Welcome to the Controller’s Office Training for Purchase Cards
Welcome to URI’s Purchase Card Program

The Purchase Card (PCARD) has been endorsed by the Office of the Controller as the preferred method for purchasing certain goods and services costing $1000 or less.
Welcome to URI’s Purchase Card Program

JP Morgan is the provider for the University’s PCARD. For customer service call 1-800-270-7760 or the phone number on the back of your card.
Section I: Program Overview

PCARD

The PCARD may be used for small dollar purchases (under $1000)

Suggested uses include supplies, mailing services, memberships & dues, etc.
DEPARTMENTAL CARDS

Are available on a case-by-case basis. Contact the PCARD Administrator for more information.

NOTE: ONLY Departmental Cards may be used by more than one person. PCARDS that have a Cardholder’s name embossed on the front may ONLY be used by the Cardholder and cannot be shared.
Program Overview

SPENDING LIMITS

The PCARD is limited to $1,000 per transaction and $5000 per billing cycle (month).
Higher and lower spending limits may be accommodated on a case by case basis.

The billing cycle ends on the 25th 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.
Program Overview

PURCHASES

All purchases – no matter what funding is used - must have a business purpose

A business purpose is defined as one that supports or advances the goals, objectives and mission of the university, and adequately describes the expense as a necessary, reasonable, and appropriate expense.
Program Overview

SIGNATURE AUTHORIZATION

Either the Cardholder or the Department Administrator must have signature authorization over any chartfield charged on the PCARD.

This includes authorization for college requisitions, invoice vouchers, and PO receiving reports (sections 1, 2, & 5).
# Program Overview

## ALLOWABLE PURCHASES

<table>
<thead>
<tr>
<th>Allowable Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Use MPA Vendors whenever possible for all purchases.</td>
</tr>
<tr>
<td>✓ Office &amp; Computer Supplies                                                     ✓ Fabric &amp; Linen</td>
</tr>
<tr>
<td>✓ Educational Supplies (books, videos, exams, etc.)                               ✓ Equipment Repair (no maintenance agreements)</td>
</tr>
<tr>
<td>✓ Medical Supplies (excludes medications)                                        ✓ Periodic Rental of Tools &amp; Equipment (no leases)</td>
</tr>
<tr>
<td>✓ <strong>Basic</strong> Furnishings &amp; Equipment (excludes decorations and decorative items) ✓ Membership Dues &amp; Subscriptions</td>
</tr>
<tr>
<td>✓ Paper Goods (excludes party items, cards, tissues)                              ✓ Professional Licenses</td>
</tr>
<tr>
<td>✓ Janitorial &amp; Maintenance Supplies                                              ✓ Participant Costs-Fees &amp; Registrations In-State or Online Courses Only</td>
</tr>
<tr>
<td>✓ Building Supplies &amp; Materials                                                   ✓ Employee Training/Tuition In-State or Online Courses Only</td>
</tr>
<tr>
<td>✓ Shop &amp; Industrial Supplies                                                     ✓ Mail Services</td>
</tr>
<tr>
<td>✓ Scientific/Lab Supplies                                                         ✓ Magazines &amp; Publications</td>
</tr>
<tr>
<td>✓ Landscaping Supplies                                                            ✓ Advertisements</td>
</tr>
<tr>
<td>✓ Photographic Supplies                                                          ✓</td>
</tr>
</tbody>
</table>
# Program Overview

