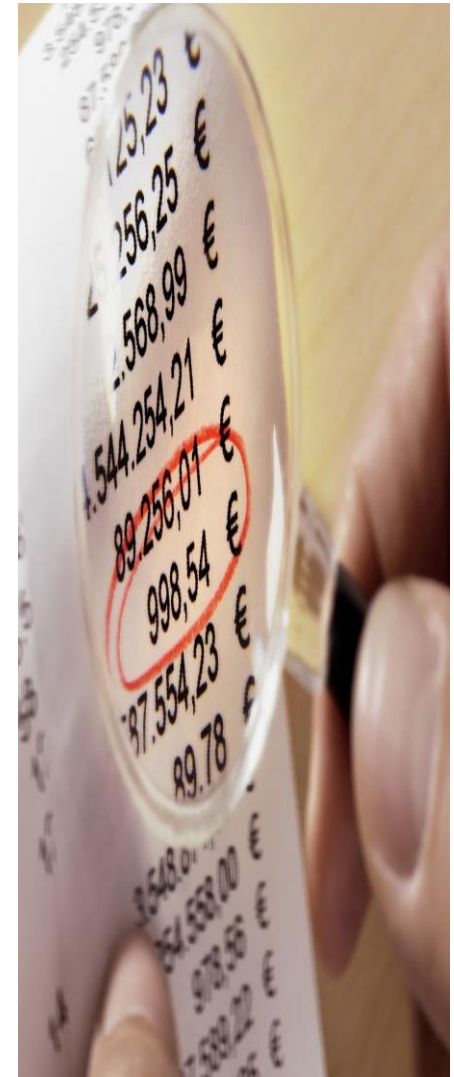


Business Manager



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

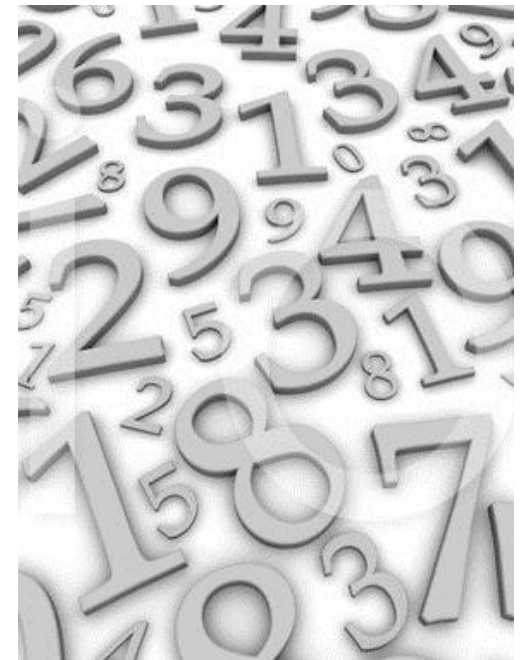
- How do I get my statement?
 - US Bank Access online
- When do I get my statement?
 - When there is activity for the month
 - After the card cycles
- What do I need to do with my statement?
 - Reconcile it to the log and receipts
 - Budget Authority and Card Custodian sign
- Now what?
 - **Scan** copy 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.

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.

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 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



FAAINVT

Purchase Card Transaction Maintenance FAAINVT 8.9.1.4.PA (oprd)

Cardholder ID: Responsible Organization:

Account Manager ID: WAD Business Manager ID: Type: Not Fed Transactions

Cardholder ID: 956368067 Alexander Rocco Accetta

Card Account Number: 4444888844081138 Start Date: 23-JUL-2008 Expiration Date: 01-JUL-2017

Card Type: VISA Card Status Code: A Card Description: rec324 odp travel

Account Manager ID: WAD Business Manager ID: ATSU Responsible Organization: 332035

Vendor: FLYING ELEPHANTS CORPORAT One Time Credit Memo

Check Vendor:

Address Type: Sequence:

Street Line 1: City: PORTLAND

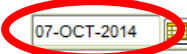


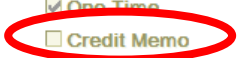

Street Line 2: State or Province: OR ZIP or Postal Code: 97214

Street Line 3: Nation: US

Reference Number: 24013394267002646256640 SIC: 5812 Document: IV123456

Bank Post Date: 25-SEP-2014 Feed Date: 07-OCT-2014 Payment Due Date: 09-OCT-2014

Invoice Date: 24-SEP-2014 Transaction Amount: 344.74



Distributing charges

Purchase Card Transaction: Accounting Information FAAINVT 8.9.1.4.PA (oprd)

Cardholder ID: 956368067 Alexander Rocco Accetta
Card Account Number: 4444888844081138
Vendor: FLYING ELEPHANTS CORPORAT
Transaction Amount: 344.74

