FST 102: Reconciler Training

University of South Florida
Purchasing Services

Instructor:
Roselyn Rodriguez

Please sign the attendance roster.
Housekeeping

- Sign the attendance roster.
- Please keep all phones on silent.
- Please raise your hand if you have a question.
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
- This training is for FAST procedures and does not cover in-depth policy
- Reconciler recertification to be done online every 2 years
General PCard Information
Important Account Information

- The USF System PCard billing cycle:
  - **Starts**: On the 5th of each month.
  - **Ends**: On the 4th of the following month.
  - **Please Note**: If the 4th of the month falls on a weekend the billing cycle will end at 11:59pm on the following business day.

- The USF System PCard billing address:
  - 4202 East Fowler Ave, SVC 1073
  - Tampa, FL 33620

- The billing address is different from the shipping address. **The shipping address MUST be a USF System address.**
Cardholder Responsibilities

- Submit receipts to your reconciler within 3 business days of your purchase.
  - Traveling Cardholders: Must submit receipts within 3 business days after returning from travel.
- Sign the monthly cardholder activity statement.
- Ensure Florida sales tax is not paid.
- Ensure PCard transactions are reconciled on time.
  - PCard transactions should be approved (reconciled) in FAST within 7 business days of their load date.
Cardholder Responsibilities

- You are responsible for keeping your PCard secure.
  - The card and the account number should not be shared with others.
  - The account number should not be emailed or written on any document (including receipts).
  - PCards should always be maintained in a wallet or locked cabinet/drawer.
- When leaving USF or switching departments stop using the PCard, destroy & dispose of the card, notify PCard Services to have your account closed.
  - Do not leave this responsibility to another person (such as your reconciler or verifier).
Cardholder Responsibilities

Report a lost or stolen PCard:

- Immediately contact J P Morgan Chase: (800)316-6056.
- Request the account be closed.
- Request a new PCard be ordered and shipped to the bulk shipping address. Rush delivery is not allowed.
- Contact PCard Services in order to complete the Account Closure Form and coordinate the pick up of your new PCard.

Filing a Dispute Claim or Fraud Claim:

- Dispute claims and fraud claims must be filed with J P Morgan Chase within 60 days of the post date of the transaction in question.
- Fraud Claim: The bank will close your account and have a new card ordered for you. PCard services must be contacted to complete an Account Closure Form and coordinate the pick up of the new card.
- Dispute Claim: Dispute claims should be filed after attempting to receive a credit from the vendor.
Escalation Process: Statements & Receipts

- Activity Statements are available for download in FAST on the 10th of the statement month.

- The signed cardholder activity statement and ALL receipts are due to PCard Services by the last day of the statement month.

<table>
<thead>
<tr>
<th>Escalation Date</th>
<th>Escalation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th of the next month</td>
<td>Escalation notification is sent your college administration.</td>
</tr>
<tr>
<td>10th of the next month</td>
<td>Escalation notification is sent your VP administration.</td>
</tr>
<tr>
<td>15th of the next month</td>
<td>The PCard account is suspended until the statement package and receipts are submitted.</td>
</tr>
</tbody>
</table>
Escalation Process: Statements & Receipts


![Calendar Image]
Escalation Process: Inadequate Statement Packages & Receipts

- When reviewing statement packages and receipts, PCard Services will email cardholders and reconcilers regarding missing or inadequate documentation.

<table>
<thead>
<tr>
<th>Escalation Date</th>
<th>Escalation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week Unresolved</td>
<td>Escalation notification is sent your college administration.</td>
</tr>
<tr>
<td>2 Weeks Unresolved</td>
<td>Escalation notification is sent your VP administration.</td>
</tr>
<tr>
<td>3 Weeks Unresolved</td>
<td>The PCard account may be suspended.</td>
</tr>
</tbody>
</table>
Escalation Process: Statements & Receipts

- Weekly notifications are sent to cardholders and reconcilers when transactions are unapproved (unreconciled) in FAST for more than 7 business days.