## NON-ALLOWABLE PURCHASES

<table>
<thead>
<tr>
<th>Non-Allowable Purchases</th>
<th>Allowable Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol, Food &amp; Beverages (consumable items)</td>
<td>Gift Cards, Gifts, Contributions, Prizes &amp; Awards</td>
</tr>
<tr>
<td>Meals &amp; Entertainment</td>
<td>Special Occasion Items (flowers, gift Baskets, etc.)</td>
</tr>
<tr>
<td>Cash Advances</td>
<td>Prescription Medications</td>
</tr>
<tr>
<td>Fines, Penalties &amp; Late Fees</td>
<td>Firearms, Ammunition &amp; Explosives</td>
</tr>
<tr>
<td>Personal Purchases</td>
<td>Radioactive Materials &amp; Controlled Substances</td>
</tr>
<tr>
<td>Purchases from University of RI Employees</td>
<td>Rare &amp; Precious Metals</td>
</tr>
<tr>
<td>Cell Phones, Cell Phone Accessories, Calling Cards</td>
<td>Automotive Rentals, Repairs, Fuel</td>
</tr>
<tr>
<td>Donations and Charitable Contributions</td>
<td>Equipment Maintenance Contracts</td>
</tr>
<tr>
<td>iTunes and Other Digital Downloads That Do Not Have a Business or Educational Purpose</td>
<td>Leases and Other Contractual Agreements</td>
</tr>
<tr>
<td>Major Construction or Renovation</td>
<td>Travel Expenses – No Longer Allowed on the PCARD. Please Refer to the Travel Policy.</td>
</tr>
<tr>
<td>Consulting Services (Attorneys, Medical Svts, Honoraria, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
Grant purchases under $1000 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.
FOUNDATION PURCHASES – FUND 401

Foundation purchases under $1000 are permitted without prior approval from the Foundation office.

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

Note: Purchases for staff on fund 401 are not allowed on the PCARD. Ex: office coffee maker, microwave, etc.

Remember: All purchases must have a business purpose.
Program Overview

REVIEW OF GRANT AND FOUNDATION PURCHASES

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

Sponsored Projects conducts a post-audit review of grant purchases.

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

PURCHASING RULES/POLICY

• All existing State and University purchasing rules, policies and procedures MUST BE ADHERED TO when utilizing the PCARD

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

**SALES TAX – URI IS TAX EXEMPT**

- Non-payment of sales tax is the Cardholder’s responsibility
- **RI Tax Exempt 189** is embossed on the front of the PCARD. We recommend the purchaser carry a copy of the RI Tax Exempt Certificate with them. 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. This includes digital downloads.
PURCHASES

Split transactions are prohibited. Split transactions occur when a single item costing more than the account holder’s single transaction limit is broken into two or more transactions to bypass the policy on transactions limits.

The Cardholder is responsible for ensuring the vendor does not split a transaction.
Program Overview

CARDHOLDER RESPONSIBILITIES

- Ensure that **prohibited** items are not purchased with the PCARD
- Protect the security of the PCARD
  - **Immediately** report loss, theft, or fraudulent use to JP Morgan, your Department Administrator and the PCARD Office
- Keep detailed records of purchases
- Ensure that expenses are within Purchasing and PCARD policy guidelines
- Retain all receipts, quotes, proof of delivery, and other documentation as required
- Notify PCARD Administrator or Department Administrator of change in employment status
- Plan ahead
CARDHOLDER RESPONSIBILITIES – continued

All PCARD Cardholders must have access to PeopleSoft Financials

Cardholders must regularly review transactions and verify the following:

- Purchases are valid and compliant with policy
- No RI sales tax has been charged
- Purchases are allocated to proper PeopleSoft chartfield(s)

Cardholders will also complete the following at the end of each billing cycle:

- Print statement
- Reconcile transactions to the statement
- Forward statement and backup to their Department Administrator for review
Program Overview

DEPARTMENT ADMINISTRATOR RESPONSIBILITIES

Department Administrators act as first auditors and are also known as “approvers”

Must have access to PeopleSoft Financials
Responsible to **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 office by due date
When a PCARD Cardholder leaves the University, changes departments, or is no longer authorized to make purchases on the University’s behalf, the Department Administrator must notify the PCARD Administrator prior to the employee termination/transfer date.

