Procurement Card Training

University of Connecticut
Procurement Services
Revised April 19, 2017
TOPICS

Section 1: Responsibilities
Understand the responsibilities of the cardholder, record manager, and the reporting authority

Section 2: Procurement Card General Information
Understand the restrictions, exceptions, and comparisons of the University P-Card to a personal credit card

Section 3: Procurement Card Use
Understand how to properly use the P-Card

Section 4: Disputed Charges
Understand how to dispute a charge

Section 5: Review Process
Understand the review process

Section 6: Record Keeping
Understand the record keeping process
RESPONSIBILITIES

Section 1
Cardholder Responsibilities

- Complete a P-Card Application Form and obtain approval signatures from reporting authority.
- Responsible for all purchases made with the card and for making such purchases in accordance with the procedures outlined in the User Manual.
- Use the card for University purchases and approved items only.
- Record all purchases on the P-Card Log Sheet and maintain all supporting documentation (e.g. detailed receipts, email confirmations, etc.)
- Only the cardholder is authorized to use the card or may designate up to two (2) secondary users. The cardholder remains responsible for all purchases made by authorized secondary users.
- Secondary users do not receive a card of their own and must come to training before they can use the card.
- Secondary users should bring a copy of the Cardholder Agreement Form when making in store purchases. It is at the discretion of the merchant’s bank rules as to whether or not they will accept our secondary users.
Cardholder Responsibilities

• Safeguard card security at all times and use secure websites when ordering online.
• Report any lost or stolen card immediately.
• Responsible for repayment of improper charges.
• Personally liable for misuse of P-Card.
• Ensure the reconciliation of the P-Card Log Sheet to the bank statements and KFS on a monthly basis, unless this responsibility has been delegated to the record manager.
• Responsible for safeguarding the P-Card number. This includes, but is not limited to, online purchases on secure websites only.
• NEVER include entire 16 digit P-Card number on any correspondence.
• Remember that the University must retain ownership of all purchases made with the P-Card.
• All purchases made with the P-Card must be shipped to a University campus address and never to a home address.
• Ensuring receipt of goods, following up with the vendor to resolve disputes and arranging for returns, credits, etc.
Record Manager Responsibilities

• Complete a Record Manager Designation Form and attend the mandatory training session.
• Reconcile the P-Card Log Sheet to the bank statement and KFS on a monthly basis, if the cardholder has delegated this responsibility.
• Assist the cardholder to verify and resolve any returns, credits, and discrepancies, as needed.
• Maintain the P-Card Log Sheet with supporting documentation in a secure location at all times (locked cabinet is preferred).
• Collect and maintain receipts from cardholder(s) to ensure timely retrieval for auditing purposes.
• Complete the re-allocation process to input proper accounts/object codes for each transaction by the 15th of the month following the statement month.
• Retaining documentation in your department, in compliance with State, University or grant guidelines for record retention (minimum of seven (7) years), unless the grant calls for a longer timeframe.
• Prior to disposal of documents, you must receive permission from the UConn archivist within the Dodd Center.
Reporting Authority is defined as that individual who has oversight responsibility for purchases and for administering the department's budget, such as, the dean, director, or department head.

- Designate one or more individual(s) in the department to act in the capacity of the record manager
- Identify potential cardholders
- Approve all P-Card application forms
- Responsible for oversight of the P-Card program for their respective department
Section 2

PROCUREMENT CARD

GENERAL INFORMATION
Restrictions

All P-Cards have the following preset limitations:

• 20 transactions allowed per day.
• 100 transactions allowed per month.
• Single purchases cannot exceed $4,999.
• Spending limit per month $10,000.
• All merchants are assigned a Merchant Category Code (MCC), that corresponds to their type of business.
• Travel and entertainment MCC’s are blocked. The P-Card cannot be used for ANY travel related expenses.
Exceptions

• Exceptions to the previously listed limitations may be granted on a case by case basis.
• The exception request must be submitted in writing via email to the P-Card Administrators prior to purchase.
• Approval must be received in writing prior to the purchase.

While the P-Card is a procurement tool, it does not signal a change regarding compliance with the University’s purchasing policy and the use of University and State contract suppliers.
Comparisons to a Personal Credit Card

- There is no difference in how vendors are paid. Vendors receive payments in 3 days or less from MasterCard.
- The actual cards (plastics) look very similar, however, the P-Cards are clearly identified with the University’s logo and tax exempt number.
- They both use a 16 digit card number to identify each card.
- Customer service is available 24 hours a day, 7 days a week, via toll free number: 1-800-316-6056.
Differences From a Personal Credit Card

• The University of Connecticut is responsible for payment of the monthly bill, therefore, P-Card information NEVER appears on an individual’s credit report.

• The University receives all purchase information electronically from JP Morgan Chase, the bank that issues the P-Cards.