- Weekly notifications are sent to cardholders and their travel delegates when travel transactions are not associated with a travel request number within 7 business days.

<table>
<thead>
<tr>
<th>Escalation Date</th>
<th>Escalation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Days</td>
<td>Escalation notification is sent to your college administration.</td>
</tr>
<tr>
<td>21 Days</td>
<td>Escalation notification is sent to your VP administration.</td>
</tr>
<tr>
<td>28 Days</td>
<td>The PCard account is suspended until transactions have been approved (reconciled) in FAST.</td>
</tr>
</tbody>
</table>
Statement Package & Receipt Requirements
PCard Receipt Requirements

- Cardholders should ensure a “complete” receipt is provided for every transaction.
- Missing receipts should be supplemented with the Exception to Required Receipt form.
- Receipts for PCard and travel transactions should be submitted with the activity statement to: pcardreceipts@usf.edu

<table>
<thead>
<tr>
<th>Required</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Name of Vendor</td>
</tr>
<tr>
<td>✓</td>
<td>Date of Purchase</td>
</tr>
<tr>
<td>✓</td>
<td>Itemized Description of Items Purchased</td>
</tr>
<tr>
<td>✓</td>
<td>Unit Cost of Item</td>
</tr>
<tr>
<td>✓</td>
<td>Total Amount of Purchase</td>
</tr>
<tr>
<td>✓</td>
<td>Business Purpose</td>
</tr>
<tr>
<td>✓</td>
<td>USF Billing &amp; Shipping Address</td>
</tr>
</tbody>
</table>
PCard Statement Package Requirements

- The activity statement is downloaded/printed from FAST.
- Receipts are arranged in the same order in which they appear on the activity statement.
- A complete itemized receipt is provided for each transaction.
- Credit card numbers and personal information are redacted.
- Activity statement must be signed by all three required signers: cardholder, cardholder's supervisor, and the reconciler.
Restricted Purchases
## Restricted Purchases

### Items Not Allowed to Be Purchased On A PCard

<table>
<thead>
<tr>
<th>Dining Dollars &amp; Bull Bucks</th>
<th>Greeting Cards</th>
<th>Prepaid Phone Cards</th>
<th>Congratulatory &amp; Condolence Flowers</th>
<th>Cash Advances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>Gifts of Appreciation</td>
<td>Personal Convenience Items(^1)</td>
<td>Florida Sales Tax(^2)</td>
<td>Independent Contractors</td>
</tr>
<tr>
<td>Financial Institutions</td>
<td>Capital Equipment(^3)</td>
<td>USF Parking Permits(^4)</td>
<td>USF Departments(^4)</td>
<td>USF Post Office(^4)</td>
</tr>
</tbody>
</table>

1. Examples of personal convenience items include room service, wall clocks, and coffee makers. Exceptions may be granted for items like a refrigerator or microwave depending upon the business purpose.

2. USF is exempt from paying Florida sales tax. You may pay sales tax when making purchases in other states.

3. Capital Equipment = a stand alone item, with a lifespan of one year or more, and costs $5,000.00 or more (including shipping & handling).

4. USF Departments may only be paid using an Interdepartmental Transfer. Your PCard may be used at the Computer Store (Connection) and the USF bookstore (Follett), which are considered external vendors.
## Restricted Purchases

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowable Under Specific Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Supplies</strong></td>
<td>Office supplies must be purchased from Office Depot regardless of the USF contract price. An exception to this rule can only be made when an item is out of stock.</td>
</tr>
</tbody>
</table>

**Office Depot Representative:**
Michael Kort  
(727) 726-5954  
Michael.kort@officedepot.com

Use the following link to register your PCard and receive the USF contract price and tax exempt status while shopping **both In-Store and Online:**  
https://odams.officedepot.com/registrations/usf.php

Use the following link to shop online:  
https://business.officedepot.com/
Restricted Purchases

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowable Under Specific Circumstance</th>
</tr>
</thead>
</table>
| Food | Food is considered an allowable purchase on a PCard if (1) the cardholder has “food permission” set up on their account, and (2) the food is paid for using an appropriate funding source. **Cardholders should reference the Expenditure Matrix Guide for valid business purposes and funding sources related to the purchase of food.**

Food purchases are classified as either Event Meals or Business Meals.

