

PCard Refresher Training

Revised January 2020

Purpose of Refresher Training

UGA's approved PCard plan states: "Each person with a role in the PCard program must attend PCard training and successfully complete an online exam." For those individuals who are new to the program the completion of initial training sessions are documented in the PCard training database by completion of an exam. "The completion of the online exam is recorded in the PCard training database and stored for future reference to verify training and to issue notices for **mandatory refresher training required minimally on an annual basis or more often as otherwise required by Procurement.**" You will be completing an exam at the end of this refresher training course.

The Cardholder and those individuals holding the positions of an Approving Official, Reconciler and the Dean/VP/Department Head Department Head are required to complete this course in order for the Cardholder to maintain P-Card privileges and for those in a supporting role to continue in their role. Failure to complete this training will result in suspension of P-Card privileges until such time as the training has been successfully completed.



Note: This Refresher Training covers the most important aspects of PCard policy. The PCard Manual contains all PCard policy and should be referred to as the authoritative source.

Overview

- A PCard can only be assigned to an individual (never to a department)
- Only fulltime or part time employees in a permanent position whose job duties require the use of a PCard are eligible for a PCard. The employee must pass both a credit and criminal background check prior to receiving a PCard (and at PCard renewal time also)
- UGA's maximum single transaction limit on PCard purchases without being granted an exception is \$1,000.
- Can only be used for business related needs
- Must be used appropriately and proper adequate documentation must be maintained
 - Adequate documentation is defined as documents that must include: Item description, unit price, quantity, extended price to total, business reason, vendor information, order date, invoice date

Roles in the PCard Program

- Cardholder
- Reconciler – only one per Cardholder (this is the only optional role). If you have a Reconciler, they perform all the Cardholder's duties in WORKs®, maintain the receipts/invoices, and prepare the monthly billing statement package for reconciliation and signature by the Cardholder and an Approving Official.
- Approver 1- must be in a supervisory capacity to the Cardholder
- Approver 2 – recommend the individual be a fiscal representative (hold a fiscal role or have fiscal responsibility)
- Dean/VP/Dept. Head

 None of the individuals may be a subordinate of the Cardholder 

Mandatory Duties of Cardholders

- Attend initial training and complete an exam prior to receipt of a new PCard
- Complete refresher training annually or as often as directed by the Procurement Office
- Record each transaction on a transaction log
- Ensure that merchants do not charge tax, or provides a credit for inadvertent charges
- Provide adequate documentation for each transaction and attach the documentation to the reconciled monthly billing statement or provide to the Reconciler for inclusion with the monthly billing statement.
- Sign and date both the transaction log and the monthly reconciled billing statement (Note: transaction logs from WORKs® do not require Cardholder signature; however you must ensure that comments exist for each transaction reflected on the billing statement.)
- If a personal charge has accidentally been made on the PCard, the charge must immediately be reported to the University Business and Accounting Services Office and funds reimbursed either through a vendor credit or in full by personal check made payable to the University of Georgia from the Cardholder. The personal charge MUST be reported even when the vendor credits the charge.
- If terminating employment with the University or transferring to another department, the Cardholder must notify the Approving Officials, Dean/VP/Department Head, and the PCard Coordinators in Procurement in writing and turn in the PCard immediately to one of these individuals, who will be responsible for destruction of the card.


Mandatory Duties of Dean/VP/Department Head

- Has the sole authority for assignment of PCards and roles (cannot be delegated)
- Complete refresher training annually or as often as directed by the Procurement Office
- Re-evaluate transaction and spending limits of Cardholders no less than annually.
- No less than annually, assess the continuing business need for each card issued within the department.
- Approve PCard changes using the PCard Change Request Form.