Reclaim the PCARD and contact the PCARD office.
Program Overview

DECLINED TRANSACTIONS

Most common reasons for a decline:

1. Exceeds single or cycle transaction limit
2. Blocked Merchant Category Code (MCC)*
3. Incorrect expiration date entered
4. Three-digit security #, or CVV# (on back of card), 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

* An MCC code is a Merchant Category Code. It is a code used to describe the vendor’s main source of business. It is determined by the vendor, the PCARD office has no control over it. The PCARD office may override a vendor’s MCC code, but only on a case-by-case basis.
Program Overview

LIMIT INCREASES

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

Email should include:
$ amount of increase requesting
Time frame needed
Description of item, justification and chartfield string
(If your request is approved, attach copy of email/approval with your reconciliation)

SINGLE TRANSACTION LIMITS CANNOT EXCEED $5,000
RETURNS AND CREDIT

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

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

DISPUTED TRANSACTIONS

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 charged
- Duplicate charges
- Credits not processed
- Received incorrect order/goods

In the event of a dispute, attempt to resolve directly with the vendor. Most issues can be resolved this way.
DISPUTED TRANSACTIONS - continued

If the Cardholder is unable to reach an agreement with the vendor, the next step is to notify JP Morgan and the PCARD Administrator of the dispute

To notify JP Morgan, call the number on the back of the PCARD. To notify the PCARD Administrator, send an email to PCARD@etal.uri.edu and include all details of the transaction

All disputed transactions must be submitted to JP Morgan within sixty (60) days of the posted transaction
Program Overview

FRAUDULENT TRANSACTIONS

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

JP Morgan will contact the Cardholder and the PCARD Administrator when they suspect fraudulent activity on a PCARD

Cardholders and/or Department Administrators must review transactions in PeopleSoft at least once per week to minimize potential fraud
Section II: PeopleSoft Procurement Cards

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

WORKFLOW EMAIL NOTIFICATION

When a Cardholder makes a purchase with the PCARD and the transaction posts in PeopleSoft, a notification will be sent via email to both the Cardholder and Department Administrator(s)

Cardholders and Department Administrators will need to login into PeopleSoft Financials to verify and approve transactions
PeopleSoft Procurement Cards

PEOPLESOF T ROLES

Cardholders=GENERAL USER INQUIRY

General Users verify transactions

Department 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.
PeopleSoft Procurement Cards

PEOPLESOFt VERIFICATION AND APPROVALS

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 chartfields as long as Cardholder or Department 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 after charges are posted.
PeopleSoft Procurement Cards

PEOPLESOF T VERIFICATION AND APPROVALS

The following slides show step-by-step screenshots for accessing transactions in PeopleSoft
PeopleSoft Procurement Cards

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

Main PeopleSoft menu

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

Under Procurement Cards, click **Reconcile**, then **Reconcile Statement**
PeopleSoft Procurement Cards

To view transactions as Cardholder, select **General User Inquiry** from the drop-down menu.

Click **search**
As a General User (Cardholder), you will be brought to this screen.

Notice the “status” is set to staged. Transactions fall into four types: Staged, verified, approved, and closed.
PeopleSoft Procurement Cards

There are three main icons used to verify and approve transactions

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

## 1. Line details

### Procurement Card 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 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>

*Click for Line Details*
1. Line details – cont’d

**Line details** contains specific information related to each transaction

Various amounts of information may be available to view
PeopleSoft Procurement Cards

2. Adding comments

Click to add Comments
PeopleSoft Procurement Cards

2. Adding comments – cont’d

Comments help Department Administrators approve transactions and may deter questions and inquiries from auditors.

Sponsored Grants reviews comments each month to determine appropriateness of grant purchases.

Comments are **required** for every transaction.

FAB # (fabricated equipment) should also be entered here, if applicable.

Attachments are **required** for grant purchases and recommended for all other purchases.
PeopleSoft Procurement Cards

2. Adding comments – cont’d

Attaching Documents

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

2. Adding comments – cont’d

Attaching Documents – cont’d

[Image of the User Interface showing the process of attaching a document]

- Locate file on PC
- Click Upload
3. Expensing transactions to chartfield

<table>
<thead>
<tr>
<th>Trans Date</th>
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<td></td>
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</tr>
<tr>
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<td></td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Click for Chartfield (account distribution)
3. Expensing transactions to chartfield – cont’d

A valid chartfield must be entered. Note that program must also be entered. Four zeros are a valid program number.

