

UALR P-Card Training

Office of Procurement Services



Purpose of Training

- The purpose of the P-Card Training Program is to educate P-Card participants of their responsibilities and of the appropriate usage and procedures for using a university-issued P-Card.
- New P-Card cardholders and coordinators are required to attend face-to-face training before a P-Card will be issued. New approvers have the option to complete the training online or to attend face-to-face training.
- Existing P-Card cardholders, approvers, and coordinators are required to complete this training annually as set out in **UALR's Procurement Cards Policy 308.6**.

Instructions

- Review this training presentation.
- Refer to the **UALR Procurement Cards Policy 308.6** and the **UALR Procurement Card Procedures**, if needed.
- Refer back to the training program as much as necessary.

Introduction

The Procurement Card (P-Card):

- Is a Visa credit card issued by US Bank.
- Provides an alternative method for purchasing goods (commodities) and services.
- Streamlines the purchasing process.
- Is issued in the cardholder's name.
- **Is to be used for official UALR business purchases only!!!**

Credit Limits

Each individual P-Card:

- Has a *single* transaction credit limit of \$4,500.
 - This includes shipping, freight, and taxes.
- Has a monthly expenditure credit limit of \$25,000.
- May have limits increased or decreased, with approval, to accurately reflect a department's spending level.

Definitions

Cardholder

The employee whose name is on the P-Card is responsible for its appropriate use, safety, and security.

P-Card

A credit card distributed to specific individuals for departmental purchases of goods or services **for UALR official business purposes only**.

Upcharge or Usage Fee

A fee some vendors charge to consumers when using a credit card to pay for purchases.

Definitions

Restricted Commodities

Goods or services that cannot be purchased using the P-Card.

Mandatory State Contract

Contracts (established by the Office of State Procurement) for goods or services where substantial savings can be achieved by quantity purchasing. **UALR is required to purchase from the awarded state contract vendor.**

Non-Mandatory Contract Items

Contracts (established by the Office of State Procurement) that are not mandatory but use quantity purchasing and establish a maximum price.

Definitions

Cooperative Contract

Established when multiple public procurement units (purchasers) combine their purchases to obtain volume purchase discounts.

UALR Contracts

Contracts established by UALR through competitive bids, proposals, or negotiations. **These contracts are mandatory.**

Appropriate Usage



- The P-Card is used the same way as a regular credit card.
- UALR *cannot* pay any vendor usage or upcharge fees.
- The P-Card *cannot* be used to pay for any travel expenses (i.e., meals, hotels, or parking).
- Follow P-Card procedures to safeguard university funds and to spend them in an ethical manner.

Appropriate Usage

Meals and Food

- Use of P-Card for employee meals is *not* allowed.
- Food (grocery store) purchases may be allowed only with prior approval from Procurement Services. Approval is rare.
- No alcohol purchases are allowed.



Safeguards

The cardholder is responsible for security and transactions of the P-Card.

- The cardholder should store the P-Card in a safe, secure location.
- If the P-Card is lost or stolen after hours, the cardholder should immediately call the issuing bank to report.
- The cardholder should immediately report a lost or stolen P-Card to his or her direct supervisor and the P-Card administrator.

Restricted Commodities

These commodity categories have some restrictions for P-Card purchases:

**Mandatory State
Contract Items**

**Non-Mandatory or
Cooperative Contract
Items**

Promotional Items

Printing

Restricted Commodities

State Contract Items

State contracted items **MUST** be purchased from state contract vendors. Contact Procurement Services for a list of state contract vendors willing to accept the P-Card.

Issues:

- Most common problem is office supplies.
- Office supplies **MUST** be purchased from ***Government Supply Services***, the state contract vendor. (<http://gss.oporderpoint.com>)
- Contract items from non-contract vendors must be returned for credit and/or valid justification must be provided.

Restricted Commodities

Non-Mandatory or Cooperative Contract items:

- Items covered under these contracts may be purchased with a P-Card, *except* furniture.
- **ALL FURNITURE PURCHASES MUST BE COORDINATED THROUGH PROCUREMENT SERVICES.**

Restricted Commodities

The following are examples of items that **CANNOT** be purchased with a P-Card:

- Items for personal use.
- Gifts for retiring faculty or staff.
- Decorative items for non-public areas.
- All greeting cards.
- Alcohol and alcoholic beverages.
- Cash advances.
- Party and holiday decorations (including Christmas trees) for employee-only events.
- Gasoline and diesel fuel, excluding bulk purchases.
- Any and all travel expenses.
- Radioactive, biohazard, explosive, or any other hazardous material(s).
- Employee meals.