Mandatory Duties of Both Approving Officials (Approver 1 & 2, unless otherwise noted)

- Attend initial training and complete an exam prior to assuming the role of Approving Official
- Complete refresher training annually or as often as directed by the Procurement Office
- Approver 1 - Review the PCard purchases of assigned Cardholders on a regular basis (recommend at least weekly) to verify that all transactions were properly authorized and that a propriety review was conducted to ensure that charges were appropriate and directly related to University business as well as sufficiently supported with documentation that describes the nature and purpose of each transaction. Evidence that a propriety review has been conducted should be documented on the monthly billing statement with a signature or with comments added in WORKs®.
- Ensure that the Cardholder has signed and dated the monthly billing statement and any non-WORKs® generated transaction log. (Approver 1 or Approver 2)
- Sign the bank statement to show evidence that a reconciliation and review of transactions has been completed. Ensure that the transaction log and supporting documentation which includes receipts, invoices, and dispute forms are attached to the signed bank statement. (Approver 1 or Approver 2)
- Identify any policy violations and discuss with the Cardholder to provide additional instruction. If a violation occurs (even if unintentional or if a credit was received), an Approving Official must report the situation in writing by submitting the completed PCard Reporting Form to University Business and Accounting Services for personal misuse or to a PCard Coordinator for all other violations.
- If the Cardholder is no longer employed at the University or has transferred to a new department, the Approver 1 is responsible for ensuring that: 1. The PCard has been surrendered and destroyed, 2. Emailing the PCard Coordinators in Procurement with the effective date of transfer or effective date of unemployment. In the case of the Cardholder leaving the University notification should be provided immediately, 3. All transactions have been signed off in WORKs®, 4. Adequate documentation exists for each transaction, and 5. A final reconciled monthly billing statement is on file.

Changes to My PCard

- Use the following forms to request changes to a PCard:
 1. Change Request Form must be submitted to Procurement for:
 - Changes to individuals holding the Approver 1, Approver 2, Reconciler, or Dean/VP/Dept. Head roles
 - Permanent changes to the single transaction limit and/or monthly credit cycle limit
 -  – All Change Request forms must be signed by the Dean/VP/Department Head
 2. Temporary Changes to Spending Limits Form - submitted to Procurement for:
 - Temporary changes to the single transaction limit and/or monthly credit cycle limit
 - Form must be signed by Dean/VP/Dept. Head, Approver 1 or Approver 2

Things to Think About Before Making a PCard Purchase

Question 1 - Is what I'm about to do prohibited under policy?

– **The following are PROHIBITED**

- Split Purchases
- PCard Sharing (not even in the case of an emergency)
- Personal Use of the PCard
- Transactions with companies of relatives or friends where the Cardholder has a financial interest
- Receiving gifts or favors in return for conducting business with a vendor
- Personal gain recognized for rewards programs, coupons, rebates, etc.

Things to Think About Before Making a PCard Purchase

Question 2 - Is what I am purchasing allowable or unallowable according to PCard policy? (refer to the following slides which show allowable and unallowable PCard purchases)

- If yes allowable, proceed to the next question
- If no (it's unallowable), please reach out to Procurement so we can advise if there is an alternate allowable way to make the purchase.