All receipts for the purchase of food should include the following information: (1) **name of the event**, (2) **date of the event**, (3) **number of attendees**, and (4) **business purpose of the event**.

Receipts for business meals should be accompanied with a **business agenda and the names of the attendees**.

**Alcohol is NEVER allowed to be purchased using a PCard.**
# Restricted Purchases

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowable Under Specific Circumstance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Cards</td>
<td>Can only be purchased for research study participants. The cardholder must complete a <a href="#">Request To Purchase Form</a> for gift cards before making their purchase.</td>
</tr>
<tr>
<td>Software</td>
<td>Software is considered capital equipment when its unit price is $1,000.00 or more. Software with a unit price of $1,000.00 or more must be approved by UTSB before it can be purchased on a PCard.</td>
</tr>
<tr>
<td>Clothing</td>
<td>Clothing to be used for identification purposes of a USF employee must have a <a href="#">perquisite form</a> on file with Purchasing Services.</td>
</tr>
<tr>
<td>Entertainment Vendors</td>
<td>USF PCards are not allowed to be used for purchases with entertainment vendors (museums, theaters, resorts, etc.). Special exceptions can be granted. Exceptions are granted on a case-by-case basis. Please contact <a href="mailto:pcard@usf.edu">pcard@usf.edu</a> to inquire whether an exception can be granted.</td>
</tr>
</tbody>
</table>
## Restricted Purchases

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowable Under Specific Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>SunPass</td>
<td>A SunPass can only be purchased for a university state-owned vehicle. The cardholder must contact <a href="mailto:pcard@usf.edu">pcard@usf.edu</a> and complete a Request to Purchase Form for a SunPass.</td>
</tr>
<tr>
<td>Repairs To Equipment</td>
<td>Repairs to equipment can be paid for using a PCard. The cardholder should include the item’s tag number (or serial number) and the location of where that piece of equipment is stored.</td>
</tr>
<tr>
<td>Cellphones, Cell Data, &amp; Computer Air Cards</td>
<td>A PCard can be used to purchase cellphones and computer air cards. PCards may also be used to pay for cellphone service and cell data service. The cardholder must submit a Request to Purchase Form to PCard Services on behalf of the employee using the cellphone, cell data, or air card.</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>Contractual services can be paid for using a PCard only AFTER the contract has been reviewed and approved by USF Contract Management System.</td>
</tr>
</tbody>
</table>
# Restricted Purchases

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowable Under Specific Circumstance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Books can be purchased using a PCard <strong>ONLY</strong> if the unit price of the book is $249.99 or less.</td>
</tr>
<tr>
<td>Memberships</td>
<td>Memberships can be purchased using a PCard. <strong>The cardholder should provide a justification which explains the benefits of the membership to the university.</strong> This justification should be included with the receipt in the monthly Activity Statement.</td>
</tr>
<tr>
<td>Class 3B &amp; Class 4 Lasers(^1)</td>
<td>Each Class 3B or Class 4 Laser you acquire must be registered with the USF Laser Safety Program. <strong>A Laser Registration Form must be completed for each laser you acquire.</strong> The form can be found in the USF Laser Safety Manual on the USF Laser Safety webpage. <strong>Laser Safety training is required per the USF Laser Safety Manual.</strong></td>
</tr>
</tbody>
</table>

\(^1\) Please contact the USF Laser Safety Officer with questions you have regarding their program: (813)974-1194 or radiation.lasersafety@usf.edu.

