

F.A.S.T. P-Card Edition

Presented by:

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Hot Topics!



Compliance

- required efforts to comply with relevant laws, policies and procedures

Transparency

- free from pretense or deceit
- easily detected or seen through
- readily understood
- characterized by visibility or accessibility of information especially concerning business practices



A Pin number?? WHAT?!!!

Cardholders: Do you remember setting up a pin number for your PCard?

- Do so by calling the Customer Service number on the back of the PCard
- Automated prompts to select a four digit pin
- This is required when making purchases at a credit card terminal
- If you forget your pin number reset by calling Citibank Customer service 1-800-248-4553
- Every P-Card must have a pin number set up.

oh wait



**I have a
chip now**



**swipe
please**



nothing makes sense





Food Purchases - 5 W's



- ALL food purchases must have the 5 W's.
 - WHO, WHAT, WHEN, WHERE, WHY!
- NEW FORM: Please use if you do not have an internal form created already for the 5 W's. This is a tool to keep you compliant.
- Food receipt must always be itemized

Why? So we can validate food purchases are for official university business

NEW FORMS!

- P-Card Transaction Summary Form

Department Name
P-Card Transaction Summary

Vendor Name: _____

Fund/Org/Prog: _____

Abbreviated Description of what was purchased: _____

Why did you make this purchase? _____

If office supplies purchased from other than Summus (HUB Vendor), document reason:

Total Amount of Purchase: \$_____

Breakdown:	Account Description	Amount	Account #
	<i>Registration Fees (For Example)</i>	\$ _____	772030
	<i>Insert as needed</i>	\$ _____	<i>Insert as needed</i>
	<i>Insert as needed</i>	\$ _____	<i>Insert as needed</i>
	<i>Insert as needed</i>	\$ _____	<i>Insert as needed</i>
	<i>Insert as needed</i>	\$ _____	<i>Insert as needed</i>
	<i>Insert as needed</i>	\$ _____	<i>Insert as needed</i>
	Food Items	\$ _____	773152

Who: _____

What: _____

When: _____

Where: _____

Why: _____

Signature: _____ Date: _____

Print Name: _____

Please attach receipt showing proof of payment.

NEW FORMS!

- Food purchase form



Food Attachment

When: (Date(s) of event)

Where: (Location of event)

What: (Type of event)

If Other Event Type,
Please detail:

Meal Type:

Number of Attendees:

Who:
List attendees or use page provided.

How much? (Total of Expenditure)
Reference [Fund Guidelines](#) for amount and fund restrictions

FOP Number(s):
FOP #1: Dollar amount on FOP #1:

Description and Business Purpose

Provide a detailed description of the event and a clear business purpose in compliance with [17.6 Food Purchases](#).

Purchaser Certification

I hereby certify under penalty of law that the expenditures of funds for the purchase of food and beverage is necessary for the completion of the function of this department, qualifies as a legitimate public purpose or that the educational function of this University is well served thereby. I agree that the above information is completed and accurate. I agree that all required documentation is attached.

Printed Name and Title

Signature

Date

FURNITURE

Must go through Design Center for recommendation for all furniture purchases

designcenter@sfasu.edu

WHY? Maintain a standard that provides for quality, warranty, etc.





HEF

- Submit HEF Approval Form BEFORE purchase
- Why? HEF funds have guidelines on what can be purchased using this specific fund

Exceptions

- Exceptions can be made for unacceptable purchases if there is a valid business purpose
 - EX: Gift cards

Reference P-Card program guide for acceptable and unacceptable purchases

P-Card Use Form



- Must be on file before letting someone else use your P-Card
- Form can be found on the P-Card Website
- Original must be kept with your P-Card records
- Receipt must be signed if used by someone other than the cardholder.



Make sure you are enrolled in the Amazon Business Account that is managed by Procurement

Not sure if you are? Email me and I can verify.



Found something you can only buy on eBay?
Submit an Exception form for approval before purchase



Use PayPal if that is the only method of payment, such as registration

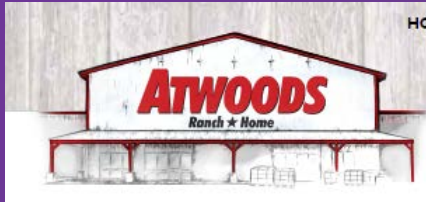
If you must create an account, use your SFA email

Refrain from saving your P-Card information on PayPal

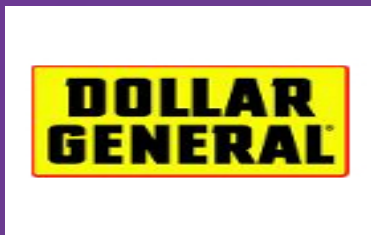
Tax Exemption



Already set up if you are enrolled in the Amazon Business Account that is managed by Procurement



Must be on approved list.



Barcode page available online on P-Card Forms and Manuals



Do you have a Hobby Lobby paper card? If not contact me!



