Pcard Training

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
Contact Information

• Financial Services
  • Accounts Payable
    • Pcard

• Pcard@ouhsc.edu

• https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard
What is a Pcard?

• 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

• 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

• 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

• 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

• 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

- Apply online
  - [https://apps.ouhsc.edu/FinancialServices/](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

• 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

• 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

• 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
• May appear to be spam
• Sent after Pcard training
Tax Exemption

• 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

• 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

• 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

• 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](https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard/Pcard-Guide)

• Contact Pcard@ouhsc.edu for questions
<table>
<thead>
<tr>
<th>Appliances</th>
<th>Books</th>
<th>Bottled Water/Beverages</th>
<th>Cellular/Smart Phone Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular/Smart Phones</td>
<td>Classroom Materials/Educational Supplies</td>
<td>Coffee/Coffee Supplies</td>
<td>Computer Parts/Technology Supplies</td>
</tr>
<tr>
<td>Copies/Prints</td>
<td>Décor</td>
<td>Electronic/Digital/Online Materials</td>
<td>Electronics</td>
</tr>
<tr>
<td>Employee Testing/Exams</td>
<td>Employee Training</td>
<td>Equipment/Equipment Parts</td>
<td>Event Supplies</td>
</tr>
<tr>
<td>Fees</td>
<td>Freight/Shipping/Handling</td>
<td>Furniture</td>
<td>Greeting/Seasonal Cards</td>
</tr>
<tr>
<td>Laboratory Supplies</td>
<td>Laundry Services</td>
<td>Notary/Notary Renewal</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Patient Supplies</td>
<td>Personal Safety Supplies</td>
<td>Phone/Data/Internet Services</td>
<td>Photos/Videos</td>
</tr>
<tr>
<td>Physician Credentialing</td>
<td>Pike Pass</td>
<td>Publication Fees</td>
<td>Resale Items/Merchandise</td>
</tr>
<tr>
<td>Shop Supplies</td>
<td>Subscriptions</td>
<td>Uniforms/Clothing Apparel</td>
<td>Webinars</td>
</tr>
</tbody>
</table>

Yes List
<table>
<thead>
<tr>
<th>No List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertising/Job Posting</strong></td>
</tr>
<tr>
<td>Bottled Water Service/ Water Machine Rental</td>
</tr>
<tr>
<td>Coffee Service/ Coffee Machine Rental</td>
</tr>
<tr>
<td>Desktop Computers/ Laptop Computers</td>
</tr>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Gifts</td>
</tr>
<tr>
<td>Leases</td>
</tr>
<tr>
<td>Personal Expenses</td>
</tr>
<tr>
<td>Prepayment</td>
</tr>
<tr>
<td>Royalties</td>
</tr>
<tr>
<td>Tuition</td>
</tr>
</tbody>
</table>
Pcard Declines

• 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 if declined
Documentation

• 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

Order Details

Ordered on July 5, 2017 | Order# 113-6321667-9113061

Shipping Address
Pc card holder
865 Research Parkway
Oklahoma City, OK 73104
United States

Payment Method
Debit **** 9276

Order Summary
Item(s) Subtotal: $6.59
Shipping & Handling: $0.00
Total before tax: $6.59
Estimated tax to be collected: $0.00
Grand Total: $6.59

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

Sold by: ICW Retail

$6.59
Condition: New - High Quality Fast Shipping

Buy it again
Itemized Documentation

Supplies for booth at vendor fair

- Basket
- Ribbon
- Jars
Reconciliation Process

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

- 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
AP Pcard Website

• 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

• Apply for a Pcard
• Review the Pcard Guide
• Discuss internal processes with your department
• Accept invitation to Amazon Business account
• Contact Pcard@ouhsc.edu with questions
Questions?