Welcome to the Controller’s Office Purchase Card Training
The Purchase Card, otherwise known as the PCARD, has been endorsed by the Office of the Controller as the preferred method for purchasing certain:

1. **Goods and services** costing $1,000 or less
2. **Travel expenses** upon filing of approved TRAVEL ADDENDUM
Welcome to URI’s Purchase Card Program

JPMorganChase is the provider for the University Purchase Card.

Customer Service 1-800-270-7760
Purchase Card Presentation Sections:

I. Program Overview (1-30)

II. PeopleSoft Procurement Cards
   Online Reconciliation Process (31-92)

I. Documentation, Reconciliation and Compliance (93-111)

II. Travel Payment Options (112-118)

III. Agreements (119-121)
Section 1: Program Overview
Types of Purchase Cards

STANDARD PCARD
Traditional small $ purchases; suggested uses include supplies, mailing services, professional membership & dues as well as conference fees & registrations.

With the exception of conference fees & registrations, the Standard PCARD does not allow for travel expenditures.

STANDARD W/ TRAVEL ENHANCEMENT
Adds the ability to use the PCARD to pay for lodging, automotive rentals, railroad, taxis, ferries, local/suburban transportation (subways, bus, etc.), parking and tolls.

An approved TRAVEL ADDENDUM is required.

TRAVEL ONLY PCARD
Allows for travel costs only-lodging, automotive rentals, railroad, taxis, ferries, local/suburban transportation, parking and tolls.
Program Overview
No Departmental Cards

PCARDS are currently assigned by the University to specific individuals and may be used ONLY by that individual.

There are two basic PCARD roles: Cardholder and Department Administrator (Approver)
Program Overview

Spending Limits

The **PCARD** is limited to $1,000 per Transaction and $5,000 per Billing Cycle (month).

The billing cycle ends on the 25\(^{th}\) of each month, unless it falls on a weekend or holiday.

**NOTE:** The credit limit is **NOT** tied to a department’s available budget funds. The **Cardholder is responsible for determining if funds are available for each transaction.** Higher and lower spending limits, based on specific needs, **may be** accommodated.
Program Overview

Purchases

• Splitting of transactions/purchases to circumvent the purchase limit of $1,000 is prohibited at all times.

  An example of splitting is when an item costs $1400 and the vendor is instructed to split the purchase as two separate transactions of $900 and $500 each.

• PCARD purchases must be shipped to an appropriate URI address
Program Overview

Sales Tax

URI is EXEMPT from RI Sales Tax

- Non-payment of sales tax is the Cardholder’s responsibility

- **RI Tax Exempt 189** is embossed on the front of the PCARD. We recommend keeping a copy of the RI Tax Exempt Certificate on your person. The form can be printed from the Controller’s website.

- Tax Exemption is also recognized in FL, MA, ME, MI, MO and NJ.

- **NOTE**: Purchases made from other states fall under Rhode Island state sales tax laws if the items are SHIPPED TO THE UNIVERSITY.
Program Overview

Merchant Category Code (MCC)

The Merchant Category Code (MCC) is a 4 digit code assigned to vendors which provides additional security to your PCARD.

The MCC…

1. Identifies the products/services the merchant provides
2. Is assigned by merchant bank; URI has no control
3. URI assigns each Cardholder a group of MCC codes that best suits purchasing needs
4. Transactions outside group will be declined

For example, if a cardholder tries to use the card at a salon, the transaction would be declined. A Salon is not an acceptable type of URI merchant.
Additional examples of transactions that will decline due to MCC codes are:

- Airlines (including baggage charges)
- Drug stores such as CVS & Walgreens
- iTunes

If your card is declined, please contact the PCARD Office to determine the cause of the decline and discuss the appropriateness of the transaction.
Note:

Either the Cardholder or the Department Administrator must have signature authorization over any chartfield charged on the PCARD. This includes authorization for college requisition, invoice voucher, TAR, TEV and PO receiving reports.
Program Overview
Allowable Purchases
Standard PCARD Program

Supplies:
- Office & Computer*
- Education (books, videos, exams, etc.)
- Medical (excludes prescription medications)
- Scientific / Lab
- Paper Goods
- Janitorial & Maintenance

- Landscaping Materials
- Shop & Industrial
- Building Supplies / Materials
- Fabric & Linen
- Telecom-Parts & Supplies
- Photographic Supplies

* Exception: WB Mason Does not accept PCARD.
Program Overview
Allowable Purchases
Standard PCARD Program

- Memberships, Dues & Subscriptions (Including Associations & Organizations)
- Magazines & Publications
- Equipment Repair (one-time / no maintenance agreements)
- Mail Services
- Fees/Licenses/Dues
- Employee Training/Tuition
- Participant Costs-Fees & Registrations
- Advertisements
- Furnishings & Equipment
- Periodic Rental of Tools & Equipment (not leases)
Program Overview
Purchases on Grants –Fund 500

Grant purchases are permitted without prior approval from Sponsored Projects, provided that the item purchased is an allowable charge against the grant. If you are unsure if a transaction is allowable under the grant, confirm with Sponsored Projects prior to making the purchase.

