

# PCard Training

## Payment Services



# Contents

Overview

Personal Responsibility

Obtaining a PCard

PCard Guidelines

- Prohibited Purchases
- Additional Guidance
- Permitted Purchases
- Deviations

PCard Reminders

Transaction Log

Supporting Documentation

- Food and Entertainment

Reimbursement for PCard

Transactions

Missing Receipts

Weekly Expense Report

# Contents

Allocations

Disputed Items

PCard Cancellation

Employee Terminations

Record Retention

Reviews and Spot Checks

PCard Contacts

# 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 \$5,000 and monthly card limit based on estimated usage
- Transactions managed online with Citi Manager – Expense Manager
- Requires training
- Purchasing policies still apply

# Personal Responsibility

- Proper use and protection of PCard
  - 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

# Personal Responsibility

- Report a lost or stolen card **immediately**
  - Inform Citi Customer Service at **(800)248-4553**
  - Inform TTUHSC PCard Program Coordinator
    - Celeste Ramirez at **(806)743-3565**
    - [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)
- Citi is 100% liable for fraudulent use **after card is reported lost or stolen**

# Personal Responsibility

- Fraud
  - Citi notifies end user of fraud by email, texts, etc.
    - End user is the only person that can respond.
  
- Declines
  - If PCard is declined several times (3 or less), contact PCard at [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu).

# Obtaining a PCard

- Application:
  - [PCard Program Application](#)
  - Complete the form including all cardholder information, default FOP and Account Manager signature
- Training Questionnaire:
  - [Purchasing Card Knowledge Quiz](#)
  - Complete the quiz with signature on second page
- Completed forms should be emailed to [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)
  - Requested cards will be available in about two weeks



# Activation of PCard

- Card must be activated upon receipt
  - See strip on card for instructions
  - Remember, CitiBank Cards require a PIN at time of activation
  - Citi cards now provide contactless payment options as well.

# PCard Guidelines

- PCard is a method of payment.
- Compliance
  - State of Texas Policies
    - [Use of Payment Cards by State Agencies](#)
  - TTUHSC Policies & Procedures
    - [HSC OP 72.15 Purchasing Card Program](#)
    - [HSC OP 72.03 Direct Pay Expenditures](#)
    - [HSC OP 72.16 Official Functions, Business Meetings & Entertainment](#)
    - [HSC OP 72.01 Purchasing Supplies, Equipment & Services](#)
  - Internal Department Procedures

# Prohibited Purchases

## [HSC OP 72.15 Purchasing Card Program](#) - Item 2.b.

### Prohibited Purchases

- Awards and Prizes (see [HSC OP 72.03](#))
- Blocked Vendors
- Chemicals and other potentially Hazardous Materials
- Consulting, Medical Services, Personal or Professional Services

# Prohibited Purchases

- **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, etc.
- **Donations, Contributions, and Sponsorships**
- **eBay Purchases**
- **Individual Amazon Prime Accounts-** please reach out to PCard if you need to be added to the Amazon Business account.

# Prohibited Purchases

- In-State Sales Tax
  - Including Tax on Carry-Out or Delivered Meals  
(reimbursement is required)
- Lease or Rental of Space
- Medical Licenses for states other than the State of Texas
- Notary Applications
- Payments to Patient/Study Participants

# Prohibited Purchases

- 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
  - Airline ticket, hotel and rental car reservations, restaurant services within a hotel complex, and internet services, etc.
- Uniforms (includes lab coats)

# Prohibited State & Federal Purchases

- State and Federal Funds
  - 10XXXX, 11XXXX, 12XXXX, 21XXXX, and 22XXXX
- Alcoholic Beverages
- Food and Entertainment
- Flowers
- Promotional Items
- Membership Dues

# Additional Guidance

- Purchases for Food and Entertainment **must** be documented properly in Chrome River, please see details on Food and Entertainment slide.
- Alcoholic Beverages may only be served on campus at appropriate events with prior written approval of President or Designee.
- All IT purchases including Software and Software Licenses must be approved by IT. Requests for approval can be made through [Purchasing@ttuhsc.edu](mailto:Purchasing@ttuhsc.edu) and evidence of approval must be submitted with the expense documentation.



# Additional Guidance

- PayPal Services – All purchases must match vendor and descriptions that post to the monthly PCard Statement.
- An Organization must be on the [Professional Membership List](#) for payment of Membership Dues.
- Gifts for Length of Service including Retirement (<\$400) and Non-Cash Gifts for Donors or Participants of Official Functions must include [OP 72.03 Attachment B](#).
- 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.

# Permitted Purchases

- Permitted Purchases of \$5,000 or less must be made using PCard subject to vendor accepting credit cards.
- Malpractice Insurance
- Flowers
  - Official TTUHSC Functions or for Employees and Immediate Family Members in cases of illness or death
- Food and Entertainment
- Books
  - If not available through an institutional contract in TechBuy, and under \$100.

# Permitted Purchases

- Equipment
  - If not available through an institutional contract in TechBuy.
- Advertising in Out-of-State Newspapers and Online for Staff Recruitment
- Accreditation, Certification and Examination Fees
- Magazine/Journal Subscriptions
- Membership Dues
- Professional License Fees
- Registration Fees

# Deviation Request Guidelines

- Deviations are not required for permitted PCard purchase of \$100 or less with the following **exceptions**:
  - Medical Supplies
  - Pharmaceuticals
  - Consumable Office Supplies
- Exceptions must have prior written approval from Purchasing and filed with reconciliation documentation.
- Standard PCard policy still applies in regards to permitted and prohibited purchases, refer to [OP 72.15](#).