ALLOWABLE PURCHASES

- **Advertising (Includes employee recruitment announcements and any advertising placed in a publication, magazine or newspaper.) Note: Expenditures to promote the University are not allowable on externally sponsored projects; however, the recruitment of personnel required for the performance of a sponsored project may be treated as a direct cost.**
- Appliances for Laboratory Use (non-inventoried only)
- Books (Exception: The PCard cannot be used for books purchased for the library or charged to a library account)
- **UGA Bookstore**
- Bulk Fuel (unleaded/diesel tank delivery)
- **Compressed Gases (Includes all related charges for cylinder rentals)**
- Equipment Rental < 90 Days (Employee vehicle rental is not allowed)
- Food/Catering (but only as specified in the PCard Manual)
- Lab/Research Supplies (DOES NOT include radioactive materials)
- Live Animals/Specimens
- Non-Inventoried Equipment
- Office Filing Cabinets
- Office Supplies
- Postage (includes stamps)
- Printing (**Exception: The PCard cannot be used for any holiday cards or any UGA print and copy services**)
- Recurring Charges for University Owned Cellular Device Services (Monthly Cellular Bill)
- Rentals < 90 Days (This is for equipment rentals. Vehicle rentals for employee travel are not allowed)
- Registration Fees (**Exception: The PCard cannot be used for UGA registration fees; such as: GA Center/GA CAES**)
 - Food is unallowable UNLESS included as part of the registration fee
 - Conference registration fees may be paid with a PCard; however, employees must not request reimbursement for meals included with the conference registration fees
 - No memberships or lodging may be paid as part of the registration fee
- Repairs/Maintenance/Service Agreements for Equipment (provided no contract is required to be signed)
- Software (includes orders from Software Resources & Services (SRS))
- Study Abroad Program Expenses (SEE NEXT SLIDE)
- Student Travel (See next slide)
- Subscriptions
- Statewide Contract Purchases (NOT to exceed the single transaction limit)
- Temporary Staffing Services
- Utilities (Exception: NOT ALLOWED on Sponsored Projects))
- WCD Monthly Charges - only for state owed devices (there are additional details in the Pcard Manual)
- WCD Software (ONLY State issued and owned devices including data plans, software or apps)

NOTE - Red text are newer items or areas for reminders.

Allowable Study Abroad/Student Travel

- No employee expenses allowed
- Student related expenses only
- Student food, lodging, and travel
- PCard coordinators must be notified for all cards that will be used for study abroad/student travel

UNALLOWABLE PURCHASES

- Agency Fund Expenditures (Fund codes 60000,61000,62000)
- Alcoholic Beverages and Tobacco
- Asbestos Removal
- Break Room Supplies/Appliances for Employee Use
- Cash Advances, Cash Refunds, or “Store Credits” held on account with the vendor
- Hazardous Chemicals (Athens Campus Only) To see if a chemical is hazardous, check Section 2 of the item's Safety Data Sheet or call the Office of Research Safety for assistance (706-542-9088). Exception: Compressed Gases are allowed on the PCard
 - Compressed gases that demonstrate any additional hazard such as toxicity, corrosivity flammability, or oxidizing properties are not allowed to be purchased on a p-card.
- Construction, Infrastructure Repairs or Renovation
- Decorations or Flowers for Employee or Office Use
- **Employee Vehicle Rental**
- Entertainment
- Firearms or Explosives
- **Fuel/Gasoline, Repairs, and Maintenance of state-owned or rental vehicles (see next slide for details)**
- Flowers or Gifts to be given away
- Food/Catering (except as authorized elsewhere in the PCard manual)
- **Gift Cards, Gift Certificates, Debit Cards, Calling Cards, Pre-Paid Cards or similar products and other equivalent forms of cash**
- Installment Purchases
- Insurance Payments
- **Intra-University Charges (includes all UGA campuses) (Exception you must use your PCard at the UGA Bookstore as it is vendor operated)**
- Inventoried Equipment
- Leases
- Maintenance/Service Agreements (are not allowed if they require a signed contract)
- Meals, Lodging, Transportation and Travel Related Expenses for Employees, Prospective Employees and Guests Performing a Service for UGA (Includes passport fees, travel insurance, one-time internet charges, hotel reservations.) **The PCard cannot be used to hold rooms.** Exceptions are listed in Section 6.1 Group Meals
- **Memberships/Dues (Examples include, but are not limited to : Sam’s, Costco, Amazon Prime)**
- Payments to Individuals for Services Rendered
- **Professional Licenses**
- **Personal Purchases (even if you intend to reimburse UGA)**
- Prizes and Awards
- Professional Services including the profession of: Certified public accountancy, architecture, chiropractic, dentistry, professional engineering, land surveying, law, psychology, medicine and surgery, optometry, osteopathy, podiatry, veterinary medicine, registered professional nursing, or harbor piloting. [As defined by O.C.G.A. 14-7-2]
- Recurring Charges for Privately Owned Cellular Devices
- Rentals > 90 Days
- **Sales Tax from Vendors shipping products to or providing services within the State of Georgia and UGA is using Institutional Funds (some exceptions apply to a few UGA locations outside the state of Georgia)**
- Service/Recognition Awards i.e. plaques or certificates
- Shuttles, Limo Services, and Metro Cards (Exception: Study Abroad Accounts)
- **Split Orders** (including items on statewide or agency contracts)
- Mandatory Statewide Contract Items Purchased from other than the Mandatory Statewide Contract Vendor
- Trade-Ins
- Water Service for Departmental Use (monthly delivery of bottles and/or maintenance of filters)
- Wireless Communication Devices (WCD) – i.e. PDA’s with connectivity, cell phones, blackberries, iPhones, etc.
- WCD Software for Non-State-Issued and Owned Devices including data plans, software, or apps