Program Overview
Foundation Purchases-Fund 401

PCARD purchases made on Foundation Funds do not require pre-approval from the URI Foundation Office.

Your Dean, Director or Department Head should determine the appropriate funding source and procedure for PCARD purchases utilizing Fund 401.
Program Overview

Review of Grant & Foundation Fund Transactions

Each month, reports reflecting the PCARD activity coded to Fund 500 for Grants and Fund 401 for Foundation are sent to URI Foundation and Sponsored Projects, respectively.

A post-audit review is then performed by Sponsored Projects to ensure compliance with project and program guidelines.

When purchases cannot be properly documented as allowable, the charge(s) will be moved out of the grant or foundation account, as applicable, and transferred to an alternate funded account within the department.
Program Overview
Property & Inventory

• Purchases of items costing $1,000 or more and all computers, regardless of cost are required to be reported to Property and Inventory for tagging.

• Each Department is responsible for notifying Property & Inventory of items purchased.

• Reports are sent monthly to Property and Inventory for review.
Program Overview
Non-Allowable Purchases

- Alcohol and Food-Regardless of funding source
- Automotive Repairs and Fuel
- Cash Advances
- Cell phones, Pagers & Calling Cards
- Equipment Maintenance Contracts (Statewide contract exists with Remi Group / MPA#422 covering lab equipment, office automation, computers and other electronic equipment including telephone systems, security and communications.)
- Fines, Penalties and Late Fees
- Firearms, Ammunition, & Explosives
- Gifts, Gift Cards, Contributions, Prizes & Awards
- Independent Contractor / Consultant Service
- Leases
- Major Construction or Renovation Projects
- Meals & Entertainment
- Personal Purchases
- Prescription Medications
- Radioactive Materials & Controlled Substances
- Rare & Precious Metals
- Special Occasion Items (Flowers, Gift Baskets, etc.)
Program Overview
Purchasing Rules

• All existing State and University purchasing rules, policies and procedures **MUST BE ADHERED TO** when utilizing the PCARD. An example is obtaining quotes when required.

• Certain allowable PCARD purchases require special review and/or approval from designated campus departments before a purchase can be made.

Examples include, but are not limited to:
Hazardous materials, controlled substances & safety equipment

Please review the URI Purchasing Policy for further clarification as necessary.
Program Overview
Cardholder Responsibilities

It is the Cardholder’s responsibility to:

- Ensure that prohibited items are not purchased with his/her PCARD.
- Protect the security of his/her PCARD and PCARD #.
- **IMMEDIATELY** report loss, theft, or fraudulent use to JPMorganChase, your Department Administrator and the PCARD Office.
- Retain all Receipts, quotes and other documentation as required.
- Notify PCARD Administrator or Department Administrator of change in employment status. Plan ahead.
Program Overview
Cardholder Responsibilities

PeopleSoft Financials

All Cardholders must have access to PeopleSoft Financials.

Cardholder must regularly review transactions and verify:
- Purchases are valid and compliant with policy
- **No RI sales tax** has been charged
- Allocated to proper PeopleSoft chartfield(s)
- Print statement, reconcile transactions to the statement and forward to their Department Administrator for review.
Program Overview
Department Administrator
Responsibilities—"First" Auditors

PeopleSoft Financials

Department Administrators act as first auditors and must:

- Have access to PeopleSoft Financials
- REVIEW AND APPROVE transactions ensuring:
  - Compliance with policies
  - Charged to proper PeopleSoft chartfield
- Mark status as approved in PeopleSoft
- Monitor activity for unusual transactions and notify PCARD Administrator of unapproved transaction(s)
- Approve Cardholder monthly package and forward to PCARD Administrator
Program Overview

Department Administrator

Responsibilities

Card Termination - When a Cardholder leaves the University, changes departments, or is no longer authorized to make purchases on the University’s behalf, the Department Administrator must:

1. Notify the PCARD Administrator prior to the employee termination/transfer date.
2. Reclaim and destroy the PCARD.
Program Overview

Transaction Problems:
Declined Transactions

A Declined Transaction is a charge that is denied by the bank.