Restricted Commodities

Promotional Items

To ensure that branding and design meet university specifications and standards, promotional and novelty items may **NOT** be purchased unless approved by the Office of Communications. The Office of Communications can assist with planning, designing, and proofing artwork.

Promotional items include:

- Items requiring an approved UALR logo or brand; or
- Items requiring an approved logo or brand of a specific program.

Restricted Commodities

Printing

Contact UALR Print Shop for any and all printing needs.

Remember:

- Printing is restricted by Constitutional Amendment 54.
- A P-Card should *never* be used for printing purchases of any type.

Delivery / Ship to Address

To prevent fraudulent activity, all items purchased with a P-Card must be delivered:

- To an official UALR address.
- Verifiable off-site location due to a special project or grant.

Fraudulent Charges

The disputed items process allows P-Card cardholders to withhold payment of fraudulent charges appearing on the statement until the disputed items are resolved.

- Fraudulent charges are the only items the P-Card holder can dispute.
- Contact the issuing bank at 800.523.9078 when fraudulent charges are identified.
- Contact Procurement Services after you have notified the bank.
- Review transactions frequently to identify fraudulent charges as soon as possible.

Declined Transaction

If a transaction is declined, call the P-Card administrator for an explanation of the denial. The most common reasons for P-Card denials are:

- Monthly spending limit exceeded
- Restricted vendor
- Single transaction limit exceeded

Exceptions

Requests for exceptions to the P-Card policy and procedures will be considered on a case-by-case basis.

- Requests must be submitted to the P-Card administrator via email.
- Requests will be reviewed and the requestor notified of the approval or denial.
- Keep any and all copies of documentation pertaining to the request.

Misuse and/or Abuse

Misuse and/or abuse of the P-Card may result in disciplinary action.

- Appropriate disciplinary action will be based on the severity and intent of the misuse and/or abuse.
- The departmental/budgetary supervisor, P-Card administrator, and director of Procurement Services will determine appropriate disciplinary action.
- Disciplinary action may include, but is not limited to:
 - Written warning
 - Temporary suspension
 - Revocation of P-Card privileges
 - Termination of employment
 - Reimbursement of negligent/fraudulent charges
 - Prosecution in a court of law

Compliance



Failure to comply with the P-Card policy and procedures will be deemed misuse and/or abuse and may be subject to the procedures outlined in the previous slide.

Accounting and Recording of Expenditures

Receipts

- Receipts are required, even if the purchase is from a discount store.
- Check each detailed receipt against the corresponding transaction on the bank statement or against the Account Activity Report to make sure the dollar amount and the vendor name match the bank statement.
- Receipts must be detailed and describe each item purchased, with the unit price for each item.
 - *Lump sum receipts are not acceptable.*
- Complete the **Missing Document Affidavit** if a receipt is not available or is lost.
- Purchases that do not have a receipt or **Missing Document Affidavit** will be considered personal purchases.
 - Cardholders must reimburse the university immediately for these items.

Accounting and Recording of Expenditures

Accounting

Cardholders should access their account throughout the open cycle and for each transaction:

- **Reallocate** the charge if any part of the FOAPAL differs from the default accounting code.
- List all commodities or services bought in the **Comments** box.
- List the name(s) of the event, grant, project, or program associated with the charges, if applicable, in the **Additional Comments** box.
- List any and all transactions that are fixed assets for inventory purposes in the **Internal Audit** box.
 - **NOTE:** Any and all iPads are considered fixed assets no matter the valued cost.

Accounting and Recording of Expenditures

Reallocate. Enter the charge if the FOAPAL differs from the default accounting code.

