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

What is Supplier Diversity?

- A proactive business strategy that seeks to provide suppliers equal access to sourcing and purchasing opportunities. Supplier diversity programs also encourage the use of suppliers from a diverse mix of ownership (i.e. women-, veteran-, service disabled veteran-, and minority-owned business enterprises). -IASTA
Who We Are...

**USF Office of Supplier Diversity**
- Newly created program
- Under the Direction of the Assistant Vice President of Supplier Diversity - April 2017
- Located in the University Controller’s Office, ALN Building

What We Do...
- Work with USF System Purchasing Agents, Departmental Buyers, and Facilities, Planning and Construction.
- Responsible for monitoring, implementing, progress tracking and adjustments to the university diverse business utilization strategic plan.
- Internal and external communication about the Universities supplier diversity initiatives.
- Identifying and **AWARDING** USF Supplier Diversity Champions!
Why?...

- Proactive business strategy that provides all suppliers equal access to sourcing and purchasing opportunities.
- Affords USF access to vendors who are proving they can provide better pricing, products and service offerings than larger competitors in some cases.
- Helps USF’s supply chain better reflect the demographics of our community.
- Creates a platform for economic growth and development.

Why?...

- Improved customer satisfaction, especially at the departmental level.
- More options and flexibility within the supply chain by working with diverse suppliers.
- Through our diverse culture we can draw upon relevant features of individual backgrounds and better serve our students and constituents.
How You Can Help...

- When making purchases include diverse businesses when getting quotes and making vendor selections.

- Make a “Good Faith” effort. *(USFOSD defines a “good faith effort” as being what a reasonable person would determine is a diligent and honest effort under the same set of facts or circumstances.)*

- For all purchases made with diverse businesses, please track and report spend to the USFOSD*.

*Note: For construction projects, Tier 2 reporting is required.

What Is Our Goal?...

3%

This is to increase our utilization of diverse businesses by 3%, each year over the next 5 Years.
Need Help Finding a Diverse Supplier?

Visit the **USFOSD** website at [www.usf.edu/osd](http://www.usf.edu/osd) or email [osd@usf.edu](mailto:osd@usf.edu)

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Remember **you matter** and every purchase you make whether it’s **$1 or $100 Million** impacts our community directly. **With your help** we can impact economic growth and development for our **families and communities** right here in the **Tampa Bay Region**. **Thank you!**
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
  - Must have a valid USF work email address
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 business 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 ALL 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/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 & Travel Charges: reconciler submits with statement to pcardreceipts@usf.edu

*Request for Exception to Required Receipts Forms Available through our website

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. (other states yes)
- **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. (over $1,000 must be approved first)
- **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. (Amazon Prime allowed)
- **Gasoline**: can only be purchased for university vehicles or rentals - no personal vehicles. Uber allowed. (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 Michael Kort:(727) 726-5954 or michael.kort@officedepot.com
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. (Must use Inter-Departmental Transfers)**

- 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.

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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.
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.

PCard Charge Reconciliation

**PCard Module**
- 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 Module**
- 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 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 REQUESTS 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 or 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. 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**

**Statement Date:** 9/4/2016 for August 2016

**Department:** FG3W  
**Cardholder Name:** [Redacted]  
**Card Holder I.D:** [Redacted]  
**Account Number:** [Redacted]  
**Monthly Credit Limit:** $1200.00

**Summary: Total:** $1,207.27

**Payment Details:**
- For August 2016
- Total: $1,207.27

**Certification:**
- I certify that all charges are in accordance with University Procurement Card Manual.
- I certify that all charges are within the scope of the Cardholder's assigned duties.

**Signatures:**
- Cardholder Name: [Redacted]  
- Cardholder Signature: [Redacted]  
- Cardholder Supervisor Name: [Redacted]  
- Cardholder Supervisor Signature: [Redacted]  
- Recipient Name: [Redacted]  
- Recipient Signature: [Redacted]
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  roselyn@usf.edu
- Nicole Kornicks: (813) 974-8968  nicolek@usf.edu
- Janelle Ray: (813) 974-2860  janelleray@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
- 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?