

Banner Procurement Card (P-Card) Module



For Campus Distribution

Procedure Number	Purchasing - 400.101cd
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Department	Business Services – Purchasing
Last Update	6/3/2014
Related Institutional Policy # (s)	SOU Procurement Card Policy: FAD.034 http://www.sou.edu/policies/
Approved By	Director of Business Services
Date Approved	6/3/2014
Internal Use only, or for Campus Distribution	Campus Distribution
Date Posted to Business Services Website	6/3/2014

Purpose	Provide SOU campus departments with information relating to acquiring, and managing, departmental Procurement Cards to aid in the acquisition of good from vendors.
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Banner Procurement Card (P-card) Program

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Banner Procurement Card (P-card) Program

Acquiring a New Card, or Updating Responsibilities on Existing Cards

Visit the Business Services – Purchasing Website located at:

<http://sou.edu/bus-serv/purchasing/purchcard.html>

Fill out the “Application & Agreement” Form, identifying the type of action, and who will be fulfilling the roles of:

- ❖ Budget Authority (Card Holder)
- ❖ Card Custodian
- ❖ Card Users

Account and Business Managers will be assigned from the Service Center.

Department Purchasing Card Application & Agreement
Please return completed form to the Service Center

Requestor Information
Department: _____ Date: _____
Person Completing Form: _____ Phone Number: _____

Action Requested
1. New Card Request (Change in Budget Authority requires new card) Go to **New Card Information** section
2. Add/Remove Card Custodian/User(s) on existing card Go to **Add/Remove Card Custodian/User(s)** section
3. Other (please list) _____

New Card Information (for new card requests only)
Replacing existing card? Yes No If yes, list last 4 digits of existing card _____
New Card Default Index Code: _____ Proposed Card Name: SOU _____
Card names are limited to 21 characters. All card names must begin with SOU. Spaces count as characters. Proposed names may need to be altered to accommodate restrictions.

Continue to next section

For New Card requests, leave the Card# Blank.

Add/Remove Card Custodian/User(s)
Last 4 digits of existing card to change: _____

SOU Phone #	Printed Name	Signature <i>(not required for those being removed)</i>	Role		Action		Service Center Use Only		
			Card Custodian	Card User	Add	Remove	Test Date	Training Date	Database Date
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Signature will be the Budget Authority.

Approval and Agreement
The parties, by their signatures on this form, agree to the terms and conditions of the Purchasing Card agreement, and the SOU Purchasing Card Policy (sou.edu/bus-serv/purchasing/purchcard.html). OUS requires procurement card users, custodians, and Budget Authorities to all take a knowledge test regarding the use of the card, found at secure.ous.edu/cont-div/procurement/. Users who have not successfully completed the test will not be allowed to utilize card. Custodians, Users, and Budget Authorities who have not successfully completed the test will not have access to the card. **Temporary Employees and Students are not eligible to be listed as card custodians or users.**

Date: _____ Budget Authority Print Name: _____
Budget Authority SOU ID# _____ Budget Authority Signature: _____

Service Center Use Only		
Test Date	Training Date	Database Date

Service Center Use Only

Account Manager: _____ Business Manager: _____
Form Approved By: _____ Date Approved: _____

Notes:

Submit the form to the Service Center, and have everyone who will be connected to the card go out and complete the OUS Procurement Card Test, located at: <http://sou.edu/bus-serv/purchasing/purchcard.html>.

The Service Center will notify the department when the new card is available, or when the other changes are in place.

Banner Procurement Card (P-card) Program

Data Dictionary

Division/Department Roles

Title	Job	Responsibilities
Card Holder (“Budget Authority”)	Person with the overall oversight, and budget responsibility, for all transactions posting to the P-cards under their control.	<ol style="list-style-type: none"> 1. Requesting and authorizing the use of P-cards for the department. 2. Appoints the “Card Custodian” for the department cards. 3. Responsible for reviewing all charges against department cards.
Card Custodian	Person who maintains security of the P-Card in the department.	<ol style="list-style-type: none"> 1. Physical safekeeping of department P-cards. 2. Ensure all P-card “Users” have passed the OUS P-card Test. 3. Provide card access to only “authorized” card “Users”. 4. Maintains “Activity Log” Form. 5. Collect and forward receipts documenting purchases with Index and Activity Codes to Account Manager.
Card Users	Individuals who have been cleared and authorized to have access to use the card to make purchases (Temporary Employees & Students may not be a Card User).	<ol style="list-style-type: none"> 1. Passing any required training on use of P-cards. 2. Safeguarding P-cards in their possession (not releasing the card to any unauthorized individuals). 3. Returning P-card, and receipts, to the Card Custodian in a timely manner.

