

FST 102: PCard Reconciler Training

UNIVERSITY OF SOUTH FLORIDA

Purchasing Services | Roselyn Rodriguez

Please sign in & get handouts



Housekeeping

- ▶ Folders/handouts (folders will be recycled)
- ▶ Breaks
- ▶ Please silence your cell phones



What You can Expect

- ▶ A clear understanding of how to reconcile a PCard transaction in FAST
- ▶ An overview of what cardholders can and should not purchase on their PCard.
- ▶ A review of PCard related paperwork



What is Expected From You

Participation on your part

Recertification every 2 years (may be done online)



Questions?

- ▶ Please ask questions as we go along
- ▶ You may already be familiar with FAST
- ▶ You may already have a FAST User ID
- ▶ This training is for FAST procedures and does not cover in-depth policy



Forms

- ▶ "FAST Access Request Form"
- ▶ It is available from the FAST Financials website:
 - ▶ <http://www.usf.edu/business-finance/controller/about/ucoforms.aspx>
- ▶ Once complete, send the form to:
 - ▶ fastsecurity@admin.usf.edu
- ▶ If your cardholders have transactions in FAST, you will not have access to the transactions until the form is submitted



Cardholder Activity Statement Manual

- ▶ Gives step-by-step directions on how to download monthly cardholder activity statements from FAST
- ▶ Available from the PCard website:
<http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx> (under PCard FORMS)
- ▶ Statements available on the tenth of each month
- ▶ Statements should be printed out, signed by cardholder, reconciler, and cardholder supervisor then forwarded to PCard Services along with copies of all receipts by the end of the month



Methods to Send Statements to PCard

- ▶ Via Campus Mail: PCard Services, SVC 1073
- ▶ Via E-Mail: pcardreceipts@usf.edu



Public Queries

- ▶ There are seven public queries
- ▶ These are shown on the handout titled
“FAST QUERY INFORMATION FOR PCARD”



Escalation Process: Statements & Receipts

- ▶ Signed cardholder activity statements (statements) and PCard & Travel receipts are due to PCard services by the last day of the month of which they appear in FAST.
- ▶ On the 5th of the next month, lists of delinquent statements and receipts will be escalated to your **college administration**.
- ▶ On the 10th of the same month, lists of delinquent statements and receipts will be escalated to your **VP administration**.
- ▶ On the 15th of the same month, the PCard **will be suspended** for statements and receipts not received.



Escalation Process: Inadequate Statement/Receipt Packages

- ▶ During review of statement and receipt packages, follow-up emails are sent to cardholders and reconcilers requesting missing or inadequate documentation.
- ▶ If still unresolved after 1st week, notification sent to college administration.
- ▶ If still unresolved after 2nd week, notification sent to VP administration.
- ▶ If still unresolved after 3rd week, PCard may be suspended.



Escalation Process: Reconciliation of Charges

- ▶ Weekly notifications for open charges are sent to the cardholders and reconcilers when charges older than 7 days are unreconciled
 - ▶ Charges not associated with an authorization in the travel module are sent to delegates and cardholders
- ▶ After 14 days, notification sent to college administration
- ▶ After 21 days, notices will be sent to the VP administration
- ▶ After 28 days, PCard suspended



PCard Receipt Requirements

- ▶ Ensure that every charge has a complete receipt, including:
 - ▶ Name of vendor
 - ▶ Date of purchase
 - ▶ Itemized description of items purchased
 - ▶ Unit cost of item & Total dollar amount
 - ▶ **Business purpose**
 - ▶ **Shipping & Billing Address**
- ▶ Receipts for PCard commodities & Travel Charges: reconciler submits with statement to pcardreceipts@usf.edu



Checklist for PCard Statement Package

- ▶ Print the statement from FAST
- ▶ Arrange receipts in the same order as on statement
- ▶ Ensure all charges have complete itemized receipts
- ▶ Redact any credit card numbers or personal information
- ▶ Get the three required signatures



Restricted Purchases

- ▶ **Gift cards** - can only be purchased for study participants after completing a gift card agreement with purchasing department. Includes electronic gift cards such as Mechanical-Turk.
- ▶ **Dining Dollars, Bull Bucks and Prepaid Phone Cards** - not permitted
- ▶ **Congratulatory and condolence flowers** - not permitted.
- ▶ **Florida sales tax** - not permitted.
- ▶ **Personal convenience items** - decorations, pictures, wall clocks, coffee makers, refrigerators, microwaves, etc. - not permitted.
- ▶ **Gifts of appreciation** - not permitted.