• A seven (7) digit default KFS account number and the P-Card clearing object code (7130) is assigned to each card.

• Remember that the University must retain ownership of all purchases made with the P-Card.
Section 3

PROCUREMENT CARD USE
Purchasing with the Purchasing Card

When placing your order, please be sure to provide the vendor the following information:

• Identify yourself as a University of Connecticut employee;
• State that you are making the purchase using a MasterCard Purchasing Card;
• State that it is a tax-exempt purchase and provide the number listed on the front of the card;
• Provide individual credit card number and expiration date on card;
• Provide complete delivery address including building and room number;
• State the appropriate University or State contract that you are using to insure that you receive correct pricing and prompt payment discounts;
• State the quantity and description of the items being ordered;
• Verify the total cost of the purchase with the vendor; and...
• Furnish any other information that may be required
Approved Purchases

• Advertisements
• Animal feed and bedding
  – Purchase of animals is prohibited
• Catering services
  – Held at UConn locations only, where a signed contract is not required
• Conference registrations with department dean/director approval
• Dues and professional membership
  – Business, technical, professional and institutional memberships only
• Floor and window treatments
• Food
  – Take-out or grocery store purchases for student activities & official business meetings held at a University campus location only
  – Must have business purpose, list of attendees and agenda
  – Staff only meetings must have a completed Business Meal Pre-approval Form
  – All of this information must be attached to the PCDO in KFS.
Approved Purchases

- Gasoline
  - State vehicles only
- Hardware supplies
- Internet purchases for approved items only
  - Must be purchased from a secure site
- Maintenance service/repairs
- Office, laboratory and educational supplies
  - Items not available through Central Stores and HuskyBuy
- Postage
  - Non-metered mail up to $50.00 value
- Software and computer supplies for University use only
  - Must be installed on a University owned device
- Subscriptions
  - Departmental use only
- Tools, fixtures and miscellaneous apparatus

*** Laboratory Chemicals for delivery to the Storrs and Depot campuses (with the exception of the Chemistry Department) should be ordered through KFS whenever possible to ensure the integrity of UConn's Laboratory Chemical Inventory Program. If a Procard must be used, the proper shipping information must be provided to the vendor so that items are shipped to Central Stores where they will be bar coded and repackaged for same day delivery to their final destination. See page 2 of Processing Orders for Chemicals. (Note: this restriction does not apply to the ordering of compressed gases; microbiology media such as agars, broths and serums; buffers; test kits; radioisotopes; drugs and cleaning products.)
Business Meal Pre-Approval Form

To justify a group meal, business meetings must last for a minimum of two hours. If the meeting can be accomplished effectively without a meal, then it should be.

A Business Meal Pre-approval Form must be completed with the justification for why the meal is needed. The approval must be one supervisory position above any person attending the business meal.

Remember, you MUST HAVE an itemized receipt.

All documentation should be uploaded to the PCDO doc when the charge is reallocated.

The Department Head must sign the form, unless the Department Head is attending, then the approval must be one supervisory position above any person attending the business meal.

Please remember you’ll need an itemized and paid receipt for the reimbursement.
Amazon.com

Although you may purchase almost anything from Amazon.com, it does not mean that you should. In the event that you must purchase from Amazon.com, please follow these guidelines:

• Only for items not on a University contract or not available through HuskyBuy
• Accounts should be set up with a UConn email address
• Accounts should be set up as tax exempt
• NEVER USE UNIVERSITY AMAZON ACCOUNT FOR PERSONAL PURCHASES
• Ship ONLY to a UCONN office or work location
Restricted Purchases

- Alcoholic beverages
- Animals
- Any vendor listed in the HuskyBuy website
- Business, travel, and entertainment related expenses
- Cash advances of any type
- All phone and related monthly charges including Skype and GoToMeeting and any other net based telecommunication products
- All clothing, including for promotional use
- Computers
  - any value, including iPad, iPod, Netbooks, Nook, Kindle and tablets
- Construction and renovation services
  - this includes anything that requires installation
- Contract agreements of any type or value that involve a signature
- EBay or any other auction website
- Equipment (valued over $4,999.00)
- Food, beverages consumed at vendor's location (i.e., eating in at restaurant or off campus location. Only take-out of food and non-alcoholic beverages are allowed)
- Furniture of any type
Restricted Purchases

- Gasoline
  - Except for State vehicles
- Gifts/Donations
  - Including flowers, life events, gifts for students, or milestones)
- Gift Cards – MUST receive prior approval
- Internet service providers
- Invoice Payments when payment method was not identified at the time of purchase (considered unauthorized)
- Items prohibited from purchase under grant or research contract
- Leases & lease-purchases or any other time payment
- Moving services
- Personal use items (i.e., attaches, folios, pen/pencil sets, etc.)
- Precious metals
- Prescription drugs and controlled substances
- Printing services
- Rentals of vehicles
- Reimbursements of any type
- Signage
Guidelines for Grant Purchases