PCard Services MUST be contacted regarding any exception to these restrictions. The exceptions must be documented and should be included with the receipt when preparing the monthly Activity Statement.
Competitive Quotes
For the purchase of Commodities, Goods, and Services...

- **$5,000.00 - $0.01**
  - Formal written price quotes are not required.
  - However, verbal quotes should be documented.

- **$5,001.00 - $25,000.00**
  - At least two quotes are required (either verbal or written)
  - Verbal quotes must be documented in a requisition.

- **$25,001.00 - $75,000.00**
  - At least three written quotes are required.
PCard Best Practices
**Statement Packages & Receipts**

- Items purchased on a PCard should be shipped to the cardholder’s USF system address.
  - Contact PCard Services if you need permission to ship to a non-USF system address.

- **Ask** questions when in doubt about a purchase.

- **Request** a limit increase if the cost of your purchase is higher than your transaction limits.

- **Notify** PCard Services if you are leaving USF or switching departments.
  - The cardholder should immediately stop using the PCard, destroy it, and contact PCard Services in order to complete the **Account Closure Form**.
Original copies of your PCard receipts should be retained by your department for 5 years.

- Original copies of PCard receipts paid for using grant funds should be retained for 5 years after the final reporting date of the grant.

Travel receipts should follow the travel department’s receipt retention policy.

Vendors should not charge your PCard until the item is shipped.

- Contact the vendor with any questions you may have.
Reconciliation of Transactions

**PCard Transactions**
- Must be approved in FAST within 7 business days.
- Once approved, any budget errors should be corrected in order to ensure the transaction posts to the General Ledger in a timely manner.
- Receipts are submitted with the signed monthly Activity Statement.

**Travel Transactions**
- Must be associated with an approved Travel Request (TR) number in FAST within 7 business days.
- Once travel has occurred, all charges should be pulled into the Expense Report and submitted to the Travel Department within 30 days of the last day of travel.
- Travel receipts are submitted with PCard receipts and the signed monthly Activity Statement to pcardreceipts@usf.edu.
## Travel Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>Food must be paid for out-of-pocket when traveling on university business (due to a statutory meal allowance). <strong>Exception:</strong> A PCard may be used to pay for a conference registration or event that includes a meal.</td>
</tr>
<tr>
<td>Gasoline</td>
<td>A PCard can only be used to purchase gasoline for a university state-owned vehicle or a rental vehicle. A PCard can <strong>never</strong> be used to purchase gas for a personal vehicle while traveling on university business (due to mileage reimbursement).</td>
</tr>
<tr>
<td>Ground Transportation Services</td>
<td>While on university business, taxis, trains, buses, uber, lyft, and other mass transit may be used when these modes of transportation result in a cost savings to the university.</td>
</tr>
<tr>
<td>Travel Request (TR)</td>
<td>A travel request must be submitted and fully approved in Archivum Travel before traveling.</td>
</tr>
<tr>
<td>Travel Training</td>
<td>For additional information regarding travel cardholders can <strong>register for PSTTR2: Travel Rules and Requirements</strong> via GEMS Self Service.</td>
</tr>
</tbody>
</table>
Travel Information

<table>
<thead>
<tr>
<th>Travel Items Not Allowed To Be Purchased On A PCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Check-In¹</td>
</tr>
<tr>
<td>Valet Parking²</td>
</tr>
</tbody>
</table>

(1) This applies to both airfare and hotels.
(2) This applies where self-parking is available.
(3) For example: Toll device, GPS device, roadside assistance, etc.
(4) This applies to upgrades beyond economy and coach seating.

This is not an all-inclusive list of prohibited items. Please see the Travel Manual for further details.