Must have tax exemption number 4675 somewhere with the actual P-Card



Shipping

- 1936 North street is not valid address for shipments.
- Use your building physical address.
- Make sure to have “ATTN: YOUR NAME”
- Include your Building, Department name and room number

For Example:

SFASU- Procurement & Property Services bldg
Attn: Brittney Goad
2124 Wilson Dr Room 101
SFA PO Box 13031
Nacogdoches, TX 75962

Packing Slips



- Packing slips need to always be kept with your P-Card Records
- Documentation of items received must be marked on Packing slips
- Someone must sign off/ initial that all merchandise has been received
- Date when items were received needs to be documented
- Why? So we can validate all items shipped were received and made it to YOU



Summus Industries

Order#	Ship Date	Order Date	Header Number
1167232556-000-001	12/06/2016	12/06/2016	0000466270
	Phone#		
	838-4684502-9555		
Budget Center	Purchase Order#		Released#



CREDIT CARD RECEIPT

Order Line#	SKU	Product Description	Budget Center	Order UOM	Qty Ord	Qty Ship	Unit Price	Extended Price
1	926017	AT-A-GLANCE DRY-ERASE MD	773000	EA	1	1	\$15.47	\$15.47
2	567488	EXPO LOW ODOR FINE TIP D	773000	PK	1	1	\$7.88	\$7.88

Subtotal \$23.35
 Freight/Misc Charges \$0.00
 Tax \$0.00

BSJ

11-14-17

Last 4 Digits of Credit Card:	Amount Paid via Credit Card	\$23.35
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What should my documentation look like?



P-Card Records should consist of:

- Signed Transaction Detail Summary
- Credit card statement (paper, online statement or both)
- Receipts, other documentation such as email with vendors, packing slips, picking slips, 5 W's, agendas, email of request for supplies etc.

Tips:

- For loose receipts attach them to an 8 ½ X 11 sheet of paper
- Keep receipts and documentation in order of your Transaction detail summary
- Itemized receipts are needed
- Refund or Credit is a transaction and a receipt is needed
- ALL receipts MUST show total amount charged even if receipt is emailed to you!

What should my documentation look like?



Subway#4381-D Phone 936-559-8910
2721 North Street
Nacogdoches, TX, 75965
Served by: Carol 8/20/2017 11:04:35 am
Term ID-Trans# 1/A-204982

Qty	Size	Item	Price
1		Standard Base SndPlt	40.00
		-5 Cold Cut Combo PltPrt	0.00
1		Standard Base SndPlt	40.00
		-5 B.M.I. PltPrt	0.00
1		Standard Base SndPlt	40.00
		-5 Turkey PltPrt	0.00
1		Standard Base SndPlt	40.00
		-5 Ham PltPrt	0.00
Sub Total			160.00
Tax Exemption			sfa
General Sales Tax			0.00
Total (Est In)			160.00
Credit Card			160.00
Change			0.00

If it's not right, I'll make it right!
Store Manager Carol Milligan
936-559-8910
subwavnac15@yahoo.com

- 5 W's needed
 - **Who?** List out names of those who attended
 - **What?** Was this an event? Working lunch?
 - **When?** Date event or meeting took place
 - **Where?** Where was this event held?
 - **Why?** Agenda (attach) or a brief summary of the business purpose

What should my documentation look like?



Question: This receipt really doesn't show much.. What can I do to show this was purchased for university business?

Answer: Write down what was purchased and purpose.

Example: "Construction paper, felt, glue sticks, borders for XYZ student event"

Detailers

Food Codes: What code is used where? Fill in the blank

773004;773150;773152

Food purchased that have a business purpose and are not research and not educational classroom use. Examples: Grocery Store Food, Fast Food, Food eaten on campus.

773004

Food used in the classroom or any bottled water. Examples: food for a lab or for cooking-classes.

773150

Food purchased for a sit down business meal. Example: taking a prospective employee out for lunch

773152

P-Card Clean Up

- Default FOAP's: in FAAINVT verify that the FOAP is correct/updated

Default Accounting Distribution

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank
<input type="text" value="S"/>	<input type="text"/>	<input type="text" value="150002"/>	<input type="text" value="30401"/>	<input type="text" value="773000"/>	<input type="text" value="350"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10"/>
Commodity:	<input type="text"/>	<input type="text" value="Purchase Card Transaction"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Not using a P-Card? Maybe only once a year?
- Verify Account Manager and Business manager are updated.

COMPLIANCE

Transparency

Regulations

Policies

Rules

Requirements

LAW

Standards



Reference Materials

- University Policy 17.11 Procurement Card
 - http://www.sfasu.edu/policies/17.11_procurement-card.pdf
- P-Card Program Guide
 - http://www.sfasu.edu/purchasing/documents/70_Program_Guide_4-5-2016.pdf
- P-Card Forms and Manuals on Procurement website
 - <http://www.sfasu.edu/purchasing/845.asp>

Q&A

?



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