Restricted Purchases

- ▶ **Independent contractors** - not permitted.
- ▶ **Financial institutions** - not permitted.
- ▶ **Capital equipment** - not permitted
 - ▶ >\$5,000 in cost (including shipping and handling)
 - ▶ Lifespan of one year or more
 - ▶ Is a stand alone
- ▶ **Software** - capital equipment rules apply.
- ▶ **USF parking permits** - not permitted
- ▶ **Clothing** - should have a perquisite on file if clothing is for identification purposes for a USF employee.



Restricted Purchases

- ▶ Cash advances - not permitted
- ▶ Entertainment providers - not permitted
- ▶ SunPass purchases - should contact PCard Services first
- ▶ Repairs to equipment - should include tag # of equipment, serial number, and location
- ▶ Contractual services - only permitted after purchasing review and approval of contract
- ▶ Insurance- not permitted



Restricted Purchases

- ▶ iTunes accounts/apps: can only be bought for USF owned devices, must include purchase details with receipts.
- ▶ Amazon/PayPal/eBay accts: cardholder should set up unique account for PCard, cannot use personal account.
- ▶ Gasoline: can only be purchased for university vehicles or rentals - no personal vehicles.
- ▶ Office supplies: should be made from Office Depot regardless of price per USF Contract. Exception: If product is not offered through Office Depot, confirm with Office Depot Representative Michael Kort; (727) 726-5954 or michael.kort@officedepot.com



Restricted Purchases

- ▶ **Computer/technology related:** must be purchased in accordance with the University's technology acquisition policy 00-518.
- ▶ **Books:** dollar limit of \$249.99 or less per book
- ▶ **Greeting cards**
- ▶ **Class3b and/or Class 4 Lasers;**
 - ▶ • You must register each class 3b or class 4 Laser you purchase or acquire with the USF Laser Safety Program.
 - ▶ • The Laser Registration Form is part of the USF Laser Safety Manual available online via the USF Laser Safety home page.
 - ▶ • Laser Safety training is required per USF Laser Safety Manual.
- ▶ If you have any questions, please contact the USF Laser Safety Officer
- ▶ 813-974-1194 or Radiation.LaserSafety@usf.edu



Restricted Purchases

- ▶ **Memberships:** permitted on PCard, but should include a justification that explains the benefits of membership to the university.
- ▶ Do not use PCard to pay other USF departments.
 - ▶ The USF computer store is now an external vendor. Pcard may be used.
- ▶ Please note that PCard services must be contacted before the purchase to grant any exceptions to these restrictions.
 - ▶ Exceptions must be documented.



Restricted Purchases: Food

- ▶ Food can be purchased on PCard if it is paid for by an appropriate funding source and is for an allowable purpose according to the expenditure matrix.
- ▶ Cardholders can send an email requesting that their account be put into a food profile that will permit purchases from food vendors. The email should be approved first by the cardholder's supervisor and forwarded to PCard Services.
- ▶ Cardholders must include a business purpose on the receipts. For example, if the food is for a Event Meal function, documentation should include:
 - ▶ Name of event
 - ▶ Date
 - ▶ Number of attendees
 - ▶ Purpose of event

(Agenda & names of attendees needed only for Business Meals ie; smaller group functions, meetings etc.)

Do not buy alcoholic beverages under any circumstances.



Purchasing Guidance

EXPENDITURE MATRIX:

Available on PCard website under left hand side-bar menu:

<http://www.usf.edu/business-finance/purchasing/documents/expenditure-guide.pdf>



Competitive Quotes

- ▶ Formal written price quotes are not required for the purchase of commodities, goods, or services amounting to less than \$5,000. However, verbal quotes must be documented.
- ▶ The purchase of commodities, goods or services with a value greater than or equal to \$5,000 and less than \$25,000 must have quotations either verbal or written; verbal quotes must be documented in requisition. At least two (2) quotes are required.
- ▶ The purchase of commodities, goods or services with a value greater than or equal to \$25,000 and less than \$75,000 requires at least three (3) written quotations.