Screen will populate with the default chartfield associated with the PCARD

Make any updates to the chartfield and click “ok”
PeopleSoft Procurement Cards

3. Expensing transactions to chartfield – cont’d

Expensing to a grant (fund 500)

These 3 fields are always entered for fund 500:
- PC Bus Unit: Always URIPS
- Project: Applicable project #
- Activity: Always “RESEARCH”
PeopleSoft Procurement Cards

3. Expensing transactions to chartfield – cont’d

Expensing to more than one chartfield

Click + to add one or more rows
PeopleSoft Procurement Cards

3. Expensing transactions to chartfield – cont’d

Expensing to more than one chartfield – cont’d

Update chartfields as needed

Divide charge by percent or amount

Click “ok” when done
# PeopleSoft Procurement Cards

**Back to main screen**

## Reconcile Statement

### Procurement Card Transactions

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Posted Date</th>
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<td>No</td>
<td>No</td>
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</tbody>
</table>

**Save**  
**Be sure to SAVE**
PeopleSoft Procurement Cards

Back to main screen – note additional information tab

Click for additional information
PeopleSoft Procurement Cards

Additional Information Screen

Dispute Amount: Do Not Use
PeopleSoft Procurement Cards

Change transactions to **verified**

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Posted Date</th>
<th>Merchant</th>
<th>Status</th>
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<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Once Cardholder updates status to **verified** and saves changes, the dropdown box disappears and any new changes will have to be made by the Department Administrator.
PeopleSoft Procurement Cards

CARDHOLDER CHECKLIST

1. Update chartfield strings
2. Add comments (and attachments)
3. Update status to verified
4. SAVE CHANGES
PeopleSoft Procurement Cards

For Department Administrators/Approvers

From the drop-down menu – choose “Approver”

These dates default to 30 days – clear them to find open transactions

Click “search”
# PeopleSoft Procurement Cards

For Department Administrators/Approvers – cont’d

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Card Issuer</th>
<th>Card Number</th>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>JPM **</td>
<td>JPM **</td>
<td></td>
<td>02/23/2011</td>
<td>02/24/2011</td>
<td>BUILD.COM NETWORK OF S</td>
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<tr>
<td>JPM **</td>
<td>JPM **</td>
<td></td>
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<td>03/25/2011</td>
<td>GEORGE O’BRIEN COMPANY</td>
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<tr>
<td>JPM **</td>
<td>JPM **</td>
<td></td>
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<td>THE HOME DEPOT 4263</td>
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<tr>
<td>JPM **</td>
<td>JPM **</td>
<td></td>
<td>03/23/2011</td>
<td>03/25/2011</td>
<td>THE HOME DEPOT 4275</td>
<td>Verified</td>
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<td></td>
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</tr>
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<td>JPM **</td>
<td>JPM **</td>
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<td>03/09/2011</td>
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<td>JPM **</td>
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<td>03/21/2011</td>
<td>DBC*DIVERSIFIED EXPO</td>
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<td>JPM **</td>
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<td>03/21/2011</td>
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<td>JPM **</td>
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<td>03/24/2011</td>
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<tr>
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<td>JPM **</td>
<td></td>
<td>03/09/2011</td>
<td>03/09/2011</td>
<td>CONSTANT CONTACT 1</td>
<td>Verified</td>
<td>80.00 USD</td>
<td></td>
<td>Valid</td>
<td>No</td>
</tr>
</tbody>
</table>

