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PCard Policy Training - Overview

• Utilizes a MasterCard credit card
  ▪ Issued by the State of Texas
• Allows users to purchase directly from vendors
• Allows for single purchases up to $5000 and monthly card limit based on estimated usage
• Prohibits some items and merchants
• Transactions managed online with CitiDirect Global Card Management System
• Requires Training
• Proper use and protection of card
  ▪ Use only for official TTUHSC allowed purchases
  ▪ Keep in locked drawer or safe place
• Verify proper recording of transactions to Banner FOAPs
• Abuse results in disciplinary action
  ▪ Liable for unauthorized purchases
  ▪ Possible termination of employment
• No personal credit check
• Report lost or stolen card **immediately**
  - Inform Citi
    • *Customer Service (800)248-4553*
  - Inform TTUHSC Purchasing Card Coordinator
    • *Lindsey Myers (806)743-7360*
• Citi is 100% liable for fraudulent use **after card is reported lost or stolen**
PCard Policy Training – Obtaining a PCard

- Complete Purchasing Card Application and Agreement Form
  - [http://www.fiscal.ttuhscc.edu/busserv/pcard/forms.aspx](http://www.fiscal.ttuhscc.edu/busserv/pcard/forms.aspx)
- Complete required training module and questionnaire
  - [http://www.fiscal.ttuhscc.edu/busserv/pcard/](http://www.fiscal.ttuhscc.edu/busserv/pcard/)
  - Return questionnaire to Payment Services, MS 6283
- Contact Purchasing Card Program Coordinator for additional questions
  - Lindsey Myers at [lindsey.myers@ttuhsc.edu](mailto:lindsey.myers@ttuhsc.edu) or (806)743-7360
PCard Policy Training – Activation of PCard

Card must be activated upon receipt

- See strip on card for instructions
PCard Policy Training – Purchase Guidelines

• Compliance
  ▪ State of Texas Policies
    • http://www.fiscal.ttuhs.edu/purchasing/manual/
  ▪ TTUHSC Policies & Procedures
    • HSC OP 72.15 Purchasing Card Program
      – http://www.ttuhs.edu/hsc/op/OP72/
    • HSC OP 72.03 Direct Pay Expenditures
      – http://www.ttuhs.edu/hsc/op/OP72/
    • HSC OP 72.16 Official Functions, Business Meetings & Entertainment
      – http://www.ttuhs.edu/hsc/op/OP72/
    • HSC OP 72.01 Purchasing Supplies, Equipment & Services
      – http://www.ttuhs.edu/hsc/op/OP72/
  ▪ Departmental Rules
• Use Purchasing Card
  ▪ If item not available through a contracted supplier
    • Office Supply, Medical Supply and Pharmaceutical purchases must have deviation approval from Purchasing before Purchasing item
  ▪ Allowed purchases of $5,000 or less
    • Must use purchasing card
• Use Purchase Order
  ▪ Allowed purchases of greater than $5,000
  ▪ If vendor does not accept purchasing card
• Contracts
  • Summus/Staples – Office Supplies – Online Ordering & Automated PO
  • Cardinal – Medical Supplies & Pharmaceuticals - Online Ordering & Automated PO
  • Fisher – Lab Supplies – Online Ordering & Automated PO
  • Dell – Computer Equipment
PCard Policy Training – Allowed PCard Purchases

• Supplies (If not available through a contracted supplier)
• Books & Subscriptions
• Conference Registration
• Flowers
  - **Must use P-Card**
  - Official TTUHSC functions
  - Employee and immediate family only
  - No substitution for this type of purchase
  - **Prohibited on state accounts**
• Food & Entertainment
  ▪ Must be documented by the following:
    • *Food & Entertainment Substantiation Form*
      [http://www.fiscal.ttuhscl.edu/busserv/pcredit/forms.aspx](http://www.fiscal.ttuhscl.edu/busserv/pcredit/forms.aspx)
    • *Include form in documentation*
  ▪ **Prohibited on state accounts**
• Hand Held Computer Devices, Books, Equipment, Supplies, etc.
  ▪ Items are property of TTUHSC