Best Practices

- ▶ All items purchased on PCard must be shipped to the cardholder's USF system address.
- ▶ **Always** request a limit increase if the cost of an item(s) is higher than your transaction limits.
- ▶ **Always** notify PCard Services if switching departments or leaving USF.



Best Practices

- ▶ Original copies of PCard receipts should be retained by department for five years.
 - ▶ Receipts for charges paid from grants, should be retained for five years after final reporting of the grant.
- ▶ PCard travel receipts follow the travel department receipts retention policy.
- ▶ Check FAST daily for transactions because
 - ▶ It is the only way to know if a transaction was input to FAST
 - ▶ Cardholders may forget to tell you a charge was made and
 - ▶ If inappropriate charges are being made to a PCard, you can detect such activity in a timely manner.



PCard Charge Reconciliation

PCard

- ▶ Should be approved within 7 business days.
- ▶ Once approved, any budget errors should be corrected/ responded to, which ensures the charges hit the ledgers timely.
- ▶ Receipts are submitted along with the signed Activity Statements.

Travel

- ▶ Should be associated with approved Travel Request within 7 business days
- ▶ Once travel has occurred, all charges should be pulled into the Expense Report and submitted to travel within 30 days of the last day of Travel.
- ▶ Travel Receipts are submitted with Receipt Package to pcardreceipts@usf.edu



Travel Related Information

- ▶ **Food:** **when traveling on university business** food must be paid for out of pocket (statutory meal allowance is paid).
 - ▶ **Exception:** PCard can be used to pay for conference registration for events that include meals.
- ▶ **Gasoline:** can only be paid on PCard for state vehicles and rentals, not when using a personal vehicle for university business.
- ▶ **Travel training:** for additional information, travel department conducts travel training:
FSTTR2 - Travel Rules and Requirements - available for sign-up through GEMS self-service.



Travel Related Information

- ▶ A Travel Request **MUST** be submitted in Archivum Travel and fully approved **BEFORE** traveling.



What is Considered Misuse on PCard?

- ▶ Purchasing non-allowable goods and services
- ▶ Negligence in performing duties
 - ▶ Failure to submit receipts on time
 - ▶ Failure to sign and submit monthly cardholder statements
 - ▶ Charges not being reconciled on time
- ▶ Allowing others to use your PCard
- ▶ Splitting charges to circumvent transaction limits



What is Considered Misuse on PCard?

- ▶ Not keeping card secure
- ▶ Using the card for personal gain
- ▶ Paying Florida sales tax
- ▶ Accepting cash credits
- ▶ Fraud, theft by cardholders themselves on own card
- ▶ Falsification of records
- ▶ Violating any other university or department related policy, procedure, or rule



Penalties for PCard Misuse

- ▶ Loss of PCard privileges, temporary or permanent
- ▶ Discipline
- ▶ Reimbursement to USF
- ▶ Loss of job
- ▶ Prosecution



Important Timelines

- ▶ Submission of receipts to reconcilers within 3 business days of purchase (or 3 business days after arriving back from an out of town trip).
- ▶ Approval of PCard transactions in FAST within 7 days of the load date.



Disputes

- ▶ Formal disputes and fraud claims must be filed with JP/Morgan Chase within 60 days from the end of the post date of the charge. New card will be ordered by the bank.
 - ▶ Disputes can only be filed after attempting to get credit from vendor.