Process & Payment for Mechanical Repairs, Maintenance, & Parts

For Licensed Road-Use State-Owned or Rental Vehicles

Note: this is a quick reference to determine what is or is not allowed on PCard, please read the entire policy:
http://busfin.uga.edu/procurement/pdf/PCard_Vehicle_Clarification.pdf

Type of Purchase	Dollar Value	PCard Use Allowed?	Process/Payment Options
Mechanical Repairs and Maintenance Includes Labor	Any	No	<ol style="list-style-type: none"> Preferred option: UGA-operated repair shop, pay via e-ticket if intra-University charge is applicable. Utilizing an ARI authorized shop, pay invoice via Payment Request. Utilizing a non-ARI authorized shop. <ol style="list-style-type: none"> Pay invoices up to \$9,999.99 via Payment Request Initiate a UGAmart requisition; Procurement must issue a Purchase Order before services can begin.
Auto Parts for In-House Use ⁴ or for Teaching Purposes No Outside Labor	Up to Single Transaction Limit	Yes	<ol style="list-style-type: none"> Preferred Option: Initiate a UGAmart requisition; Procurement must issue a Purchase Order before items are procured. PCard, up to Single Transaction Limit
	Over Single Transaction Limit	No	<ol style="list-style-type: none"> Initiate a UGAmart requisition; Procurement must issue a Purchase Order before items are procured.
Emergency ⁵ Only Mechanical Repairs, and Emergency Auto Parts Labor and/or Parts Towing	Any	Yes	<ol style="list-style-type: none"> Preferred Option: All UGA Vehicles in the ARI system are eligible to contact the ARI Roadside Assistance Hotline, (800) 227-2273. Fees may apply. Reimbursement of Out-of-Pocket expenses. PCard, must notify UGA Procurement no later than the next business day following the occurrence.
Mechanical Repairs, Maintenance, Parts for Farm Equipment, Trailers, Marine Vessels, Golf Carts, UTVs and ATVs Mechanical Repairs, Maintenance, Parts for Federally-owned Vehicles	Up to Single Transaction Limit	Yes	<ol style="list-style-type: none"> Follow existing PCard policies, guidelines, and spending limits.

Things to Think About Before Making a PCard Purchase

Question 3 - What is the Single Transaction Limit (STL) of my PCard?

- Remember you cannot exceed your STL unless a Temporary Spending Limit Change Form has been submitted by your department and approved by Procurement

Things to Think About Before Making a PCard Purchase

Question 4 - Is the product I'm purchasing on a mandatory statewide contract?

- If no, you may use the vendor of your choice.
- If yes, am I using a vendor on the statewide contract?
 - If the vendor is not on the mandatory contract, please reach out to Procurement so we can discuss the feasibility of pursuing a waiver from State Purchasing.
 - If the vendor is on the mandatory contract, proceed to the next question.

Note: For assistance in determining if a statewide contract is mandatory or convenience please see the User Guides in UGAmart.

http://busfin.uga.edu/procurement/pdf/Mandatory_Convenience.pdf

Things to Think About Before Making a PCard Purchase

Question 5 - Do I need pre-approval prior to making the purchase?