**Comments and Chartfield**

**Status**

**Cardholder Name**
PeopleSoft Procurement Cards

For Department Administrators/Approvers – cont’d

<table>
<thead>
<tr>
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<th>Voucher Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/2011</td>
<td>02/24/2011</td>
<td>BEST BUY 00009738</td>
<td>Verified</td>
<td>79.41 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/2/2011</td>
<td>03/3/2011</td>
<td>DIRECT ATHLETICS INC</td>
<td>Approved</td>
<td>300.00 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/24/2011</td>
<td>03/25/2011</td>
<td>IKON-NORTH AMERICA</td>
<td>Verified</td>
<td>148.50 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/24/2011</td>
<td>03/24/2011</td>
<td>AMAZON MKPLACE Pmts</td>
<td>Staged</td>
<td>39.08 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>03/08/2011</td>
<td>03/09/2011</td>
<td>STAPLS9213888652001</td>
<td>Staged</td>
<td>170 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

You can approve one by one, or "select all"

As an approver you can approve the transaction or set it back to staged

Always click save
PeopleSoft Procurement Cards

For Department Administrators/Approvers – cont’d

If, for any reason, the transaction can’t be approved, click the comments section and add a reason for the Cardholder to see. Once this is done and you have set the transaction back to staged, and clicked save, an email will generate to the Cardholder to let them know their transaction has been denied.

Example of denial comment

Email sent: “Your Procurement Card for JPM has had transactions denied. Please reconcile your account for card number ending with xxxx. Transaction details: Transaction Date = 2018-03-08; Posted Date = 2018-03-09; Merchant = Amazon; Billing Amount = $150.00”
Denial Comment: Please tell me what was purchased and why.
PeopleSoft Procurement Cards

Searching for Transactions

Choose correct role from drop down menu

Search for transactions by date, name, amount, merchant, etc.

For transactions already approved, select “closed” from *Statement Status” drop down box
PeopleSoft Procurement Cards

Printing Statements

Select Reporting Tools, then Report Manager
PeopleSoft Procurement Cards

Printing Statements – cont’d

Administration Tab

Select PCARD Statements from drop down folder
PeopleSoft Procurement Cards

Printed Statements – cont’d

Then number of days defaults to 1; it may need to be changed to go back to when the last statement was printed.

Double click the .pdf file
PeopleSoft Procurement Cards

Printing Statements – cont’d

Example of .pdf statement file. Print a copy and include it with the reconciliation packet

<table>
<thead>
<tr>
<th>Cardholder ID#</th>
<th>Cardholder name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit Card Vendor: JPMorgan_MC
Card Number: ***********
Run Date: 2018-03-27
Statement Date: 2018-03-26

<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>03/01</td>
<td>02/27</td>
<td>74121578059602197241398</td>
<td>WB MASON</td>
<td>BROCKTON</td>
<td>MA</td>
<td>-37.89</td>
</tr>
<tr>
<td>03/12</td>
<td>03/08</td>
<td>24121578068651197351925</td>
<td>WB MASON</td>
<td>888-9262766</td>
<td>MA</td>
<td>82.60</td>
</tr>
<tr>
<td>03/14</td>
<td>03/12</td>
<td>24121578072607197804168</td>
<td>WB MASON</td>
<td>888-9262766</td>
<td>MA</td>
<td>142.56</td>
</tr>
</tbody>
</table>
Section III:

• DOCUMENTATION REQUIREMENTS
• RECONCILIATION PROCESS
• PCARD NON-COMPLIANCE
Documentation Requirements

URI PURCHASING POLICY MUST BE FOLLOWED FOR ALL
PCARD PURCHASES

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

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

BACKUP FOR RECONCILIATION PACKET

1. Receipts for all purchases
2. Credit Memos for all credits
3. Monthly Statement
4. Cover Sheet
Documentation Requirements

BACKUP FOR RECONCILIATION PACKET

Receipts:
A receipt is defined as an invoice, cash register receipt, or internet order email. The receipt must contain the following information:
- Vendor name and address
- Itemized list of purchases
- Dollar amounts for all items, and total dollar amount of purchase
- Ship to address

Send originals whenever possible. If invoice is lost, call the vendor for a replacement. If replacement can’t be obtained, fill out a “missing receipt form” found on the Controller’s Website.
Documentation Requirements