Monthly Cardholder Activity Statement

USF UNIVERSITY OF SOUTH FLORIDA Procurement Card Activity Statement
 Run Date: 4/21/2017
 Run Time: 13:34 PM

Statement date: 9/4/2016 for August 2016

Department ID: 511701 Monthly Credit Limit: \$ 5,000.00

Card Issuer: JPMC
 Cardholder Name: [REDACTED]
 Emplid: [REDACTED]

Reference #	Bank Post Date	Acct#	Purchase Date	Merchant Name	MCC	Amount	ER or Auth#
24445746226200167014336	8/15/2016	7732	8/12/2016	OFFICE DEPOT #1195	05605	04.05	
24104076230418181991850	8/18/2016	7732	8/17/2016	USPS 11826007035709195	09402	141.00	
24592166238000079782310	8/26/2016	7732	8/25/2016	IN *CLARIX TECHNOLOGIES I	05045	750.00	
241040762390603687662306	8/26/2016	7732	8/26/2016	NATIONAL CAR RENTAL	03369	115.55	0000182871
24224436240102011991247	8/26/2016	7732	8/26/2016	SPEEDWAY 0887	05542	16.87	0000182871
2401336241003818077851	8/26/2016	7732	8/28/2016	FLORIDA EDUCATION FOUNDAT	08368	150.00	0000183543

Summary for Cardholder Name: [REDACTED] Total Amount: \$1,267.27
 Total records: 6
 Monthly Credit Limit: \$ 5,000.00

I certify that all charges are valid as official university approved purchases.

Cardholder Name (print) _____ Cardholder Signature _____ Date _____

I certify that all charges are within the scope of the Cardholder's assigned duties.

Cardholder Supervisor Name (print) _____ Cardholder Supervisor Signature _____ Date _____

I have attached appropriate documentation for all charges as instructed in the University PCard Manual (i.e., legible support with vendor name, date, itemized description, unit cost, shipping information, etc.).

Reconciler Name (print) _____ Reconciler Signature _____ Date _____



Monthly Cardholder Activity Statement

- ▶ The cardholder's direct supervisor must sign.
- ▶ A field has been included that will print authorization or expense report numbers for travel related charges.
- ▶ Use of digital signatures will be allowed on statements.



Contact List

- ▶ Charlotte Eppich: (813)974-5785 ceppich@usf.edu
- ▶ Roselyn Rodriguez: (813) 974-5676 roselynr@usf.edu
- ▶ Nicole Kornicks: (813)974-8968 nicolek@usf.edu
- ▶ Janelle Ray: (813)974-2860 janelleay@usf.edu
- ▶ Margarita Sevilla-Salameth: (813)974-3714 | margaritas@usf.edu
- ▶ Angelo Hernandez: (813) 974-4010 angelo6@usf.edu
- ▶ Darlene Cabina: (813) 974-3292 dcabina@usf.edu
- ▶ Kelly Wood : (813) 974-5690 kellywood@usf.edu
- ▶ Nicholas John: (813)974-1378 nicholas65@usf.edu
- ▶ Jing Lin: (813)974-3305 linj@usf.edu

- ▶ Travel Help Desk: travelhelp@usf.edu



PCard Website

<http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx>

- ▶ Certification Training for Cardholders
- ▶ FAST PCard Job Aid



Communication

- ▶ The PCard department manages a PCard listserv. Look for important information and announcements sent via e-mail through this listserv. All cardholders are automatically added when they get a new card.
- ▶ Any questions regarding PCard should be sent to pcard@usf.edu.



Export Control Regulations

Are a complex set of US laws and regulations designed to:

- ▶ Restrict use and access to sensitive technical information, materials and technology for reasons of national security.
- ▶ Ensure that sensitive items, technology, and know-how are not used for nefarious purposes
- ▶ Restrict financial transactions and the provision of services to certain entities
- ▶ CAN RESULT IN LARGE FINES and/or PROSECUTION



Examples of University Activities That May Be Subject to Export Controls:

- ▶ Buying an item from a foreign company or university;
- ▶ Purchasing equipment specifically designed or which could be modified specifically for a military end use;
- ▶ Purchasing an item where the Vendor is imposing restrictions on the operation, installation, maintenance, repair, overhaul and/or refurbishing of the item or the manuals, blueprints;
- ▶ Shipping an item internationally to a foreign entity; or
- ▶ Purchase of drones and/or biological toxins.



The USF Office of Export Controls

Export Control Inbox: exportcontrol@usf.edu

Marsha Pesch, Export Control Officer

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research.usf.edu/export-controls



Questions?