- What is the dollar value of the purchase?
 - If \$1,000 or below, does the purchase meet the definition of urgent, unplanned or non-routine?
 - If yes, pre-approval is not required.
 - If no, does your PCard have a Special Approval Profile?
 - » If your PCard does have a Special Approval profile, follow the applicable Decision Flowchart to determine if pre-approval is required.
 - » Note: Decision Flowcharts are available on the Procurement website, under Quick Links, Procurement Card, P-Card Information

http://busfin.uga.edu/procurement/p_card/

Reminders about PreApproval

- Remember - PreApproval is not complete until BOTH the Approver 1 and Approver 2 have approved the form.
- All purchases, except those that are \$1,000 or below and meet the definition of unplanned or non-routine or urgent, **NEED** pre-approval.
 - The only other exception would be if your card has been included in a Special Approval area.

The Flow of a PCard Transaction

- Obtain pre-approval if necessary
- Maintain a transaction log
- Ensure adequate documentation is obtained and exists
- Transaction reconciliation in WORKs®
- Monthly reconciliation of the bank statement
- Retention of documents

The above flow is addressed in more detail on the following slides.

The Flow of a PCard Transaction

- Once pre-approval has been obtained, if necessary, the purchase may occur.
- Maintenance of a transaction log is required (may be manual or obtained out of WORKs®)
 - Best practice is to maintain the log as purchases as made to assist with the following:
 - keep a running tally of monthly charges and identify outstanding transactions not yet billed on the monthly bank statement.
 - helping the Cardholder in staying within the established purchasing limits of the card
 - verifying receipt of the correct quantity and product along with verification of billing at the correct price.

The Flow of a PCard Transaction

- Ensure adequate documentation is obtained and exists
 - If receipts do not provide sufficient detail to identify what the purchase is and what the business reason is for the purchase, the Cardholder should include additional details documented on the receipt, transaction log or other supporting documentation

The Flow of a PCard Transaction

Reconciliation in WORKs®

- Once the vendor charges the PCard, the charge will appear in WORKs®, which is Bank of America's software system that UGA utilizes for transaction reconciliation.
- Policy requires the following actions for transaction reconciliation in WORKs®:
 - Entry of comments and/or line descriptions for each transaction
 - 1st level sign off by the Cardholder or the Reconciler (if the Cardholder is not their own Reconciler)
 - Supervisory approval of the transaction - can occur in 1 of 2 ways
 - Supervisor can enter comments and Approver 2 or Dean/VP/Dept. Head performs the 2nd level sign-off
 - Supervisor performs 2nd level sign-off and may add comments at the same time.

The Flow of a PCard Transaction

Reconciliation in WORKs®

- 2nd level sign off in WORKs®
- Reallocation of account numbers, selection of object codes and transaction sign offs must be completed no later than the second Monday following the transaction posting date.
- A Cardholder's funds will be available at the beginning of the next billing cycle only ***IF* the first level (Cardholder or Reconciler) and second level (Approving Official) sign off occurs before the next billing cycle.**

(UGA's billing cycle is the 28th day of the current month through the 27th day of the following month. Note: If the 27th is on a weekend, then the cycle will end the Friday before the weekend and the new cycle will start on Saturday.)

The Flow of a PCard Transaction

Monthly Reconciliation of Bank Statement

- Policy requires:
 - A PCard transaction log must be attached to the statement
 - All manual transaction logs must be signed by the Cardholder
 - Transaction logs from WORKs® do not require Cardholder signature; however, you must ensure that comments exist for each transaction reflected on the billing statement.
 - The reconciled monthly billing statements must be signed by the Cardholder and supervisor or other Approving Official. Signature stamps are not permitted.
 - All invoices/receipts and pre-approvals must be attached to the log or monthly billing statement and submitted following internal procedures (please see UGA PCard Monthly Reconciliation Checklist)

The Flow of a PCard Transaction

Monthly Reconciliation of Bank Statement

- **Step 1:** Compile the monthly reconciliation package. This “package”, which consists of all *original* documentation, including receipts, credits, pre-approval forms, transaction logs, records of disputed transactions and other supporting documentation must be reconciled and attached to the signed/dated transaction log and monthly billing statement issued by the bank.
- **Step 2:** The Cardholder must review the reconciliation package and sign and date the monthly billing statement to indicate that a review of the reconciliation package has been conducted.