BACKUP FOR RECONCILIATION PACKET

Credit Memos:
Send backup for any credits on your PCARD. This can include invoices, emails, cash register receipts.
Documentation Requirements

BACKUP FOR RECONCILIATION PACKET

Statement:
Appropriate monthly statement printed from Report Manager in PeopleSoft

Reconciliation Cover Sheet:
Located on the Controller’s Website. Must be filled out completely and signed by both the Cardholder and Department Administrator
Reconciliation Process

CARDHOLDER RESPONSIBILITIES

Reconciliation Packet

1. Print monthly statement from Report Manager in PeopleSoft
2. Reconcile receipts
3. Note any discrepancies (see next slide)
4. Gather all supporting documents and attach them to the statement in the order listed on the statement
5. Complete reconciliation form, sign, and add it as the cover page of the packet
6. Keep copy
7. Forward to Department Administrator
## Reconciliation Process

### CARDHOLDER RESPONSIBILITIES – cont’d

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>

Note any discrepancies in your packet in this section of the cover sheet.
Reconciliation Process

DEPARTMENT ADMINISTRATOR RESPONSIBILITIES

1. Review reconciliation packet for
   Completeness
   Accuracy
   Compliance

2. Sign packet

3. Access PeopleSoft to
   Resolve any problems
   Confirm all transactions are “approved”

4. Ensure reconciliation packet is in the PCARD office by the due date (sent in monthly email)
Reconciliation Process

DUE DATE FOR PACKET

PCARD reconciliation packets, with all backup attached, will be due in the PCARD Office no later than 5 business days after the billing cycle close date*

Failure to reconcile and submit the packet by the due date will result in the following:
First and second offense: PCARD will be suspended until the packet is received
Third offense: PCARD may be revoked

*If circumstances prevent the packet from arriving in the PCARD office by the due date, write to PCARD@etal.uri.edu to request an extension
Reconciliation Process

RECONCILING IN PEOPLESOFT

Transactions must be approved within 5 business days of the billing cycle close date. Otherwise, charges will be expensed to the default chartfield that is associated with the PCARD.

There will be a monthly email reminder sent to all Cardholders and Department Administrators that includes due dates and other pertinent information.
PCARD Non-Compliance

VIOLATIONS

Violations range from inadvertent mistakes to fraudulent and intentional misuse.

Violations are recorded each month and a record of violations are kept for each PCARD.

Multiple or repeat violations will result in suspension or loss of PCARD privileges.
The following are examples of minor violations:

1. Missing comments
2. Missing attachments (fund 500)
3. Late submission of reconciliation
4. Missing signatures
5. Inadequate receipts
6. Sales tax paid
7. Poor packet organization

The PCARD Administrator will determine when a Cardholder’s privileges are suspended or revoked
PCARD Non-Compliance

VIOLATIONS – cont’d

The following are examples of major violations:

1. Missing receipt(s)
2. Non-allowable purchases
3. Shipment to non-URI address
4. Split transaction to circumvent the single transaction limit
5. Using a personal form of payment with the Amazon Business Account

The PCARD Administrator will determine when a Cardholder’s privileges are suspended or revoked.
PCARD Non-Compliance

VIOLATIONS – cont’d

Rectifying violations:

1. Sales tax paid: Cardholder will contact the vendor to obtain a credit
2. Non-allowable purchase: Cardholder will return the item to the vendor and obtain a credit, or will reimburse the university
3. Other violations: Follow the direction of the PCARD Administrator to resolve the issue

The PCARD Administrator will determine when a Cardholders’ privileges are suspended or revoked
PCARD Non-Compliance

VIOLATIONS – cont’d

PERSONAL 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.
PCARD Non-Compliance

MONTHLY RECONCILIATION SUBMISSION

NOTE:

No activity for the cycle

= 

No package required
Section V: Agreement Forms

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

Cardholder: Cardholder Agreement
Admin: Dept. Admin. Agreement

When new yearly agreements are required, an email will be sent through the PCARD listerv. Agreements not received will result in the suspension or revoking of PCARD privileges.
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