Most common reasons for a decline:

1. Exceeds $$ single or cycle transaction limit
2. Blocked Merchant Category Code (MCC)
3. Incorrect Expiration Date
4. 3 Digit Security # not matching

If a charge is declined, contact the PCARD Administrator. The reason for the denial will be assessed, and if appropriate, the issue rectified.
Program Overview
Transaction Problems:
Adjusting Dollar Limits

Cardholders may request an adjustment to the $1000 per transaction limit by emailing PCARD@etal.uri.edu:

Email should include:
1. $$ increase (decrease) requesting
2. Time (temporary, permanent, etc.)
3. Description of item, justification and chartfield string (name of the Sponsored Projects Accountant if being charged to Fund 500)
4. Attach copy of email/approval with reconciliation

**TRANSACTION $$ INCREASES, AT MINIMUM, MUST BE APPROVED BY THE APPLICABLE DEAN, DIRECTOR OR DEPT. HEAD AND THE OFFICE OF THE CONTROLLER. SINGLE TRANSACTION LIMITS CANNOT EXCEED LVPO LIMIT OF $5,000.**
Program Overview

Transaction Problems:

Returns and Credits

If merchandise is returned for credit, the Cardholder is responsible for following up on any credits crossing over months and obtaining a credit receipt from the vendor.

Receiving cash or checks to resolve a credit is PROHIBITED.
Program Overview

Transaction Problems:
Disputes with Vendors

A disputed transaction involves a disagreement with a vendor regarding a transaction initiated by the cardholder.

Examples of disputed transactions:

- Failure to receive goods
- Defective merchandise
- Incorrect amounts
- Duplicate charges
- Credits not processed
- Received incorrect order/goods

In the event of a Dispute, attempt to resolve the dispute directly with the vendor involved. Most issues can be resolved this way.
Program Overview

Transaction Problems:

Disputes with Vendors

If the Cardholder is unable to reach an agreement with the vendor, the next step is to Notify the PCARD Administrator of the dispute.

- An email must be sent to PCARD@etal.uri.edu to notify the PCARD Administrator of the dispute. All details of the transaction should be included. The PCARD office files the dispute with JPMorgan.

- All disputed transactions must be submitted to JPMorganChase within sixty (60) days of the posted transaction.
Program Overview

Transaction Problems:

Fraudulent Transactions

Fraudulent transactions differ from disputed transactions.

- Fraudulent transactions include, but are not limited to, charges not initiated by the Cardholder.

- JPMorgan frequently contacts Cardholders directly to verify transactions they may suspect as being fraudulent.
Program Overview
Identifying and Reporting Fraudulent Transactions

● **URI POLICY**: Cardholder or Dept. Admin. must review transactions in PeopleSoft weekly, at a minimum, in order to minimize potential fraudulent activity.

● **Report immediately** to PCARD Administrator any suspected fraudulent charges.

**NOTE**: JPMorgan forgives fraudulent charges **ONLY** if they are notified within 60 days from the date the charge accrue.
Section II: PeopleSoft Procurement Cards

Following are instructions and screen-shots for accessing and reconciling PCARD transactions in PeopleSoft.
PeopleSoft Procurement Cards

To review and update transactions, all cardholders and approvers must login to PeopleSoft Financials.

Workflow Email Notification

When a cardholder makes a purchase with the PCARD and that transaction posts on the JPMorgan account, a notification will be sent via email to both cardholders and department administrators/approvers that you have transactions to approve.

Cardholders and department administrators will then need to login into PeopleSoft Financials to verify and approve their transactions.
PeopleSoft Procurement Cards

Workflow Email Notification

There are two types of notifications, one for reconcilers and one for approvers.

**PEOPLESOFHT ROLES:**

CARDHOLDERS=RECONCILERS
Reconcilers verify transactions.

DEPT. ADMINISTRATORS=APPROVERS
Approvers approve transactions.
In an effort to update budgets on a real time basis and have accurate and timely information, it is in everyone’s best interest to verify and approve transactions as soon as possible, but at least weekly upon receiving notification of a transaction.
Verifying and Approving Transactions

Once PCARD transactions post to the JPMorgan account they are loaded into PeopleSoft.

- Charges are initially allocated to the default chartfield provided on your application.

- $$ amounts may be moved from one chartfield to another, or split between several as long as cardholder or dept. administrator has signature authority on the chartfield charged.

- Transactions will be posted to PeopleSoft, after they are approved.

- After transactions are posted to PeopleSoft, no changes/updates can be made. A **Journal Entry Form** is required to make changes at this point.
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Following are step by step screenshots to access transactions in PeopleSoft Financials:

1. Go to URI Homepage (www.uri.edu)
2. Click on e-Campus at bottom of page
3. Click on Financial Administration
4. Click Logon to Financial Administration
PeopleSoft Procurement Cards

Welcome to Financial Administration on e-Campus

Log on to Financial Administration

Access the e-Campus Financial Management Home Page

*** Online Timecards for URI State Employees ***
Coming Soon to Your Department!!

Easy, fast, and convenient online timecard processing is on the way. Go to our new Web page, Online Timecards for URI State Employees and get the scoop!
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Below is the screen to login into PeopleSoft Financials. Enter User ID and Password. Note the word “Financials” above e-Campus.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Main PeopleSoft menu.