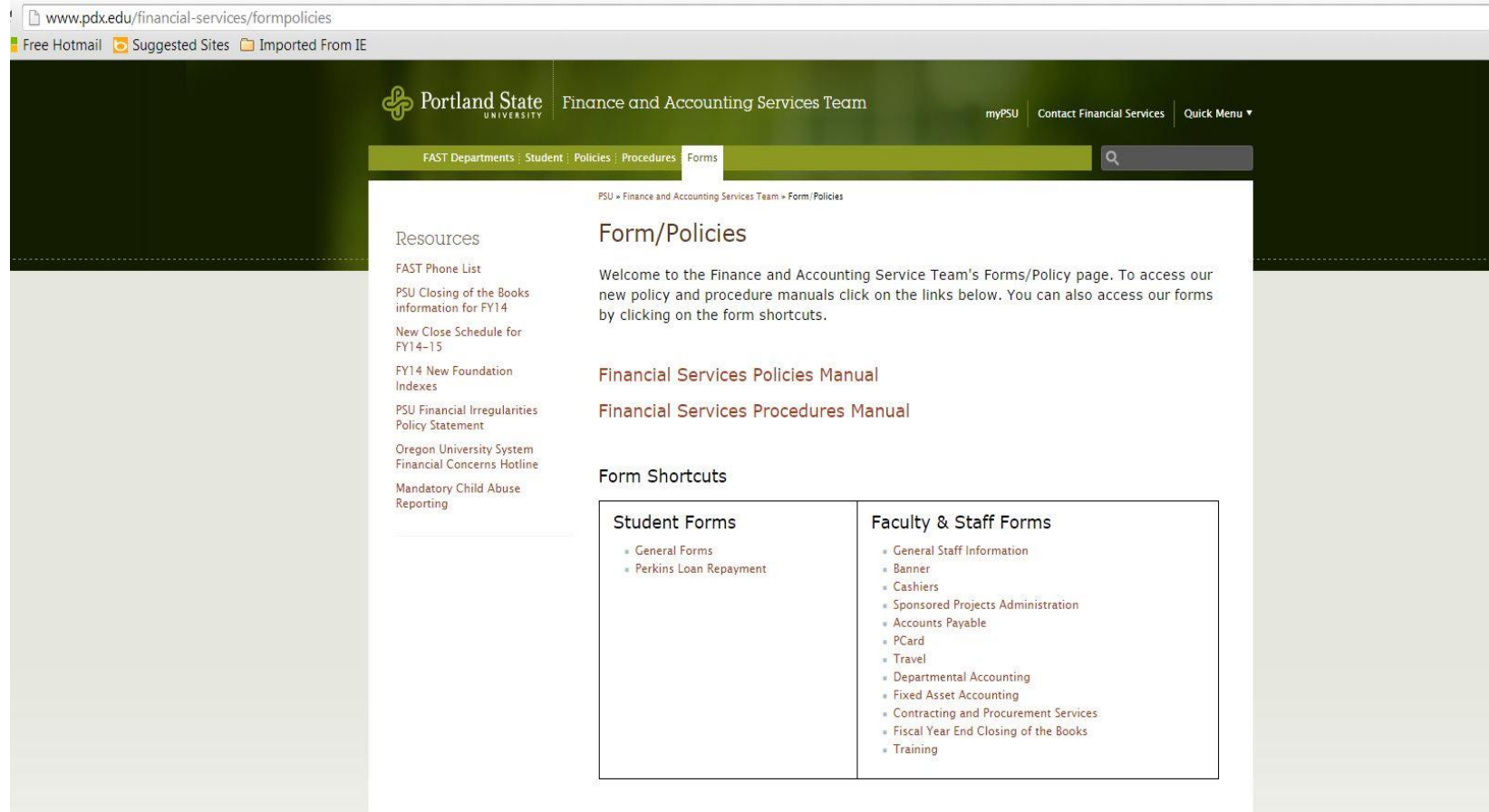
Default Accounting Distribution

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank
D	REC374	113153	332035	28995	45500	BTRP			B1

Commodity:

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	D	REC374	113153	332035	28995	5500	BTRP			B1	<input type="checkbox"/>	344.74
											<input type="checkbox"/>	
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Walk through our website



The screenshot shows a web browser window with the address bar displaying www.pdx.edu/financial-services/formpolicies. The browser's toolbar includes "Free Hotmail", "Suggested Sites", and "Imported From IE". The website header features the Portland State University logo, the text "Portland State UNIVERSITY", and "Finance and Accounting Services Team". Navigation links include "myPSU", "Contact Financial Services", and "Quick Menu". A breadcrumb trail reads "FAST Departments : Student : Policies : Procedures : Forms". A search bar is located on the right side of the header.

Resources

- FAST Phone List
- PSU Closing of the Books information for FY14
- New Close Schedule for FY14-15
- FY14 New Foundation Indexes
- PSU Financial Irregularities Policy Statement
- Oregon University System Financial Concerns Hotline
- Mandatory Child Abuse Reporting

Form/Policies

Welcome to the Finance and Accounting Service Team's Forms/Policy page. To access our new policy and procedure manuals click on the links below. You can also access our forms by clicking on the form shortcuts.

Financial Services Policies Manual

Financial Services Procedures Manual

Form Shortcuts

Student Forms	Faculty & Staff Forms
<ul style="list-style-type: none">General FormsPerkins Loan Repayment	<ul style="list-style-type: none">General Staff InformationBannerCashiersSponsored Projects AdministrationAccounts PayablePCardTravelDepartmental AccountingFixed Asset AccountingContracting and Procurement ServicesFiscal Year End Closing of the BooksTraining

www.pdx.edu/financial-services/formpolicies

Contacts

- Kris Schultz, P-Card Coordinator: 5-3734 schultzk@pdx.edu
- Marissa de Leon, P-Card Accountant: 5-9888 marissd@pdx.edu
- **Jason Abbott**, Manager of **Campus Accounting Services**: 5-9676
jabbott@pdx.edu
- **Beth King**, Assistant Manager of **Campus Accounting Services**:
5-9825 king4@pdx.edu
- pcard@pdx.edu
- US Bank Customer Service: 1-800-344-5696
- US Bank Fraud: 1-800-523-9078

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