FST 108: Purchasing Cardholder Training

UNIVERSITY OF SOUTH FLORIDA

Purchasing Services | Jim Scull

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

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)
- 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, AOC 200
  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 using a limit change request 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

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 your department please 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 Bank of America at (888) 449-2273 so that the account can be closed.
  ► Do not ask the bank to ship a replacement card to you.
  ► Next, call/contact the PCard services to coordinate ordering 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 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 of 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

- 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 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.
- **Independent contractors** - not permitted.
- **Financial institutions**

Restricted Purchases

- **Capital equipment** - not permitted
  - >$5,000 in cost (including shipping and handling)
  - Lifespan of one year or more
  - Is a stand alone
- **USF parking permits** - not permitted
- **Plaques/trophies/awards** - only with appropriate funding
- **Clothing** - should have a perquisite on file if clothing is for identification purposes for a USF employee.
Restricted Purchases

- Cash advances
- Entertainment providers
- 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
- Holiday decorations
- Insurance - unless granted preapproval from Purchasing

Restricted Purchases

- iTunes accounts/apps: can only be bought for USF owned devices, should 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.
  - USF’s Office Depot representative is Daniel Musto: daniel.musto@officedepot.com | (727) 798-8741
Restricted Purchases

- **Books**: dollar limit of $249.99 or less per book
- Greeting cards

Restricted Purchases

- **Memberships**: permitted on PCard, but should include a justification that explains the benefits of membership to the university.
- Please note that PCard services must be contacted before the purchase to grant any exceptions to these restrictions.
  - Exceptions must be documented.
- Do not use PCard to pay other USF departments.
  - The USF computer store is now an external vendor. Pcard may be used.
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 profile that will permit purchases from food vendors. The email should be approved 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 right hand side-bar menu:

http://usfweb2.usf.edu/pcard/index.html
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 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.
Travel Related Information

- A TRAVEL AUTHORIZATION MUST BE FULLY APPROVED BEFORE ANY TRAVEL PURCHASES ARE MADE!

What is Considered Misuse on PCard?

- Includes 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
- 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 through Bank of America must be filed within 60 days after the close of the billing cycle in which the charge occurred.
  - 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 1-888-449-2273 if you need your current balance.
- 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

- 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

- Jim Scull: (813)974-3334 | jscull@usf.edu
- Charlotte Eppich: (813)974-5785 | ceppich@usf.edu
- Adam Vierbickas: (813)974-5690 | vierbickas@usf.edu
- Katherine Wilson-McCoy: (813)974-4010 | kwilsonmccoy@usf.edu
- Amanda Lousley: (813)974-3797 | amandalousle@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
- Robert Robinson: (813)974-5676 | robinsonr@usf.edu
- Margarita Sevilla-Salameth: (813)974-3714 | margaritas@usf.edu
- Travel Help Desk: (813)974-5429 travelhelp@usf.edu

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.
Questions?

Thank You for Attending!