To verify and approve PCARD transactions, click on Purchasing.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Under Procurement Cards, click Reconcile.
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Reconcilers/Cardholders

Click Reconcile Statement to view transactions.
As a reconciler/cardholder, to view transactions from the Reconcile Statement Search screen:

Enter role: Cardholder’s Role Name = Purchasing Card Reconciler

Click SEARCH
PeopleSoft Procurement Cards

Reconciler/cardholder will come directly to this transaction screen.

Cardholder Name at top
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Transaction/Statement Status

Transactions basically fall into four types of statuses:

- STAGED
- VERIFIED
- APPROVED
- CLOSED

Initially when transactions are uploaded into PeopleSoft, their status is STAGED.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Reconciler/Cardholder Transactions

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Posted Date</th>
<th>Merchant</th>
<th>*Status</th>
<th>Billing Amount</th>
<th>Currency</th>
<th>Chartfield Status</th>
<th>Redistrib</th>
<th>Voucher Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/07/2011</td>
<td>03/08/2011</td>
<td>USPS</td>
<td>Staged</td>
<td>4.98</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/23/2011</td>
<td>03/25/2011</td>
<td>OCEAN STATE JOB</td>
<td>Staged</td>
<td>130.00</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/23/2011</td>
<td>03/24/2011</td>
<td>STOP &amp; SHOP #720</td>
<td>Staged</td>
<td>21.97</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Initial status is always staged.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
All information should be verified and chartfields updated.

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Posted Date</th>
<th>Merchant</th>
<th>Status</th>
<th>Billing Amount</th>
<th>Currency</th>
<th>Chartfield Status</th>
<th>Redistrib</th>
<th>Voucher Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/07/2011</td>
<td>03/08/2011</td>
<td>USPS 43609008534111302</td>
<td>Staged</td>
<td>4.98 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/23/2011</td>
<td>03/25/2011</td>
<td>OCEAN STATE JOB LO</td>
<td>Staged</td>
<td>130.00 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/23/2011</td>
<td>03/24/2011</td>
<td>STOP &amp; SHOP #720</td>
<td>Staged</td>
<td>21.97 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Screen Views:
- Additional Information
- Tab Expander

Search | Purchase Details | Split Line | Distribution Template
Verifying and Approving Transactions
All information should be verified and chartfields updated.

To file a dispute, send an email to Pcard@etal.uri.edu.
We will file the Dispute with JPMorgan.

Click Transaction to get back to transaction screen.

Disputes
Note Only

DO NOT USE-Informational only
PeopleSoft Procurement Cards

Verifying and Approving Transactions
All information should be verified and chartfields updated.

There are three main icons used to verify and approve transactions.

Following are the icons and an overview of each screen:

1. Line Details
2. Comments
3. Account Distribution (chartfield)
PeopleSoft Procurement Cards

Verifying and Approving Transactions
All information should be verified and chartfields updated.

1. Line Details
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Line Details contains specific information related to each transaction from VISA.

Click on Tab expander for more detailed information on transaction.

Depending on how sophisticated the merchant is, various amounts of information may be available to view.
PeopleSoft Procurement Cards

Verifying and Approving Transactions

2. Comments

Screen “cloud”
PeopleSoft Procurement Cards

Comments Screen allows you to add comments and attach documents.

Comments are required for every transaction.

FAB # (fabricated equipment) should also be entered here.
PeopleSoft Procurement Cards

Comments are required for ALL transactions

Comments are required for all transactions so that department administrators (approvers) are able to approve transactions in PeopleSoft prior to reviewing receipts/documentation.

- Include a **brief explanation** in comments section describing nature of purchase for all transactions.
- Comments may deter questions/inquiries from auditors examining purchases in the future.
- Sponsored Projects reviews comments every month to determine if a transaction is appropriate and allowable under the grant.
An example of fabricated equipment (self-constructed) would be building a super computer for use in the department in the future.

If applicable, self-constructed equipment should be capitalized if the total unit cost incurred to fabricate/construct the equipment is $5,000 or more, and the asset has an estimated useful life of more than one year. Self-constructed equipment should be recorded at cost, which includes materials, direct labor, and applicable overhead incurred to fabricate the equipment.

Please refer to the Controller’s website, Policies ~ Procedures ~ Manuals for additional information.
Attachments are very helpful to department administrators who review/approve transactions. If attaching an invoice, comment could just be “see attached”. 

Attachments can also be added to the comments screen but are not required.

Click attach and browse for file/pdf to attach.
Verifying and Approving Transactions
Attaching Documents

CLICK BROWSE and follow prompts to locate file on your PC.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Attaching Documents

Locate file on PC
File path shows

Click Upload
WE RECOMMEND ATTACHING DOCUMENTS FOR APPROVER’S/DEPT. ADMINISTRATOR’S REVIEW BUT IT IS NOT A REQUIREMENT.

File name populates.
3. Account Distribution
(Chartfield String)
**PeopleSoft Procurement Cards**

#### Verifying and Approving Transactions

Account Distribution Screen shows the account (or chartfield string) a transaction is being charged to.

