Welcome to PSU’s Procurement Card Training

Friday, October 28, 2016
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 End Close
- Protection Against Fraud
- Review Process
- Resources and Contacts
- Banner and PCard Distributions
- Questions and Answers
• Procurement Cards
  • Issued to a Department
  • 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>Personal purposes</td>
</tr>
<tr>
<td>Teaching/Research material</td>
<td>Services involving PSC or contract (i.e. guest lecturer, consultant, rental)</td>
</tr>
<tr>
<td>1099 reportable services (i.e. personnel recruitment, printing)</td>
<td>Awards/prizes/gifts/flowers/gift cards</td>
</tr>
<tr>
<td>HOSTING</td>
<td></td>
</tr>
<tr>
<td>Conferences, Trainings, Webinars, Subscriptions &amp; Memberships</td>
<td>Alcoholic beverages</td>
</tr>
<tr>
<td>PSU Market, Viking Bowl, Spirit store</td>
<td>PSU parking, Bike Hub, CASHIERS</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?
Fill out forms

Send signed Bank Statement to CAS

Procurement Cards (Roles must first get RBAR Approval)

Take PCard Test

Keep Monthly Log and all documentation

Distribute Transactions

Keep card in locked cabinet

Send signed Bank Statement to CAS
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>Time Temp</th>
<th>Time Location</th>
<th>Other Car Miles &amp; Gas Used</th>
<th>Index Code</th>
<th>Account Code</th>
<th>Banner ID Number</th>
<th>Mileage Log Booked</th>
<th>Mileage Taken (Miles)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<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 NOT an acceptable 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 PCard module
- Fraudulent/strange transactions
- Lost/Stolen card
- Account code question
- Acceptable use of card
- Exceptions
### BANNER - FAAINVT

**Purchase Card Transaction Maintenance**

<table>
<thead>
<tr>
<th>Cardholder ID:</th>
<th>666356567 Alexander Rocco Accetta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Account Number:</td>
<td>444400684081138</td>
</tr>
<tr>
<td>Card Type:</td>
<td>VISA</td>
</tr>
<tr>
<td>Card Status Code:</td>
<td>A</td>
</tr>
<tr>
<td>Card Description:</td>
<td>Rec24 Expd travel</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>01-JUL-2017</td>
</tr>
<tr>
<td>Start Date:</td>
<td>23-JUL-2006</td>
</tr>
<tr>
<td>Responsible Organization:</td>
<td>332035</td>
</tr>
</tbody>
</table>

**Vendor:**
-發票 slightest differences CORPORATION
- Check Vendor: [ ]
- Address Type: [ ]
- Street Line 1:  
- Street Line 2:  
- Street Line 3:  
- Reference Number: 240133942670026640
- SIC: 5812
- Document: IV123456
- Bank Post Date: 25-SEP-2014
- Invoice Date: 24-SEP-2014
- Feed Date: 07-OCT-2014
- Payment Due Date: 09-OCT-2014
- Transaction Amount: 344.74

**Responsible Organization:** [ ]

- Credit Memo: [ ]
Distributing charges

[Image of a software interface with a table showing a transaction: Cardholder ID, Card Account Number, Vendor, Transaction Amount, and Default Accounting Distribution with columns for COA, Index, Fund, Orgn, Accnt, Prog, Actv, Locn, Proj, Bank, and Percent. The Amount or Percent column shows a total of 344.74.]
<table>
<thead>
<tr>
<th>Text</th>
<th>Print</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>.Enter after the FOAPAL string has been entered and saved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Text type code; Enter LIST for Possible Values.
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
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