• Awards and Prizes (see HSC OP 72.03)

• Chemicals and other potentially hazardous materials

• Consulting, Medical Services, Personal or Professional Services

• Controlled Assets > $500 (Shipping included)
  - At any cost – Hand guns, rifles, machine guns, etc.
  - With a cost between $500 and $4,999.99 – Cameras, computers (including peripherals), printers, stereo systems, video recorder/laser disk player (TV, VCR, camcorder), projectors and etc.
PCard Policy Training – Prohibited Purchases

- Donations, Contributions & Sponsorships
- E Bay Purchases
- Lease or Rental of Space
- Malpractice Insurance
- Medical Licenses for states other than the State of Texas
- Notary Applications
- Payments to Patient/ Study Participants
• PayPal Services

• Supplies (Medical, Pharmaceuticals, and Office) require use of the Institutional Supply Contract unless a deviation approval has been received from Purchasing)

• Temporary Personnel

• Travel Related Purchases i.e. airline ticket, hotel and rental car reservations, restaurant services within a hotel complex, and internet services, etc.

• Uniforms (includes lab coats)
Chemicals and other potentially hazardous materials and other supplies must be placed through TechBuy. If you have any questions, contact Victor Means at victor.means@ttuhsc.edu or Felis Kennedy at felicitas.kennedy@ttuhsc.edu with Safety Services.

**Vendors Blocked on the Purchasing Card**

- American RadioLabeled Chemicals
- MP Biomedicals
- Bio-Rad
- New England BioLabs
- Cambridge Isotope Laboratories
- PerkinElmer
- Cole Parmer
- Promega
- E Biosciences
- Qiagen
- EMD Chemicals
- Sigma-Aldrich
- Fisher
- VWR
- Invitrogen – Life Technologies
- Worthington BioChemical Corp
- Irvine Scientific

**Other Vendors Blocked for Use on the Purchasing Card**

- Aqua One, Inc
- Cappetto’s Italian Restaurant
- Midtown Printing
- WesTex Document, Inc
PCard Policy Training – Prohibited State and Federal Purchases

• Alcoholic Beverages
• Food and Entertainment
• Flowers
• Promotional Items
• Membership Dues

State and Federal Funds
10XXXX, 11XXXX, 12XXXX, 21XXXX, and 22XXXX
PCard Policy Training – Order with a PCard

• Ordering Methods
  ▪ Telephone
  ▪ Fax
  ▪ Internet (Print screen for proof of purchase for documentation)

• Itemized Invoices Required
  ▪ Ask vendor for an itemized invoice

• Sales tax (State of Texas) on an invoice must be credited by the vendor or personally reimbursed to TTUHSC.
• Departmental Reference Number
  ▪ Request vendor to use the format “CCStop _ _ _ _ Last Name” for the reference number
    • CC means Credit Card
    • Stop _ _ _ _ is the departmental mail stop
      – Or RM _ _ _ _ for Amarillo, El Paso or Odessa
    • Last Name is the credit card holder’s last name
• Ship to Address Format
  ▪ TTUHSC
    • ATTN: CCStop _ _ _ _ Last Name
    • 3601 4th Street, Stop _ _ _ _
    • Lubbock, Texas 79430
  ▪ For Regional Centers
    • Use Address and Room # instead of Stop #
• Available, but not required: http://www.fiscal.ttuhsce.edu/busserv/pcard/forms.aspx

• If log is maintained - required information:
  ▪ Credit Card Number
  ▪ Card Holder’s Name
  ▪ Banner Default FOP
  ▪ Transaction Date
  ▪ Merchant Name
  ▪ Amount

• Must be entered in log in the same order as the Credit Card Monthly Expense Report

• Credits or returns must also be logged and included in documentation

• If Transaction Log is not used, each receipt or invoice must reflect the required information to support the purchase as a legitimate state expense
Documentation needed to be in compliance with record keeping requirements:

- Expense Report with appropriate signatures
- Invoice/sales receipt from the vendor and/or print screen prior to submission for online orders
- Business purpose written on the supporting documentation, or in the available field of the Expense Report, or the transaction log/interdepartmental form
- Credit card slip (if available) taped on the invoice or itemized receipt
- Registration – order form detailing the charges for the conference
- Membership dues - the enrollment form detailing the charges for the type of dues or the renewal notification/invoice and the print screen from the list of approved professional societies
- Flower purchases - the employee or recipient’s name and their relationship to the employee
- Other items (if applicable) - packing slips, Pre-Approval Form, F&E Substantiation Form, deviation approval from Purchasing, copy of advertisement, and/or credit receipts
PCard Policy Training – Supporting Documentation

- Required Information on Invoice or Receipt
  - Last four numbers of the credit card
  - Date
  - Merchant Name
  - Amount
  - Sales Tax (If applicable)
- Tape small receipts on documentation form or blank sheet of paper
  - Do not place tape on top of any of the above information
• Not allowed on State Funds
• Permitted on Local Funds unless restricted by account
• Must be a clear and specific business purpose identified
• Proper documentation is required
  ▪ Must include a Food & Entertainment Substantiation Form
• Follow IRS guidelines

• Documentation for:
  ▪ Amount
  ▪ Time, place and description of entertainment
  ▪ Business purpose and benefit to TTUHSC and the State of Texas
  ▪ Business relationship of person(s) entertained
    • Name, title and occupation
Reimbursement for PCard Transactions

The check or cash **must be sent to the Purchasing Card Coordinator for correct processing.**

A CR form will be completed by the PCard Coordinator immediately upon receiving the payment and submitted to the Bursar’s office. The FOAP used will match the original transaction as it was processed in Banner.

A copy (CR and payment) will be made for the cardholder folder and also sent to the department. The department copy is to be put in the transaction log binder for review purposes.

**Note:** All campuses must send reimbursements to the Purchasing Card Coordinator for processing to:

Lindsey Myers
Payment Services Lubbock
STOP 6283
• Cardholder must attempt to get a copy of the original documentation

• If unsuccessful
  ▪ Three attempts to get copy must be documented
  ▪ Missing Receipts Form must be completed
    • http://www.fiscal.ttuhscl.edu/busserv/pcard/forms.aspx
    • Account Manager/Supervisor signature required
  ▪ Keep form with other documentation

• Missing receipts should be a rare occurrence and will be carefully scrutinized in reviews
• User generates Monthly Expense Report from Citi purchasing card management system
• Lists all transactions
• Cardholder must verify that all transactions are legitimate
  ▪ Match each transaction on expense report to your receipts
  ▪ Match credit card expense report to your Cognos Operating Transaction reports
  ▪ Place receipts and any other required documentation behind your expense report
  ▪ Receipts and required documentation must be in the same order as transactions appear on the credit card expense report
• Expense report must be signed by cardholder and account manager, supervisor or department administrator every month
• HSC Payment Services will pay the bill, then the transactions will be expensed to your departmental account

  ▪ Transactions are reflected in your Cognos Operating Transaction reports

    • Transaction ID - CHXXXXXX

    • Transaction description – cycle end date, first six letters of the cardholder’s name and merchant name

    • All transaction lines for each cardholder added together should equal the expense report total
Citi

- Transactions that need to be reallocated to another FOP, rather than the default FOP that is tied to the card, can be processed as soon as two days after the purchase. Check the account code for each transaction to ensure it accurately describes your purchase. Link to the Citi website is below:

https://www.globalmanagement.citidirect.com/sdng/login/login.do

- Close date for reviewing and reallocating FOAPs in order to load to Banner correctly is approximately 6 business days after the close of the monthly cycle
Cost transfer requests after the PCard upload have been expensed in Banner should be a rare occurrence due to the ability to reallocate transactions in Citi.