# PCard Reminders When Ordering

- A Vendor Hold Search must be completed before purchase is made.
  - Vendors on a State Hold are not allowed on the PCard.
  - PCard transactions over \$500.00 must have a Vendor Hold Search attached.
  - [Vendor Hold Search](#)
- Payment at time of order
  - Past due invoices should not be processed on PCard please issue a purchase order with non-compliant form attached.
- Sales tax (State of Texas) on an invoice must be credited by the vendor or personally reimbursed to TTUHSC.
  - [Tax Exemption Forms](#)

# PCard Reminders When Ordering

- Itemized Invoices Required
  - Ask vendor for an itemized invoice.
- Ship To Location other than a TTUHSC Address requires approval from Purchasing.

# Supporting Documentation

- 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 approvals
    - Invoice/sales receipt from the vendor and/or print screen prior to submission for online orders
    - Business purpose and it's benefit to TTUHSC must be provided in Chrome River. Detailed descriptions are recommended.

# Supporting Documentation

- Registration
  - Order form or screen shot detailing the charges for the conference
- Membership dues
  - the enrollment form detailing the charges for the type of dues or the renewal notification/invoice
- Flower purchases
  - the employee and recipient's name and their relationship to the employee
    - If for death in family, please submit death notice or obituary
- Other Items (if applicable)
  - Vendor hold screenshot, Pre-Approval Form, deviation approval from Purchasing, copy of advertisement, and/or credit receipts



# Supporting Documentation

- Required Information on Invoice or Receipt
  - Last four numbers of the credit card. 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
  - Date
  - Merchant Name
  - Amount
  - Sales Tax

# Food & Entertainment

- Proper details are required.
  - Please make sure that you complete all sections including the date and location of the event. Also, make sure to include all attendees utilizing the guest picker, if over 10 guests you may upload an attendees list as supporting documentation.
- Not allowed on State Funds.
- Documentation for:
  - Amount
  - Time, place and description of entertainment
  - Business purpose (clear and specific) 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 PCard Coordinator for correct processing.**
- A Cash Receipt (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 will be made for the cardholder folder and also sent to the department.
- When sending a reimbursement please make sure to indicate who is sending the reimbursement and where it should be applied.
- **Note:** All campuses must send reimbursements to the PCard Coordinator for processing.
  - Mail to: Celeste Ramirez at STOP 6283

# Missing Receipts

- 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
    - [PCard Missing Receipts Form](#)
    - Account Manager/Supervisor signature required
  - Keep form with other documentation
- Missing receipts should be a rare occurrence and will be carefully scrutinized in reviews.

# Weekly Expense Report

- User generates weekly Expense Report from Chrome River.
- Report creator selects all transactions verifying these are true and accurate charges.
  - Each transaction should have matching receipts and supporting documentation uploaded.
  - Once the report is completed this will be sent via Chrome River for approval to all appropriate individuals.
  - Match credit card expense report to your Cognos Operating Transaction reports.

# Weekly Expense Report

- Expense report must be approved by cardholder and account manager, supervisor or department administrator every week.
- Once reports are approved by the PCard office, FOAPs are immediately charged. Cognos reports will reflect the expenses the following day.
  - 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

# Allocations

- Citi

- When completing the PCard report in Chrome River allocations to the FOP will be made, approvers should verify the FOP for accuracy.
- Check the account code for each transaction to ensure it accurately describes your purchase.
- Link to the Chrome River website:
- Allocations should be done daily or weekly

# Allocations

- Cost transfer requests after the PCard upload have been expensed in Banner should be a rare occurrence due to the ability to allocate transactions in Chrome River.
  - The [Financial Transaction System](#) (FiTS) Cost Transfer (located on the [Accounting Services Systems web page](#)) should be used to submit all cost transfer requests.
  - The [Cost Transfer Form](#) (located in the [Accounting Forms](#) section of the Forms Center) must be used to change an account code for a current FY expenditure.
    - For additional information contact [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu)



# Disputed Items

- Call vendor first to 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 U.S. vendor item, the claim must be completed within **60 days from the cycle end date of the expense report.**

# PCard Cancellation

- Send cancellation notification to PCard at [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu), stating reason for cancellation
  - Employee separation
  - Extended leave
  - Department Transfer
- Cut PCard in half and return with a written card cancellation request to the PCard Coordinator
  - Mail to: Celeste Ramirez, STOP 6283

# Employee Terminations

- 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 PCard Coordinator **As Soon as Possible**:
  - Celeste Ramirez: **(806)743-3565**
  - Instructions on how to allocate any unresolved transactions will be give at this time.
- Card must be returned to the PCard Coordinator.
  - Mail to: Celeste Ramirez, STOP 6283

# Record Retention

- 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

# Reviews and Spot Checks

- Spot Checks
  - Previous day's transactions are reviewed daily
- Reviews
  - The monthly PCard Update will announce the due date for each weekly review and when it is expected in Payment Services.
  - Upon final completion of the review, the Expense Report and its supporting documentation will be held in Chrome River.

# PCard Contacts

## **PCard Program Coordinator**

Celeste Ramirez

[Pcard@ttuhsc.edu](mailto:Pcard@ttuhsc.edu)

(806) 743-3565

STOP: 6283

## **Analyst II**

Joanna Barela

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## **Analyst I**

Tammie Adams

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## **Citi**

Customer Service

(800) 248-4553

## **Managing Director Procurement Services**

John Haynes

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## **Associate Managing Director Payment Services**

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(806) 743-7392

# Questions

If you have additional questions,  
please contact Payment Services at:

[Pcard@.ttuhsc.edu](mailto:Pcard@ttuhsc.edu).