Welcome to PSU’s Procurement Card Training
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?
<table>
<thead>
<tr>
<th>Acceptable Transactions</th>
<th>Unacceptable Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office and operating supplies</td>
<td>Travel</td>
</tr>
</tbody>
</table>
| 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

<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
• 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. Fill out forms
2. Take Pcard Test
3. Procurement Cards (Roles must first get RBAR Approval)
4. Send signed Bank Statement to CAS
5. Keep Monthly Log and all documentation
6. Distribute Transactions
7. Keep card in locked cabinet

Send signed Bank Statement to CAS
P-Card Module Roles Within Departments

- Budget Authority
- Card Custodian
- Business Manager
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 Value</th>
<th>Time Description</th>
<th>Rate Card Number</th>
<th>Index Code</th>
<th>Account Code</th>
<th>Journal Number</th>
<th>Date</th>
<th>Time</th>
<th>Key or Code (50+)</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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extension:</th>
<th>Printed Name</th>
<th>Signature</th>
</tr>
</thead>
</table>

Excel totals for you

Total: 0.00
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
Distributing charges
Walk through our website

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 Fraud: 1-800-523-9078
Welcome to
PSU’s Procurement Card Training