- The Financial Transaction System (FiTS) Cost Transfer (located on Accounting Services website) should be used to submit all cost transfer requests.
- The Cost Transfer Request Form (located on Accounting Services Forms website) must be used to change an account code for a current FY expenditure.
• Call vendor first – resolve with them
• If item not resolved with vendor, call Citi Customer Service at (800)248-4553 to dispute the transaction
• **Important Note:** If disputing a US vendor item, the claim must be completed within **60 days from the cycle end date of the expense report.**
• Cut card in half and return it to the Purchasing Card Coordinator

• Send a written card cancellation request to the Purchasing Card Coordinator
• Account Manager has the obligation to reclaim the card from the terminated employee
  ▪ Fraudulent charges incurred between employee termination date and card cancellation date do not have liability coverage

• Call Purchasing Card Coordinator **within two days**:
  Lindsey Myers (806)743-7360
  or email at lindsey.myers@ttuhsc.edu

• Card must be returned with the transaction documentation since the last review date to the Purchasing Card Coordinator
PCard Policy Training – Record Keeping

• Simple system
  ▪ 3-Ring binder
  ▪ File Folder
• One binder or folder for each card identified by cardholder name or last four digits of the card
  ▪ Monthly Expense Report
  ▪ Transaction Log if maintained
  ▪ Receipts, along with all supporting documentation, in same order as transactions on Expense Report
• Standard Retention Period
   Current year plus 3 previous fiscal years
• Grant & Contract Accounts
   Life of Grant or Contract, plus 3 years
• Terminated employees
   Must be reviewed as soon as card is cancelled
   Standard retention period
• **Spot Checks**
  - Previous day’s transactions reviewed daily

• **Reviews**
  - The Expense Report and its supporting documentation will be sent to Payment Services based on the month ending cycle.
  - The monthly P Card Update will announce the due date for each monthly review and when it is expected in Payment Services.
  - Upon final completion of the review, the Expense Report and its supporting documentation will be sent to Laserfiche to be scanned.
**Laserfiche**

- General Services will charge the departments .065 per sheet sent to Laserfiche.

- The default FOP affiliated with each card will be used to charge the scanning cost.

- Laserfiche will be available to all employees and HSC Internal Audit through Weblink. It will also allow a timely gathering of information for audits conducted by Federal and State Agencies.

- Original documentation will be kept for 3 years plus the current Fiscal Year in Payment Services’ storage. If an original receipt is needed for returned items, send an email to Lindsey.Myers@ttuhsc.edu.
• Preparing The Records for Scanning:
  ▪ Remove all staples
  ▪ Do not place transparent tape over invoice/receipt transaction date, amount, description of item, or vendor name. The tape “fades” the printed info.
  ▪ If the full 16 digit card number is notated on any supporting document, block out the first ten digits of card number and the 3 digit security code.
• Program Coordinator
  ▪ Lindsey Myers
    Email: lindsey.myers@ttuhsc.edu
    Phone: (806)743-7360
    Fax: (806)743-7847
    MS: 6283

• Director of Payment Services
  ▪ Celeste Kulinski
    Email: celeste.kulinsiki@ttuhsc.edu
    Phone: (806)743-7361
PCard Policy Training – Pcard Contacts

• Director of Purchasing
  ▪ John Haynes
    Email: john.g.haynes@ttuhsc.edu
    Phone: (806)743-7387

• Citi
  ▪ Customer Service
    Phone: (800)248-4553
• Go to the Purchasing Card site and click on “Forms”
 http://www.fiscal.ttuhscl.edu/busserv/pcard/

• Applications
  ▪ Select “Purchasing Card Application and Agreement”
  ▪ Print and complete the form including all cardholder information,
    default FOP and Account Manager signature

• Training Questionnaire:
  ▪ Select “Training Questionnaire for Purchasing Card”
  ▪ Print and complete the quiz with signature on second page

• Completed forms should be mailed to Payment Services, MS 6283

• All forms will be processed by the Program Coordinator

• If a card is requested it will be available in about two weeks