

# Pcard Training

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UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

# Contact Information

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- Financial Services

- Accounts Payable

- Pcard

- [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu)

- <https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard>

# What is a Pcard?

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- Pcard = Procurement Credit Card
- Pcard is used for small dollar, low-risk purchases
  - Small dollar = \$5,000 or less
  - Split purchases are a direct violation of Regent's Policy
- Pcard is a procurement tool that provides payment flexibility
- Suppliers paid with Pcard do not have to be established in PeopleSoft

# Purchasing Methods

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- Pcard
  - Office supplies, lab supplies, books, etc.
- Travel Card
  - Business travel expenses and business meals only
- Vouchers
  - Insurance, royalties, scholarships, etc.
- Requisitions/Purchase Orders
  - Orders greater than \$5,000, services, contracts, etc.

# Pcard is a Privilege

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- Pcard should **not** be used to circumvent established policies or procedures
- Possible consequences of improper usage
  - Warning sent to Cardholder, Approver, Business Manager and/or Department Head
  - Card suspension
  - Retraining of cardholder
  - Restricted transaction limits
  - Card cancellation
  - Refer to Internal Auditing and Legal Counsel

# Cardholder Responsibilities

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- Protect the security of your card
- Ensure that you are the only user of the card
- Ensure purchases follow the Pcard Guide
- Obtain appropriate documentation for every transaction
- Attach documentation in PeopleSoft
- Reconcile all transactions
- Respond timely to online review (audit) requests
- Monitor transactions frequently for unusual activity

# Approver Responsibilities

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- Review and approve Pcard applications
- Monitor usage and ensure cards are not shared in the department
- Ensure goods/services are received and used appropriately
- Ensure appropriate documentation is obtained and retained
- Approve transactions to ensure
  - Compliance with Pcard Guide
  - Correct expense allocation

# Application Process

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- Apply online
  - <https://apps.ouhsc.edu/FinancialServices/>
- Information needed
  - HR name and employee ID
  - Approver name and email address
  - Department name/section
  - Credit limits
  - Accounting information
  - Billing information



# Application Process

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- Cardholder submits to Approver
- Approver gets email notification of pending application
- Approver reviews application and submits to Pcard
- Pcard submits to Bank of America
- Card is available within 3 – 7 business days
- Training is required
- Card mailed to campus office

# Pcard and PIN Activation

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- Card is activated by calling the bank
- Full card account number is entered
- Verification ID is entered
  - Verification ID is six digit HR ID plus three zeroes
    - Example: 512345000
  - HR IDs beginning with zero, Verification ID will be 111 and then your HR ID
    - Example: 111012345
- PIN is created by the cardholder

# Amazon Business

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- Partnered with the State of Oklahoma's Amazon Business account
- Tax exemptions for most purchases
- Free Amazon Prime
  - Cannot be used for personal purchases
  - All purchases made through the account are visible and audited
- Accept invitation from [no-reply@amazon.com](mailto:no-reply@amazon.com)
- May appear to be spam
- Sent after Pcard training

# Tax Exemption

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- Exempt from sales tax in Oklahoma
- Also exempt in reciprocal states
  - Florida
  - Illinois
  - Kentucky
  - Maine
  - Missouri
  - New Jersey
  - North Dakota
- Suppliers may require letter or tax exemption number
- Check with Customer Service prior to purchase
- Exemption listed on Pcard sleeve

# Pcard Protection and Security

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- The Cardholder is the **only** authorized user of the card
- Protect physical card and card number
- Be aware of your surrounding
- Use reputable suppliers
- Ensure online purchases are made on a secure site
- Do not email your card number
- Do not keep copies of your card number, physically or electronically

# Pcard Purchases

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- Posted to OpenBooks.ok.gov and subject to Open Records
- Must be \$5,000 or less
- Must comply with Small Dollar Policy
- Must comply with Pcard Guide
- Must be used for business purposes only
- Documentation will be audited in PeopleSoft
  - Transactions will be randomly audited
  - Cardholders will be contacted if documentation is not attached timely or if their purchase is not in compliance

# Pcard Guide

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- Pcard payments have less oversight and present more risk
- Charges authorized elsewhere are not necessarily allowable on Pcard
  - Grants
  - Foundation
  - Accounts Payable
- Guide serves as a reference but is not all-inclusive
- Guide includes examples, explanations and GL account codes
  - <https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard/Pcard-Guide>
- Contact [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu) for questions

# Yes List

Appliances	Books	Bottled Water/Beverages	Cellular/Smart Phone Service
Cellular/Smart Phones	Classroom Materials/ Educational Supplies	Coffee/Coffee Supplies	Computer Parts/ Technology Supplies
Copies/Prints	Décor	Electronic/Digital/ Online Materials	Electronics
Employee Testing/Exams	Employee Training	Equipment/Equipment Parts	Event Supplies
Fees	Freight/Shipping/Handling	Furniture	Greeting/Seasonal Cards
Laboratory Supplies	Laundry Services	Notary/Notary Renewal	Office Supplies
Patient Supplies	Personal Safety Supplies	Phone/Data/Internet Services	Photos/Videos
Physician Credentialing	Pike Pass	Publication Fees	Resale Items/Merchandise
Shop Supplies	Subscriptions	Uniforms/Clothing Apparel	Webinars