The Flow of a PCard Transaction

Monthly Reconciliation of Bank Statement

- **Step 3:** A **propriety review** of each Cardholder's transactions must occur to ensure that the purchase was reasonable, appropriate and necessary while also in compliance with PCard rules and regulations. (**Mandatory duty** of an Approving Official or Dean/VP/Dept. Head)
- **Step 4:** The Approving Official must review the reconciled billing package on a monthly basis. This review must be evidenced by a signature of the Approving Official on the Bank of America statement for the assigned Cardholder.

The Flow of a PCard Transaction

Monthly Reconciliation of Bank Statement

- **Step 5:** The reconciled billing package signed by the Cardholder and Approving Official must be retained for a period of seven (7) years or if a sponsored account is involved for the life of the contract/grant plus an additional seven (7) years. **The reconciled billing statement and supporting documentation cannot be retained by the Cardholder.**

What Should I Do If I Need to Dispute a Charge on My PCard or Suspect Fraud?

First, understand the difference between fraud and dispute.

- Fraud-wrongful or criminal deception intended to result in financial or personal gain
 - Cardholders are responsible for safeguarding the PCard and account number at all times. To prevent unauthorized use and limit the potential for fraud, the Cardholder should use basic security measures.
- Dispute-a purchase authorized by a Cardholder but there is some factor that is incorrect and needs to be addressed
 - Most disputes can be resolved by calling the vendor and having them issue a credit back to the PCard account.
 - If the vendor fails to promptly credit your account, file a dispute with Bank of America **within sixty (60) days of the billing issue date.**

To Report Fraud (And Lost or Stolen PCards)

- Call Bank of America – Fraud Department at 1-866-500-8262, within 24 hours of discovering loss, theft, or fraudulent use.
- Contact Cardholder’s Approving Officials and the Procurement PCard Coordinators immediately in writing. In the e-mail be sure to reference the last four digits of your current card #. Provide a brief summary of what has occurred, listing transaction details for fraudulent charge(s).
- After reporting the compromised card to Bank of America, the card should be destroyed if present.
- Any paperwork received from Bank of America should be forwarded to a PCard Coordinators in Procurement

To File a Dispute

- The Cardholder needs to take the following actions:
 - Report the dispute to Bank of America by faxing the Dispute Form to Bank of America located at http://www.busfin.uga.edu/forms/pcard_dispute.pdf
 - Send a copy of the completed dispute form to the PCard Coordinators and the individual responsible for compiling the reconciliation package
 - Add a comment in WORKs® noting that the charge has been disputed and that either a credit is expected or that a dispute form has been faxed to the bank
 - Contact the PCard Coordinators for additional assistance if Bank of America is unable to resolve a dispute
 - Note: All sign offs must still occur within WORKs®. Sign off does not indicate approval of the charge provided comments are entered in to WORKs® indicate that a dispute has been filed

Reasons PCards May be Suspended

- Refresher training has not been completed by the required date.
- PCard is due to renew, and Cardholder has not cleared HR background/credit checks by card expiration date.
- Multiple personal misuse of the PCard
- Use of more than 3 Missing Receipt Affidavits in a fiscal year
- A Dean/VP/Department Head, Approving Official or Reconciler has not completed required training.

Note: The above is not an all inclusive list.

Conclusion

- You've reached the last slide of the refresher PCard training.
- Please take the exam at:
<https://busfin3.busfin.uga.edu/procurement/pcard.cfm>
- If you have questions or cannot access the exam, please contact the Procurement PCard Coordinators.
(706-542-2361)