**Step 1:
Log into Account**

**Step 2:
Click Transaction
Management**

U.S. Bank Access® Online State of Arkansas

[Our Payment Products](#) [Logout](#)

usbank Welcome to Access Online

Your last login was 02/12/2014

Language Selection:
American English ▼

Transaction Management
Account Information
Reporting
My Personal Information

Message Center
Message(s) from Access Online

Home
Contact Us
Training

Purchasing Quick Links

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>		02/07	02/07	ATT'BILL PAYMENT	800-288-2020, TX	\$141.57	Ⓜ			1100001100000721410451000
<input type="checkbox"/>		01/19	01/20	AT&T DATA	800-331-0500, GA	\$30.00	Ⓜ			1100003100000720100451000

Ⓜ Disputed Ⓜ Trans Detail Level Ⓜ Reallocated

Summary Allocations Transaction Line Items Tax Data Comments

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	PROG (e)	ACTIVITY (e)	LOC (e)
			FUND (e) ORG (e) ACCT (e)			
<input type="checkbox"/>	\$ 30.00	OR 100.00 %	110000 * 310000 * 720100 *	451000 *		

Total Allocated: \$ 30.00 100.00 % Apply Accounting Code: **Apply**

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

**Step 3:
Click Accounting
Code of Item to
Reallocate**

**Step 4:
Enter Correct
FOAPAL**

**Step 5:
Click Save
Allocations**

Accounting and Recording of Expenditures

Comments. List all commodities or services purchased in the Comments box.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	€	Purchase ID	Accounting Code
	01/19	01/20	AT&T DATA	800-331-0500, GA	30.00	III			110000 310000 720100 451000

Disputed Trans Detail Level Reallocated

Summary Allocations Transaction Line Items Tax Data **Comments**

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comments

John Doe's monthly data plan subscription for iPad

Additional Comments

Internal Audit

Save Comments

[<< Back to Transaction List](#)

Step 1:
Click the *Comments*
Tab

Step 2:
Describe
Commodities or
Services Purchased

NOTE:
Describe office
supplies generally; for
example, pens, file
folders, paper clips,
note pads, etc. Like
items may be grouped
together.

Accounting and Recording of Expenditures

Additional Comments. List the name(s) of the event, grant, project, or program associated with the charges, in the Additional Comments box.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	€	Purchase ID	Accounting Code
	01/19	01/20	AT&T DATA	800-331-0500, GA	30.00	III			110000 310000 720100 451000

Disputed Trans Detail Level Reallocated

Summary Allocations Transaction Line Items Tax Data **Comments**

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comments

Additional Comments

Internal Audit

Save Comments

[<< Back to Transaction List](#)

Step 3:
List the name(s) of the
event, grant, project,
or program.

Accounting and Recording of Expenditures

Internal Audit Box. List any and all transactions that are fixed assets for inventory purposes in the Internal Audit box.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	€	Purchase ID	Accounting Code
	01/19	01/20	AT&T DATA	800-331-0500, GA	30.00	III			110000 310000 720100 451000

Disputed Trans Detail Level Reallocated

Summary Allocations Transaction Line Items Tax Data Comments

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comments

Additional Comments

Internal Audit

Save Comments

[<< Back to Transaction List](#)

Step 4:

List fixed assets here. This includes any and all furniture, vehicles, equipment, and other state property having a life expectancy of one year or greater and a valued cost of \$500 or greater.

NOTE:

Any and all iPads are considered fixed assets no matter the cost.