# No List

Advertising/Job Posting	Alcohol	Ammunition	Awards
Bottled Water Service/ Water Machine Rental	Cash	Certification/Accreditation	Cloud/Data Storage
Coffee Service/ Coffee Machine Rental	Conference Registrations	Construction/Renovation	Contracts/Agreements
Desktop Computers/ Laptop Computers	Domain Names	Entertainment/Events/ Activities	Firearms
Food	Foreign Vendors	Fuel	Gift Cards/Gift Certificates
Gifts	Insurance	Labor/Maintenance/Repair	Late Fees
Leases	Licenses	Lodging	Memberships
Personal Expenses	Photography/Videography	Postage Stamps	Printers
Prepayment	Radioactive Materials	Recruitment/Promotional Items	Rent/Lease Equipment
Royalties	Services	Software/Software Renewals/ Software Maintenance	Tobacco
Tuition	Utilities	Warranties	

# Pcard Declines

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- Pcards can be declined at the point of sale for various reasons
  - Incorrect PIN
  - Card not activated
  - Limits exceeded
  - Suspected fraudulent activity
  - Supplier categories
    - ATMs, hotels, pawn shops, etc.
- Contact Bank of America or [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu) if declined

# Documentation

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- Must be obtained for every charge, including reoccurring charges
- Must be attached to every transaction in PeopleSoft
- Must be retained in accordance with the Record Retention Policy
- Types include
  - Invoice
  - Credit card receipt
  - Sales slip
  - Online order summary
- Must contain
  - Vendor name
  - Description/Itemization of purchase
  - Total amount charged, including shipping
  - Shipping address

# Itemized Documentation

The screenshot shows the Amazon Prime order details page for order # 113-6321667-9113061, ordered on July 5, 2017. The page is divided into several sections:

- Header:** Amazon Prime logo (circled in red), a search bar, and a navigation menu.
- Order Details:** Includes the order number and a "View or Print invoice" button.
- Shipping Address:** Pcard Holder, 865 Research Parkway, Oklahoma City, OK 73104, United States (circled in red).
- Payment Method:** Debit \*\*\*\* 9276.
- Order Summary:** A table showing item subtotal (\$6.59), shipping & handling (\$0.00), total before tax (\$6.59), and estimated tax (\$0.00). The **Grand Total** is \$6.59 (circled in red).
- Transactions:** A section for viewing order transactions.
- Product Listing:** A listing for a "Generic Everconn Apple iPad Dock Connector to VGA Cable Adapter, iOS 5.1 compatible, Enjoy iPad Video and Audio on Big TV Screen or Projector" (circled in red). It includes a product image, price (\$6.50), condition (New), and a "Buy it again" button.
- Actions:** Buttons for "Write a product review" and "Archive order".

# Itemized Documentation

**HOBBY LOBBY**  
Super Savings, Super Selection!

2417 W. Main St.  
Norman, OK 73069  
Hobby Lobby Store #15 (405) 366-7783

5-15 R-7 T-1455 CHENOA B SALE

106000000 Home Decor 26.99 N — Basket  
COUPON CODE: 23442  
40 % Off Coupon (44.99-18.00)

105000000 Crafts 11.98 N > Ribbon  
2 @ 5.99 ea

105000000 Crafts 6.98 N > Ribbon  
2 @ 3.49 ea

106000000 Home Decor 9.99 N > Jars  
106000000 Home Decor 6.99 N > Jars  
106000000 Home Decor 4.99 N > Jars  
106000000 Home Decor 4.99 N > Jars

SUBTOTAL 72.91  
TAX TOTAL 0.00  
**TOTAL 72.91**  
TAX EXEMPT CUSTOMER

ISA 72.91  
ACCOUNT #: \*\*\*\*\*6751  
AUTH#: 074434  
ACCT: VISA INSERTED  
VISA CREDIT  
CARD # \*\*\*\*\*6751 EXP \*\*/\*\*  
REF # AUTH # RESP 00  
164510281042 074434 ISO 00  
AID: A0000000031010  
TSI: F800 ARC:00 CUR:0840  
IVR: 0000048000  
APP: VISA CREDIT  
IAD: 06010A03A02002  
Verified by PIN

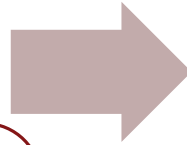
Supplies for booth at vendor fair

# Reconciliation Process

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## Cardholder/Reconciler

- Ensure purchase is allowable
- Ensure documentation is sufficient
- Update default chart field spread, if necessary
- Add comments, if necessary
- Reconcile transactions before cutoff date



## Approver

- Ensure purchase is allowable
- Ensure documentation is sufficient
- Ensure chart field spread is accurate
- Add additional comments, if necessary
- Approve transactions before cutoff date

# Demonstration

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- PeopleSoft link
- Pcard module
- Default chart field spread
  - Search by EMPLID
  - Security form if additional Org access is needed
  - Can be changed at any time
- Pcard transactions
  - Default search screen for a cardholder or reconciler is set to search for transactions that have not been reconciled, approved or processed
  - Default search screen for approvers is set to search for transactions that have been reconciled but not approved or processed
- Reconciliation

# Cutoff Dates

- Billing cycles cross months
- Named by when they begin
- Dates vary each month
- Separate cutoff dates for each cycle
- 24 hour posting delay
- Calendar events available on Pcard website

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	<b>22</b>	23	24
25	26	27	28	29	30	31



# AP Pcard Website

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- General Information
- Cutoff Information
  - List of current year dates
  - Calendar events as reminders
- Forms
  - Receipt and Agreement
  - Property Clearance Checklist
  - Tax Exemption Letter
- Pcard Application
- Pcard Guide
  - PDF document
  - Quick reference chart
    - GL Codes
    - Clarifications
- Policy and Procedures
  - Pcard Policy

<https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard>

# Next Steps

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- Apply for a Pcard
- Review the Pcard Guide
- Discuss internal processes with your department
- Accept invitation to Amazon Business account
- Contact [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu) with questions

# Questions?

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