<table>
<thead>
<tr>
<th>Reconcile Statement</th>
<th>Account Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line: 1</td>
<td>PC Qty: 1.00000</td>
</tr>
<tr>
<td>Billing Date: 03/09/2011</td>
<td>Billing Amount: USD 4.98</td>
</tr>
<tr>
<td>SpeedChart:</td>
<td>Transaction Unit Price: 4.98000</td>
</tr>
</tbody>
</table>

This screen will always populate with the default account associated with the PCARD, including account, fund, dept, program and project if applicable.

When finished updating account, click OK.
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Account Distribution

A chartfield string should always have an account, fund, department and program. If an invalid chartfield string is entered, the message below appears. Four zeroes (0000) is a valid program and is required.
PeopleSoft Procurement Cards

**NOTE: Fund 500 - Grants**

WHEN CHARGING FUND 500, ADDITIONAL FIELDS ARE REQUIRED:

First enter **PC Bus Unit** which is always URIPS.

Next, enter **Project Number**.

Last, enter **ACTIVITY** which is always RESEARCH.

PC BUS Unit must be entered first. Cannot save unless each of these fields are entered/populated when charging Fund 500.
To charge a transaction to more than one account or chartfield string, click on + to add additional distribution rows.
Verifying and Approving Transactions

Account Distribution

Charging a Transaction to Multiple Chartfield strings/accounts

A prompt appears asking number of rows to add. Enter number.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Account Distribution

Charging a Transaction to Multiple Chartfield strings/accounts

May enter percentages or dollars amounts.

Additional Row appears for additional chartfields/accounts. Enter chartfield/accounts starting with row 1 first, then row 2, etc. Click OK when updated.
### PeopleSoft Procurement Cards

#### Verifying and Approving Transactions

#### Account Distribution

The redistrib column will say “Yes” if the chartfield string has been changed to a chartfield string other than the default account.

<table>
<thead>
<tr>
<th>#</th>
<th>Employee Name</th>
<th>Card Number</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Status</th>
<th>Billing Amount</th>
<th>Currency</th>
<th>Chartfield String</th>
<th>Redistrib Status</th>
<th>Voucher Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>JPM</td>
<td>03/23/2011</td>
<td>QR International</td>
<td>Staged</td>
<td>516.00 USD</td>
<td>USD</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>JPM</td>
<td>03/19/2011</td>
<td>4PL Apple Online Store</td>
<td>Staged</td>
<td>-11.06 USD</td>
<td>USD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>JPM</td>
<td>03/23/2011</td>
<td>SHOPLET.COM</td>
<td>Verified</td>
<td>145.48 USD</td>
<td>USD</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>JPM</td>
<td>03/21/2011</td>
<td>USPS 4392000934112474</td>
<td>Verified</td>
<td>1.90 USD</td>
<td>USD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>JPM</td>
<td>03/22/2011</td>
<td>USPS 4392000934112474</td>
<td>Verified</td>
<td>1.22 USD</td>
<td>USD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>JPM</td>
<td>03/23/2011</td>
<td>BUSINESS SURPLUS</td>
<td>Verified</td>
<td>144.95 USD</td>
<td>USD</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>JPM</td>
<td>03/07/2011</td>
<td>OFFICE DEPOT #5510</td>
<td>Verified</td>
<td>-119.99 USD</td>
<td>USD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>JPM</td>
<td>03/07/2011</td>
<td>DJI TREE 3829</td>
<td>Verified</td>
<td>21.00 USD</td>
<td>USD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>JPM</td>
<td>03/08/2011</td>
<td>BJ WHOLE SALE #0119</td>
<td>Verified</td>
<td>9.98 USD</td>
<td>USD</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

“YES” Indicates updated chartfield string

The redistrib column will say “Yes” if the chartfield string has been changed to a chartfield string other than the default account.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Entering TAR numbers
(Travel Authorization Request)

- When an approved TAR is submitted to the Travel Department, the total TAR amount will be encumbered in PeopleSoft.
- The TAR number must be entered in PeopleSoft for any travel related transaction charged on the PCARD.
  For example, a hotel charge on the PCARD must have the TAR number entered in the Purchase Details Screen, as demonstrated on the next four slides.
**PeopleSoft Procurement Cards**

**IMPORTANT:** Travelers must enter TAR number associated with any travel expenses under Purchase Details.

*Select Transaction and Click Purchase Details to Enter TAR #*
If you had a travel charge on your PCARD that was included on your TAR, you must enter your TAR number on this screen under PO/TAR ID. Once entered, click OK to get back to the transaction screen.
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Please enter TAR exactly as it populates on the form.
The TAR below would be entered as follows:

T7646N
After TAR is entered, you come back to the transaction screen.

To view TAR information after entering TAR #, Click Purchase Details again.
PeopleSoft Procurement Cards

This is the Purchase Details screen after it populates.