- Grant purchases are permitted provided that the item purchased is an allowable charge against the grant.
- The P-Card should not be used for charging departmental costs to a grant account.
- Grant purchases must be made in accordance with the restrictions, terms, and conditions of the grant.
- KFS account and object code assigned to the purchase must be appropriate.
- Many items are allowed through grants but may be restricted for P-Card purchases. The P-Card policy supersedes grant allowances.
- Any questions related to the use of the card for grant accounts should be directed to the grants manager.
Section 4
DISPUTED CHARGES
Disputing a Transaction

• The cardholder is responsible for following up with the vendor for any erroneous charges, disputed items, or returns.

• Disputed charges may include:
  – Failure to receive goods and/or services
  – Fraud or misuse
  – Altered charges
  – Defective merchandise
  – Incorrect amounts
  – Duplicate charges
  – Credit not processed
Disputing a Transaction

- The cardholder shall attempt to resolve the issue with the vendor directly. If you are unable to resolve the issue the next step is to contact JP Morgan Chase to dispute the item.
- **Remember**, by law, vendors are not permitted to bill your charge card for a purchase until the items have been shipped.

**Please Note!**

Remember there is a time limit of 60 days from the transaction posting date to dispute the transaction.
Section 5

REVIEW PROCESS
REVIEW PROCESS

• Periodically, record managers will be contacted by Purchasing in order to schedule a review of the P-Card records for which they are responsible.

• Records will be reviewed for compliance with established policies and recordkeeping procedures.

• Any areas of misuse or noncompliance will be noted on a review checklist which is presented to the record manager and cardholder, who will have the opportunity to address any areas of concern.
Card Misuse Categories

• Use of card for personal purchases
• Use of card by individual other than cardholder and authorized secondary user(s)
• Use of the card to purchase restricted item as identified in the User Guide
• Use of the card in direct violation of acquisition goals (failure to utilize existing State and University Contracts)
• Use of the card in excess of assigned cardholder limits, available budget and/or after the expiration date of a grant or contract
• Splitting orders at point of sale to avoid single transaction limits of $4,999
• Re-allocation of non-grant expenditure to grant account
• Receipt of item outside of grant period
• Inappropriate re-allocation
• Failure to reallocate charges within the period specified for re-allocation
Remember! If you misuse your card.....

• Consequences of misuse may include one or multiple of the following:
  – Verbal notification of infraction
  – Written notification of the infraction with copies sent to Reporting Authority
  – Temporary suspension of cardholder privileges with mandatory re-training
  – Card suspension - loss of privileges
  – Disciplinary action up to and including dismissal, personal liability and repayment will be referred to Human Resources

• We will provide training and technical support to cardholders as needed
Section 6

RECORD KEEPING
P-Card Log Sheet

- A log sheet has been developed to assist you in recording and reconciling P-Card transactions
- All forms are provided online at: http://www.purchasing.uconn.edu
- Please use the P-Card Log Sheet, which is an Excel file. You will have to save the file as a master, then save a copy for each month. You will need to customize the header with your information.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Cardholder processes a transaction</td>
</tr>
<tr>
<td>2</td>
<td>• Vendor gets paid directly from MasterCard in three (3) days or less</td>
</tr>
<tr>
<td>3</td>
<td>• Our bank (JP Morgan Chase) will provide charge information daily</td>
</tr>
<tr>
<td>4</td>
<td>• This information is used to create the KFS e-docs that will appear in your action list</td>
</tr>
<tr>
<td>5</td>
<td>• Cardholders will receive a FYI notifying them a purchase has been made on their card</td>
</tr>
<tr>
<td>6</td>
<td>• Record managers will receive a similar e-doc that requires reallocation</td>
</tr>
<tr>
<td>7</td>
<td>• These charges will be made directly to the account that was specified on the application, and will affect the budget available in that account</td>
</tr>
<tr>
<td>8</td>
<td>• The charges will be made against a clearing object code (7130), so that they will be easily picked out as P-Card charges</td>
</tr>
</tbody>
</table>
P-Card Reallocation

Click on Action List

Message Of The Day

7-1-14 - Happy New Year!!! KFS is available for regular processing in FY15.