Anytime a personal element is present in business travel a PCard should not be used.
PCard Misuse
# PCard Misuse

## What is considered misuse on a PCard?

<table>
<thead>
<tr>
<th>Misuse Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing non-allowable goods &amp; services</td>
<td>Shipping items to a non-USF address without prior permission</td>
</tr>
<tr>
<td>Using your PCard for personal gain</td>
<td>Paying Florida sales tax</td>
</tr>
<tr>
<td>Falsification of records</td>
<td>Splitting charges to circumvent your single transaction limit</td>
</tr>
<tr>
<td></td>
<td>Negligence in performing your duties&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Violating any other university or department-related policy, procedure, or rule</td>
</tr>
</tbody>
</table>

<sup>1</sup> Negligence = Failing to submit receipts on time, failing to sign & submit the monthly activity statement, failing to reconcile transactions in FAST on time, and failing to follow up with the bank regarding dispute claims and fraud claims.
Consequences of PCard Misuse

- Loss of PCard privileges either temporarily or permanently
- Disciplinary action
- Reimbursement to USF
  - All documentation of reimbursement should be included in the activity statement with the receipt.
  - Documentation of reimbursement can also be emailed to pcard@usf.edu. The email should include the cardholder’s name, employee ID number, and a brief statement regarding the reason for reimbursement.
- Loss of job
- Prosecution
Additional Information
Using a PCard has no effect on a cardholder’s personal credit rating.

Cardholders are now able to sign up for access to the bank web portal.
- Ability to view available credit, transaction history, and accepted/declined transactions.
- Contact pcard@usf.edu to request access.
- Cardholder’s can also check their balance by calling 1-(800)-316-6056.

When traveling out of town contact the bank and notify them of your dates and locations of travel.

Cardholder’s will be automatically loaded on to their PCard accounts in FAST.
- Ability to view transactions and print the monthly activity statement.

Cardholder’s should make a good faith effort to do business with diverse suppliers by using USFOSD initiatives.
Additional Information

- Visit the PCard Services website for additional information regarding rules, training materials, forms, expenditure matrix etc.

- All cardholder’s are automatically added to the PCard Listserv.
  - Important information and announcements will be sent via email, including how to download a statement.

- Questions regarding Travel issues: travelhelp@usf.edu

- Questions regarding PCard issues: pcard@usf.edu
There are seven public queries:

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U_PCARD_PROXY_BY_DEPT_ID</td>
<td>Shows department cardholders, charge limits &amp; reconcilers</td>
</tr>
<tr>
<td>U_PCARD_CRDHLDR_FOR_PROXY</td>
<td>Shows all cardholders assigned to a reconciler (proxy)</td>
</tr>
<tr>
<td>U_PCARD_PROXY_FOR_CRDHLDR</td>
<td>Shows all reconcilers (proxy) assigned to a cardholder.</td>
</tr>
<tr>
<td>U_PCARD_UNAPPD_DEPT_CHGS</td>
<td>Shows all unapproved charges for a department</td>
</tr>
<tr>
<td>U_PCARD_UNAPPD_CRDHLDR_CHGS</td>
<td>Shows all unapproved charges for a cardholder</td>
</tr>
<tr>
<td>U_PCARD_CHGS_POSTED_DEPT</td>
<td>Shows all charges posted by department</td>
</tr>
<tr>
<td>U_PCARD_CHGS_POSTED_PROJ</td>
<td>Shows all charges posted by project number</td>
</tr>
</tbody>
</table>
How To Find FAST
A receipt is not required for international transaction fees.

A PCard Activity Statement will not be available for download if no transactions were made during the billing cycle.
Export Control Regulations
What are Export Control Regulations?

A complex set of US laws and regulations designed to:

- Restrict the use/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 designed/modified specifically for 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, the manual, or its blueprints.
- Shipping an item internationally to a foreign entity.
- Purchase of drones and/or biological toxins
USF Office of Export Controls

- Export Control Email Contact: exportcontrol@usf.edu
- Website: www.research.usf.edu/export-controls
- Campus mail point:
  12901 Bruce B. Downs Blvd., MDC 35
  Tampa, Fl. 33612-4799
- Telephone: (813) 974-5638
Questions?