All information populated relates to the original TAR submitted. The charge will be automatically charged to the account/chartfield(s) listed on the TAR.

Verify Traveler Name
Verifying and Approving Transactions
Once the transaction is reviewed, comments entered, TAR entered, and accounts updated, status should be updated to verified by clicking dropdown.

SAVE
Once you save and leave this page, the dropdown box disappears and no changes can be made by the cardholder. At this point if a change is needed you will have to contact your department administrator or the PCARD Office.
**PeopleSoft Procurement Cards**

Verifying and Approving Transactions

**CHECKLIST**

*Transaction Update Checklist for Reconcilers/Cardholders:*

1. Update chartfield strings
2. Add comments (and attachments)
3. *Enter TAR# for all travel transactions*
4. Update status to verified
5. **SAVE CHANGES**
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Department Administrators/Approvers

Following are procedures for Dept. Administrators/Approvers.

Click Reconcile Statement to view Transactions.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Department Administrators/Approvers
To view staged and verified transactions for all cardholders in your group...

Click SEARCH To view staged and verified transactions for all cardholders in your group...

Role Name=Credit Card Approver

Click SEARCH
Verifying and Approving Transactions
Department Administrators/Approvers

PeopleSoft Procurement Cards

<table>
<thead>
<tr>
<th>Bank Statement</th>
<th>Procurement Card Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
<td>Employee Name</td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>10000</td>
</tr>
<tr>
<td>2</td>
<td>10000</td>
</tr>
<tr>
<td>3</td>
<td>10000</td>
</tr>
<tr>
<td>4</td>
<td>10000</td>
</tr>
<tr>
<td>5</td>
<td>10000</td>
</tr>
<tr>
<td>6</td>
<td>10000</td>
</tr>
<tr>
<td>7</td>
<td>10000</td>
</tr>
<tr>
<td>8</td>
<td>10000</td>
</tr>
<tr>
<td>9</td>
<td>10000</td>
</tr>
</tbody>
</table>

Status should be verified.
Review comments and account distribution.
As approver, you can either approve the transaction or set the status back to staged.
PeopleSoft Procurement Cards

Verifying and Approving Transactions
Department Administrators/Approvers

Approvers also have the option to approve a transaction that has not been verified by the cardholder.
If approver is not able to approve a transaction;

- Go into the Comments screen (cloud icon) and enter a Denial Comment, explaining why you are not approving the transaction.
- Then go back to the transaction screen and change the status from verified to staged.
- When you save the change, an email will be sent notifying the cardholder you need additional information in order to approve the charge.

Example of Denial Comment sent to cardholder:
Please tell me what was purchased and why.
To Deny transaction, set the status back to staged and SAVE. An email is sent to the cardholder.
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Department Administrators/Approvers

Email generated when approver sets status back to staged.

When the status is changed backed to staged by the approver and saved, the transaction is considered denied. This will trigger the following email notification to the cardholder stating,

“Your Procurement Card for JPM has had transactions denied. Please reconcile your account for card number ending with xxxx. Transaction details: Transaction Date = 2011-03-08; Posted Date = 2011-03-09; Merchant = Fisher Sci; Billing Amount = 135.55; “

Denial comment: No comment describing item purchased was entered.

The cardholder would then need to login into PeopleSoft Financials and make any necessary corrections so that the approver can approve the transaction.
After reviewing each transaction, update status to approved.
PeopleSoft Procurement Cards

Verifying and Approving Transactions

Department Administrators/Approvers

After reviewing each transaction, update status to approved.

There are two ways to update status to approved:
Click on Status for each individual transaction by clicking on the drop down menu for each transaction and selecting “Approved”, OR...
Select All transactions and Click Approve.

ALWAYS CLICK SAVE
**PeopleSoft Procurement Cards**

**Searching for Transactions**

**IMPORTANT**
Once a transaction is approved and it posts to PeopleSoft Financials, the statement status becomes “closed”.

To search for that transaction on this screen you must enter the Statement Status as **Closed**.

**OTHER SEARCH OPTIONS:**
- Employee Name format is last name, first (lower Case, no spaces)
  Eg.= byrnes,v
- Other search options include search by credit card number, transaction date and post date.
- May also search by Merchant, as long as the merchant name is typed the exact way it appears in PeopleSoft.
PeopleSoft Procurement Cards

Printing Statements

To Print Statement: From PeopleSoft Financials Main Menu, Choose Reporting Tools
PeopleSoft Procurement Cards

Printing Statements

Report Manager

Report Manager
Review report list.
PeopleSoft Procurement Cards

Printing Statements

Click Administration
Click on file with PCARD in the description (.pdf) for statement.
Below is an example of what your statement will look like, print a copy and include it with your reconciliation packet.

