FST 108: Purchasing Cardholder Training

UNIVERSITY OF SOUTH FLORIDA
Purchasing Services  |  Roselyn Rodriguez

Please sign in & get handouts from the back table if needed

Housekeeping

- Sign in sheet (MUST SIGN to get credit for training)
- Folders/handouts (Folders will be recycled for the next class)
- Phones on silent
- Please raise your hand if you have a question
- Participation
- Break
- Test
**PCard Program Purpose:**

- To facilitate small dollar purchases such as office supplies/lab supplies
- To provide ease of travel W/O waiting for reimbursement
- To reduce costs associated with processing other forms of payment such as purchase orders
- To provide fast convenient payment for vendors

**Where Can I Use My PCard?**

- The USF system PCard can be used at any business that accepts Visa
- PCard may be used:
  - In person
  - At a merchant location
  - By telephone
  - Online
- All purchases must be in accordance with established USF system policies, procedures and regulations
How Do I Apply For a PCard?

- Must take & complete PCardholder training (FST 108; classroom recertification every 3 years)
- Must fill out cardholder profile form
  - Form MUST be signed by your area VP/dean or other designated individual

Important Account Information

- USF billing cycle - starts on the fifth (5th) of each month and ends on fourth (4th) of the following month
- Most billing addresses are:
  - 4202 East Fowler Ave, SVC 1073
  - Tampa, FL 33620
- This is different from the shipping address which must be a USF system address
Credit Limits

- USF PCard spending limits are normally $5,000 monthly/$2,000 single transaction limit.
  - Higher credit limits can be requested on a temporary or permanent basis by requesting limit change with a cardholder profile form.
  - Temporary limit increases can be granted up to a maximum of three months.
  - Permanent limit increases require the approval of the University Controller.

Cardholder Responsibilities

- Submission of receipts to reconcilers within 3 business days of purchase
  - Or 3 business days after arriving back from an out-of-town trip
- Signing monthly cardholder activity statements
- Ensuring that Florida sales taxes are not paid
- Ensuring that charges are reconciled on time (no more then 7 days after the load date in FAST)
Cardholder Responsibilities

- **PCard security**
  - The card or account number should not be shared with others.
  - The account number should not be emailed or written on documents - including receipts.
  - PCards should be either maintained in wallets or stored in locked cabinets, not unlocked desk drawers.
  - When leaving USF or switching departments, please stop using the card, destroy & dispose of it, and notify PCard Services to close your account, do not leave that responsibility to others (such as a reconciler or verifier).

Cardholder Responsibilities

**Reporting lost, stolen, or misplaced cards:**

- If your card is lost or stolen:
  - Immediately contact **JPMorgan Chase at (800) 316-6056** so that the account can be closed and a card may be ordered.
  - Next, call/contact the PCard services to coordinate pick up for the new card.
Escalation Process: Statements & Receipts

- Signed cardholder activity statements (statements) and 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/unapproved 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 Addresses
- Receipts for PCard commodities: reconciler submits with statement to pcardreceipts@usf.edu
- Receipts for travel charges: delegate or traveler submits with receipt package for expense report to travelreceipts@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 special use agreement. 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 manager 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, should include purchase details with receipts.
- **Amazon/PayPal/eBay accts**: cardholder MUST set up unique account for PCard, cannot use personal account.
- **Gasoline**: can only be purchased for university vehicles or rentals - no personal vehicles. (include tag# on receipt)
- **Office supplies**: should be made from Office Depot regardless of price per USF Contract. Only exception; product not available
  - USF’s Office Depot representative is Daniel Musto:
    - daniel.musto@officedepot.com | (727) 798-8741

**Restricted Purchases**

- **Office Depot Retail Store Purchases** - To receive your contact pricing & Tax Exempt status while shopping at any Office Depot Retail location, please register your pcard through this link:
  - [https://odams.officedepot.com/registrations/usf.php](https://odams.officedepot.com/registrations/usf.php)
  - At the bottom of the page, you will see the "Registration for In-Store Use" section.

- **Office Depot Online Purchases** - register your card at:
  - [https://odams.officedepot.com/registrations/usf.php](https://odams.officedepot.com/registrations/usf.php)
  - Then shop online at: [https://business.officedepot.com/](https://business.officedepot.com/)
Restricted Purchases

- **Technology items** 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** - not permitted
- **Class 3b 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.
  - 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 and Barnes & Noble are external vendors. 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.
- Whenever buying food, cardholders must include a business purpose on the receipts. For example, if the food is for a function, documentation should include:
  - Name of event
  - Date
  - Number of attendees
  - Purpose of event
- Do not buy alcoholic beverages under any circumstances.

**Purchasing Guidance**

**EXPENDITURE MATRIX:**

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

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 should be shipped to the cardholder’s USF system address.

- Always ask questions if you are in doubt about a purchase.

- 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.
- Vendors should not charge PCard until an item ships.
  - Contact vendor with any questions.

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**PCard Charge Reconciliation**

**PCard Module**

- Should be approved within 7 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 Module**

- Should be associated with approved Travel Authorization within 7 days (can be reassigned to traveler’s wallet in same step, if necessary).
- 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.
- Receipts are submitted with Receipt Package for Expense Report.
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 two forms of travel training:
  - **FSTTR1** - Travel Submission
  - **FSTTR2** - Travel Rules and Requirements - both are available for sign-up through GEMS self-service.

A TRAVEL AUTHORIZATION MUST BE FULLY APPROVED BEFORE ANY TRAVEL PURCHASES ARE MADE!
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 conducted by you on your 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 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. Coordinate pick up with PCard Services.
  - Disputes can only be filed after attempting to get credit from vendor.

Additional Information

- PCard usage has no effect on a cardholder’s personal credit rating.
- Call 1-800-316-6056 if you need your current balance.
- If traveling out of town call the bank at the telephone number on the back of the card and notify them of your dates and locations of travel.
- You will be automatically loaded on your own PCard account in a view charges capacity.
  - This will allow you to view your charges in FAST, as well as download and print your monthly cardholder activity statement.
**Viewing Charges in FAST**

**Monthly Cardholder Activity Statement**

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**Employee Announcements**

Parking permits for 2016-2017 are now available. All 2014-2015 permits expire August 7.

USF IT continues to work with our software vendors to correct an issue faculty and staff are having accessing GEMS or GEMS Self Service when using Chrome. Further updates will be posted when available. Until resolved, employees may access GEMS or GEMS Self Service using Internet Explorer or Firefox.

**Parking Services**

![Parking Permits Image]

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**Monthly Cardholder Activity Statement**

![Image of Monthly Cardholder Activity Statement]

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**Parking Services**

![Parking Permits Image]

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**Monthly Cardholder Activity Statement**

![Image of Monthly Cardholder Activity Statement]
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) 974-3797 roselyn@usf.edu
- Thomas Woodfill: (813)974-1378 twoodfill@usf.edu
- Nicole Kornicks: (813)974-8968 nicolek@usf.edu
- Janelle Cordner: (813)974-2860 jcordner@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
- Shamara Spencer: (813) 974-3797 shamara1@usf.edu
- Travel Help Desk: travelhelp@usf.edu
PCard Website


- Forms
- Rules
- Contact List
- Expenditure Matrix
- Training Materials

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
mpesch@usf.edu or 813-974-6368

Victoria Poindexter, Assistant Export Control Officer
vcp1@usf.edu or 813-974-0554

research.usf.edu/export-controls

Questions?