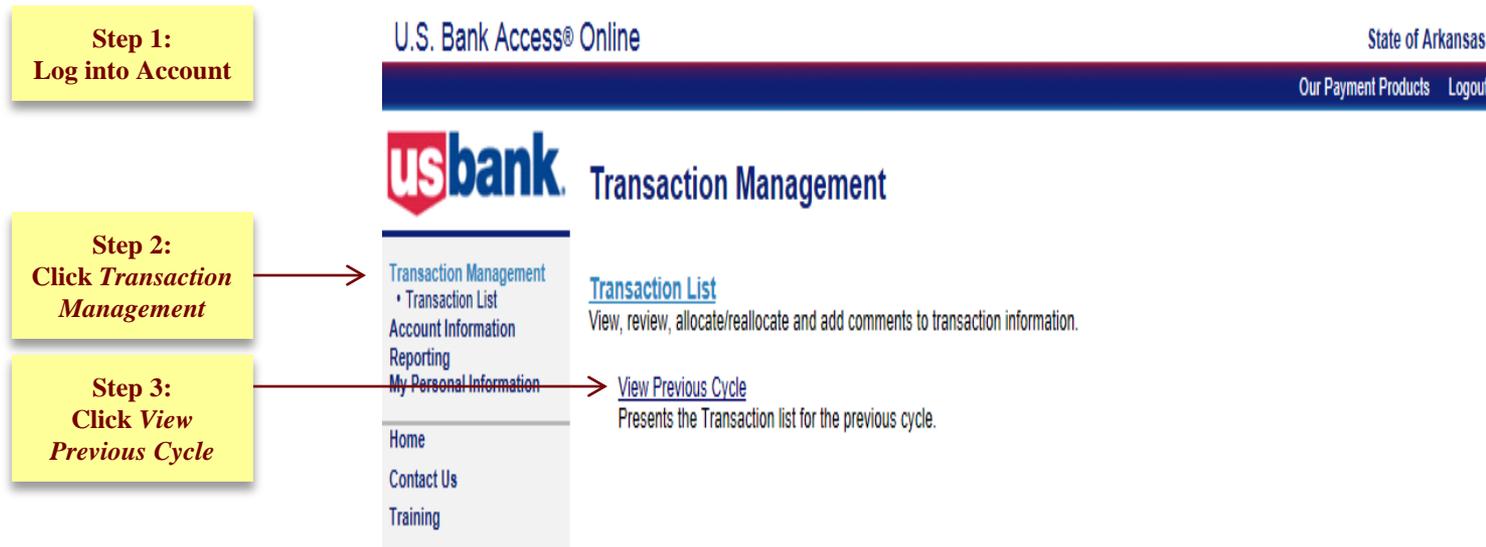
Activity Report

At the end of each billing cycle, the cardholder must:

- Access the online account.
- Print the **Account Activity Report** in *landscape page orientation*.
- Attach supporting documentation (receipts) for each transaction, including credits.
 - Receipts that are smaller than 8½x11 should be securely taped on all edges to an 8½x11 sheet of paper.
 - Tape should never be placed over detailed descriptions on receipts; this can make the print illegible.
- Forward the **Account Activity Report** to Procurement Services within seven days of the end of the billing cycle.

Activity Report

Follow these steps to print the monthly **Activity Report**:



Print Report in Landscape Orientation!

Activity Report



Transaction Management

Card Account Summary with Transaction List

- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information
- Home
- Contact Us
- Training

Card Account Number:
Card Account ID:
[» Trans List](#)

[+] Card Account Summary

Account Number:
Account Name:
Billing Cycle Close Date: [Search](#) [Print Account Activity](#)
Total Transactions: \$193.05 3
Reallocated Transactions: \$163.05 2
% Reallocated Transactions: 84.4% 66.6%

[Open Account](#)

[+] Search Criteria

[Return to top](#)

[+] Transaction List

[Return to top](#)

Records 1 - 3 of 3

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>		01/06	01/08	DISCOUNT TROPHIES OF A	LITTLE ROCK, AR	\$10.90				110000 310000 721390 451000

Step 4:
Select Billing
Cycle Close Date

Step 5:
Click Print
Account Activity

Print Report in Landscape Orientation!

Activity Report

**Step 6:
Attach Receipts and
Documentation**

**Step 7:
Write Cardholder's T#
on Top Right of Report**



Cardholder Activity

Name: John Doe Account Number: X1234 Cycle End Date: 01/15/2014

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
12/20/2013 12/23/2013	AT&T DATA 800-331-0500, GA	\$30.00 \$30.00	USD 110000310000720100451000	30.00
01/06/2014 01/08/2014	DISCOUNT TROPHIES OF A LITTLE ROCK, AR	\$10.90 \$10.90	USD 110000310000721390451000	10.90
01/07/2014 01/07/2014	ATT BILL PAYMENT 800-288-2020, TX	\$152.15 \$152.15	USD 110000100000721410451000	152.15

**Step 8:
Cardholder and
Budgetary Supervisor
Prints and Signs
Name**

**Step 9:
Forward to
Procurement Services
within seven business
days of statement
close date.**

Activity Totals \$193.05	Purchases \$193.05	Payments \$0.00
Cardholder Name: _____	Signature: _____	
Supervisor Name: _____	Signature: _____	

Print Report in Landscape Orientation!

Questions or Assistance?

Please direct any questions, inquiries, or problems regarding P-Cards to the UALR P-Card administrator:

Sandra Phillips

UALR Office of Procurement Services

501.537.0053

sdphillips@ualr.edu

Visit ualr.edu/procurement for additional information on procurement policies and procedures.