<table>
<thead>
<tr>
<th>Post</th>
<th>Tran</th>
<th>Reference</th>
<th>Description</th>
<th>City</th>
<th>State</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/28</td>
<td>03/26</td>
<td>24164071085095261001375</td>
<td>FISHER SCI ATL</td>
<td>800-7667000</td>
<td>GA</td>
<td>28.29</td>
</tr>
</tbody>
</table>

Transaction Totals: 28.29
**Section III:**

- DOCUMENTATION REQUIREMENTS
- RECONCILIATION PROCESS
- CARDHOLDER NON-COMPLIANCE
Documentation Requirements

In accordance with state and the URI Purchasing Policies and Procedures:

• Three (3) quotes* must be obtained for any single item procurement over $500.
• Single, Sole or Proprietary Sources must be documented as such.
• All such documentation shall be attached to the PCARD receipts or maintained in the department.

*All Fund 500 sponsored programs require purchasing guidelines to be followed.
Documentation Requirements

- A receipt is defined as an
  - invoice
  - cash register receipt
  - sales slip, or
  - internet order screen print

which contains an itemized list of goods purchased, with $ amounts, date of purchase and the name and location of the supplier. If a cash register tape does not have the necessary information, these items must be noted on the receipt.
Documentation Requirements

If an original invoice or receipt is missing request a duplicate from vendor

If this is not possible, a Missing Receipt Form (available on PCARD website) is to be completed and signed by the Cardholder and Department Administrator.

This form is to be used as documentation only if the actual receipt, packing list or internet order copy is unavailable.
Documentation Requirements

NOTE: Duplicate copies of invoices, receipts, packing slips or any other similar documents should NOT to be sent to the Accounts Payable Department. They could inadvertently be paid twice.

Such documentation should be with the PCARD reconciliation package only.
Reconciliation Process

On or about the 26th of the month the Cardholder will:

1. Print monthly statement (PeopleSoft Reporting Tools)
   - Reconcile receipts
   - Note Discrepancies

2. Access PeopleSoft
   - Confirm that all transactions have been verified

3. Attach all supporting documents & TARs
   - Receipts/Invoices should be sorted in the order listed on the statement

4. Complete Reconciliation Form

5. Keep Copy
Reconciliation Form located on Controller’s Website

---

**University of Rhode Island**

**Purchase Card Reconciliation Form**

Fax: 401/874-4163
Email: PCARD@etal.uri.edu

Mail: University of Rhode Island
Carlott Administration Bldg.
75 Lower College Road, room 109
Kingston, RI 02881-1966

This form and supporting documentation **MUST** be received no later than five (5) business days after statement becomes available.

Please complete this form in its entirety.

<table>
<thead>
<tr>
<th>Cardholder Name:</th>
<th>Email:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last 4 Digits of Card No.:</th>
<th>Statement End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Administrator:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total Charges per Statement: $______

I certify that all charges associated with the Purchase Card Statement are valid URI charges adhere to all Purchase Card Rules and Regulations and that all required backup documentation is included in this package.

Cardholder (Sign) ___________________ Date ____________

Department Administrator (Sign) ___________________ Date ____________

---

All Items Reconciled □ Yes □ No (If “No” explain below) *Continue on next page as needed*

<table>
<thead>
<tr>
<th>Amount</th>
<th>Explanation</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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Reconciliation Process

If discrepancies are found:

- List any “discrepancies” on the reconciliation form
- Under “All Items Reconciled” check “NO” and provide an explanation.

*Note: Follow up with any prior month discrepancies as necessary.*
Reconciliation Process

All Items Reconciled  ☐ Yes  ☒ No (If “No” explain below) Continue on next page as needed

<table>
<thead>
<tr>
<th>Amount</th>
<th>Explanation</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.75</td>
<td>Sales tax charged in error</td>
<td>Vendor to credit 12/01/09</td>
</tr>
</tbody>
</table>
**Reconciliation Process**

By the 5th business day following the statement date the **Department Administrator/Approver** will perform the first “audit” of transactions:

- Review Reconciliation Package for:
  - Completeness
  - Accuracy
  - Compliance of policies

- Access PeopleSoft
  - Resolve problems (if any)
  - Confirm all transactions are “approved”
Reconciliation Process

Obtain required signatures:

- Cardholder
- Department Administrator

Forward the PCARD Reconciliation Package to the PCARD Administrator
Paper PCARD reconciliations with original receipts attached will be required in the Controller’s Office within 5 business days of the close of the statement.

Failure to reconcile and submit the reconciliation package by the monthly due date without contacting the PCARD Administrator in advance will result in the following:

First and second offense: the card will be suspended until the reconciliation has been completed.

Third offense: the card will be revoked.
Any transactions that are not verified and approved within 5 business days from the close of the statement date will be charged to the department default account associated with the card.