Transactions

Accounts Receivable
- Cash Control
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Payment Application

Budget Construction
- Budget Construction Selection

Financial Processing
- Advance Deposit

Custom Document Searches

Financial Transactions

Accounts Receivable
- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications

Capital Asset Management
- Asset Maintenance

Effort Certification
## P-Card Reallocation - Cardholder FYI View of E-doc

### Document Overview

<table>
<thead>
<tr>
<th>Description</th>
<th>Organization Document Number</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3099/SUSAN WALSH/FIRST PLAC/30.65</td>
<td></td>
<td></td>
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### Financial Document Detail

<table>
<thead>
<tr>
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<th>30.65</th>
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### Accounting Lines

**Transaction #310204357200504100100**

<table>
<thead>
<tr>
<th>Transaction Credit Card Number</th>
<th>Card Holder Name</th>
<th>Transaction Date</th>
<th>Vendor Name</th>
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<tbody>
<tr>
<td>3099/SUSAN WALSH/FIRST PLAC/30.65</td>
<td>SUSAN WALSH</td>
<td>12/31/2014</td>
<td>FIRST PLACE USA</td>
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</table>

<table>
<thead>
<tr>
<th>Accounting Lines</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UC</td>
<td>University of Connecticut</td>
<td>2925000</td>
<td>Purchasing Institute</td>
<td>7130</td>
<td>ProcCard Clearing</td>
<td>30.65</td>
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</tbody>
</table>

Total: 30.65

### UCONN

- General Ledger Pending Entries
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

**Actions**

- send ad hoc request
- reload
- FYI
- close
Reallocation - Moving the Charges to the Appropriate Accounts:

- The PCard charges must be transferred out of the clearing object code to the exact (non-clearing) expenditure object codes or to a separate account(s) and object code(s).
Record Manager Responsibilities

- Record manager will receive an e-doc in their action list that requires reallocation.
- Record manager should retrieve receipt(s) from cardholder. All charges must be reallocated by the record manager and approved by the fiscal officer by the 15th of the month following the statement month.
- All reallocations of the previous months statement must be completed by the 15th of the following statement month.
- Record manager retrieves the P-Card transaction by using their Action List.
- Change funding by typing over existing account numbers and object codes. Add a line of coding if you need to split the charge. It is essential that you move the charge out of the clearing object code of 7130 to a non clearing object code.
- A detailed explanation of the business purpose for each purchase should be added to the notes and attachments section of each PCDO edoc.
- You may attach any receipts or required documents to the edoc via the Notes & Attachment Tab. It is required that you attach receipts when purchasing single items costing between $1,000-$4,999.99, because these items will be tagged by Inventory Control. Also, all required documentation for food purchases must be attached to the PCDO edoc.
- Approves the e-doc which then routes via workflow to the fiscal officer.
- You must maintain a hard copy of the receipt(s) with your P-Card Log Sheet in a secure location for auditing purposes.
PCard Reallocation – Record Manager View – For notes and attachments see next slide

<table>
<thead>
<tr>
<th>Accounting Lines</th>
<th>* Chart</th>
<th>* Account Number</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
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<tr>
<td>add:</td>
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<td>add</td>
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<td></td>
<td>18.39</td>
<td>edit</td>
</tr>
</tbody>
</table>

Change to appropriate account & object code. To split a charge, add a new account and object code on the line above and click “add.” Continue to next slide to add notes and attachments before clicking “approve.”
Scanned receipts, special approval documentation and other back-up items may be attached here. Please be sure to click “add” to complete the process. Originals must be kept with PCard envelope. Now click “approve”. Remember, detailed receipts for single items costing between $1,000-$4,999 and required documentation for all food purchases must be attached to the e-doc.
Fiscal Officer Responsibilities

• Once the transaction is approved by the record manager, the e-doc will then route to the fiscal officer for approval.
• Receives an e-doc in their action list that requires approval
  – The P-Card e-doc cannot be disapproved. If the wrong coding was entered by the record manager the fiscal officer can change it here or click the “return” button which will route the e-doc back to the record manager for correction. Reviews any attached documentation and approves the transaction
• Upon final approval, the e-doc is recorded as an actual expense on the reallocated account.
The Fiscal Officer should click on the “approve” button at the bottom to approve the edoc or click on “return” to return it to the reconciler for additional information or correction.
Reporting a Lost or Stolen Card

• The cardholder is responsible for safeguarding the card at all times to limit the University’s liability. If a card is lost or stolen, the cardholder shall contact JP Morgan Chase immediately at...

1-800-848-2813
Canceling Your Card

PCards cannot be transferred from one department to another. It is the responsibility of the cardholder to notify the PCard administrators, prior to accepting a position in a new department or leaving the University, that their PCard should be canceled.

Cardholders are also responsible for notifying the PCard administrators of any personnel changes in record manager or secondary user roles.
Take the P-Card Quiz

Instructions for logging into the P-Card quiz via HuskyCT:

Upon completion of this presentation, you should have the knowledge to successfully complete a mandatory training quiz. A passing grade of 85% will allow you to obtain your new P-Card.
P-Card Quiz Results

To view your quiz answer results click my grades and then Procurement card quiz

Click on your grade

Scroll down to view your answers
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Section 6: Record Keeping
Understand the record keeping process

Section 7: Quiz
Link and instructions to log in to HuskyCT