TTUHSC

POST PAYMENT REVIEW

Monthly Process

The Expense Report and its supporting documentation will be sent to Payment Services based on the month ending cycle. The monthly Pcard Update will announce the due date for each monthly review and when it is expected in Payment Services.

Benefits

- **Timely approval/review by the fund manager/supervisor of all transactions in order to ensure that they are all legitimate business expenses.**

- **Recordkeeping of supporting documentation for each transaction will be done in a timely fashion and will reduce the need to ask for missing documentation after a review is completed.**

- **All documentation will be scanned in LaserFiche. This will help recover valuable office space that is taken up with 3 years plus current Pcard binders.**

- **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.**

Process

- **The month ending cycle will end on the 3rd of every month. Unless the 3rd falls on a weekend/holiday, then the cycle will end on the last business day before the weekend/holiday. The Expense Report signed by the cardholder and approver along with the supporting documentation will need to be sent to Payment Services by the last business day of the month, i.e., the month ending cycle date of December 2nd will be scheduled to be received in Payment Services by December 30th (the last business day of the month).**

- **If the records are not received by the last business day of the month and/or there is documentation missing in order to complete the review the card will be suspended.**

- **Upon final completion of the review, the Expense Report and its supporting documentation will be sent to LaserFiche to be scanned. General Services will charge the departments .065 per sheet sent to LaserFiche. <u>The default FOP affiliated with each card will be used to charge the scanning cost.</u>**

- **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**

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- 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 - the order form detailing the charges of 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

- **LaserFiche Requirements:**

  All Pcard documentation will be scanned in the LaserFiche Business Affairs repository. Access to the Pcard documentation will be restricted. To obtain access go to: http://www.ttuhsc.edu/gs/documentservices/becomeauser.aspx. Records may be viewed by searching the last six digits of the card or the name of the cardholder, using the field search option and choosing PCARD as the template.

  If the department and/or cardholder wants another FOP charged other than the default FOP tied to each card, an email requesting this change should be sent to pcard@ttuhsc.edu.

  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 pcard@ttuhsc.edu.

  Some tips for preparing the records:

  ✓ 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.