There will be a monthly email from the PCARD Listserv sent as a reminder including the date the reconciliations are due.
Cardholder Non-Compliance

Card violations range from inadvertent mistakes to negligent or fraudulent use.
SECTION 42-11-14.2 OF THE GENERAL LAWS make it unlawful for any employee of the state to use state-issued purchase cards for personal use. Any person who violates this law shall be liable for a CIVIL PENALTY equal to three times the value of the unlawful use, plus an amount not to exceed $10,000. The penalty shall be assessed and recovered in a civil action brought in the name of the people of the State of RI by the Attorney General. Nothing in this section shall prevent the Attorney General from pursuing CRIMINAL CHARGES against any person who violates the policies and procedures established pursuant to this section.
Cardholder Non-Compliance

IF A CARDHOLDER MAKES A NON-ALLOWABLE PURCHASE AND...

• the offense is found to be *accidental*, the Cardholder will be required to *refund* the cost to the University.

• More than one accidental use may lead to card termination.

• If the offense was found to be *fraud*, the Cardholder could face termination and possible *criminal charges*
Cardholder Non-Compliance

SALES TAX

If a Cardholder is found to have paid RI sales tax on non-taxable purchases, the PCARD may be suspended until the Cardholder has been reimbursed by the vendor.

If the Cardholder fails to get reimbursement on three or more purchases, the PCARD privileges will be terminated and the card will be revoked.
Cardholder Non-Compliance

Reconciliations
• Failure to reconcile and submit the reconciliation package by the monthly due date without contacting the PCARD Administrator in advance will result in card suspension or revocation.

Receipts
• Proper documentation and record retention are imperative. If a Cardholder is found to be missing receipts the card may be suspended until the Cardholder can produce the required documents.
Cardholder Non-Compliance

MONTHLY RECONCILIATION SUBMISSION

NOTE: No activity for the cycle = no package required
Section IV:
TRAVEL and PCARD

WHEN TRAVELING ON URI BUSINESS, THERE ARE THREE PAYMENT OPTIONS:

1. Pay **personally** and seek reimbursement
2. Request a **travel advance**
3. Use a **PCARD**
   (*With Approved Travel Addendum Form*)
TRAVEL and PCARD

Option 1: Pay Personally

Prior to making any travel arrangements/reservations, a traveler must have an approved Travel Authorization Request (TAR) in place, regardless of payment method.

If paying personally for travel expenses, the expenses will be reimbursed via a Travel Expense Voucher (TEV), as long as there is an approved TAR completed.
A Travel Advance* will be processed if submitted timely, which means received in Accounting Room 103 with all applicable signatures, **AT LEAST 2 weeks** prior to the scheduled travel.

See Travel Policy for additional information.

*Advance is available for hotel and rentals only, not meals/per diem.
TRAVEL and PCARD
Option 3: Pay with PCARD

PCARD CAN BE USED FOR:

Registrations
Lodging/Hotels*
Automotive / Van Rentals**
Railroads
Taxis
Ferries
Local/Suburban Transportation
Parking/Tolls

*Including wireless internet charge
**Reserve through State approved Travel Agency or contact Safety & Risk for insurance
TRAVEL and PCARD
AIRFARE NOT ALLOWED ON PCARD

ALL AIRFARE SHOULD BE BOOKED THROUGH THE STATE APPROVED TRAVEL AGENCY.

No Airfare can be charged to the PCARD.

To reserve a flight, go to the State approved Travel Agencies Portal accessed via the Controller’s Website under the Travel Dept.

http://www.uri.edu/controller/travel.html
TRAVEL and PCARD
Travel Charges Not Allowed on PCARD

NON-ALLOWABLE TRAVEL EXPENDITURES on PCARD:

- AIRFARE is not allowable, including baggage fees
- MEALS/FOOD are not allowable
- Hotel services, miscellaneous sundries or entertainment, including, but not limited to movies, room service, laundry, personal sundries, meals, tours or other social activities are not allowable.

*FUEL Allowed on Rental Cars Only
Contact Safety & Risk regarding insurance on auto rentals, or book through the State approved Travel Agency.
Wireless internet fee is allowed
1. Approved TAR required prior to charging any travel arrangements on PCARD and note as *Paid with PCARD on TAR.*

2. Original receipts and copy of approved TAR must be attached to the PCARD Reconciliation

3. Copy of receipts MUST BE attached to the TEV

4. Note on TEV if *Paid with PCARD.*

5. Enter TAR# in PeopleSoft and on receipts.

*Note: All URI Travel Policies MUST BE followed.*
Section V: Signing of Agreement Forms

Both the Cardholder and Department Administrator will be required to read and sign the following forms as applicable:

Cardholder: Cardholder Agreement
Dept. Admin.: Dept. Admin. Agreement
Signing of Agreements

Signature indicates that he/she has read and will comply with the terms of the agreement regarding the use of the University of Rhode Island PCARD
Thank you!

Your participation is vital to the success of the Purchase Card Program. We look forward to input from each of you to guide us in further developing this program to meet the needs of the University. Please contact us at any time at pcard@etal.uri.edu.