Service Center Roles

Title	Job	Responsibilities
Program Administrator (Business Services)	Person who provides and maintains oversight of card activity.	<ol style="list-style-type: none"> 1. Develop and maintain a comprehensive program policy. 2. Establish institutional training programs. 3. Set up new P-cards for departments. 4. Suspend or Terminate P-cards as needed. 5. Work with U.S. Bank regarding card issues. 6. Audit cards to ensure compliance with OUS and SOU policies and procedures.
Account Manager	Person who monitors the department P-Card usage, collects receipts, and ensures transactions are posted to Banner Index Codes in a timely fashion.	<ol style="list-style-type: none"> 1. Monitor card transactions for appropriate use. 2. Monitor card activity for suspected fraud. 3. Verifies Index and Activity Codes to be assigned to the purchase. 4. Approves purchase for posting to Index and Activity Codes. 5. Maintain comprehensive listing of personnel associate with each card. 6. Ensure all individuals have completed all required training (OUS & SOU)
Business Managers	Provides backup for the Account Manager.	Same as Account Manager
Card Custodian	Service Center will maintain some P-cards available for check-out by valid Card Users in the departments.	<ol style="list-style-type: none"> 1. Physical safekeeping of department P-cards. 2. Ensure all P-card Card Users have passed the OUS P-card Test. 3. Provide card access to only “authorized” Card Users. 4. Maintains “Activity Log” Form. 5. Collect and forward receipts documenting purchases with Index and Activity Codes to Account Manager.

Banner Procurement Card (P-card) Program

Forms:

Data Dictionary

- **Purchase Card Transaction Maintenance** (FAAINVT): View and update transactions for posting Banner Index Codes.
- **Purchase Card Query** (FAICARD): Review system defaults (i.e.: Index Codes, Account Managers, etc.).

Reports:

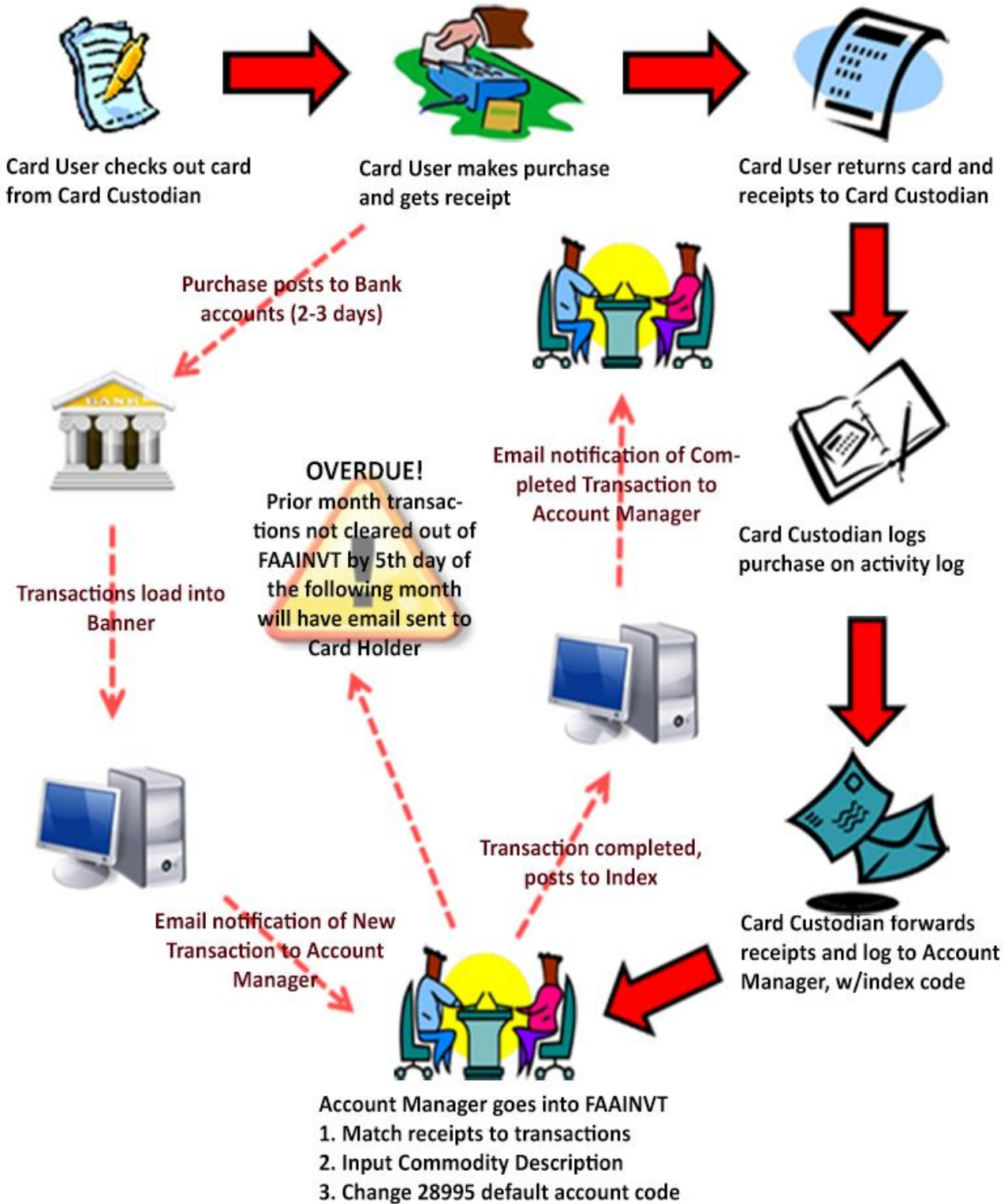
- **Undistributed Transactions** (FWRUDST): View and update transactions for posting.
- **Completed Transactions** (FWRCOMP): List of completed transactions fed to post to index codes.
- **Procurement Card Purchasing Log** (FWRPLOG): Creates a Log of transactions for sign off by the Card Holder.

Definitions:

- **Backdating** – The period for backdating is the first 3 business days of every month. Transaction taking place in the previous month can be backdated after the new month begins. The Account Manager will change the Feed date in FAAINVT to the last day of the previous month (Example: *It's May 2nd and purchase was made in April, the feed date can be changed to April 31st.*)
- **Billing Period** – The billing period will start on the 26th and end on the 25th of the next month. Due to weekends and holidays, these dates may change. To view the actual billing statement dates go to the Business Services P-Card Website.
- **Card Descriptor** – The name attached to the card.
- **Commodity** – The product or goods purchased.
- **Date = Banner Transaction Date** – The date a transaction is fed into Banner and posts to the finance ledger as an expense (Not data enterable).
- **Date = Bank Post Date** - The date the transactions post at the Bank (Not data enterable).
- **Date = Invoice Date** - The actual “Purchase Date”, also may be referred to as the “Bank Transaction Date” (Not data enterable).
- **Date = Feed Date** – The date the transaction will feed to the Banner finance ledgers as an expense. This date can be changed to post the transaction to the appropriate accounting period. This will only happen if the transaction has a “commodity description” and the account code is NOT still showing as “28995”.
- **Date = Payment Due Date** – The date the Invoice payment is due and is based on the date entered in FAAINVT (or same as the Feed date) which is determined on the date the item goods were purchased and received” (Not data enterable).
- **Default Expense Account** – Account Code 28995. The code initially attaches to all purchases coming in from the Bank.
- **Reconciliation** – The Account Manager’s core responsibility. Activity Log is maintained, receipts match the Log, receiving document matches the receipt, Card Holder signs off, Commodity detail is inserted, Account 28995 is cleared via FAAINVT, maintain reconciled records, and reports fraudulent purchase activity.
- **Responsible Organization** – The department that is responsible for the purchasing of commodities.
- **“Z”-Document** – is a transaction number generated by Banner for each Completed Transaction (FED).

Banner Procurement Card (P-card) Program

Introduction to Process

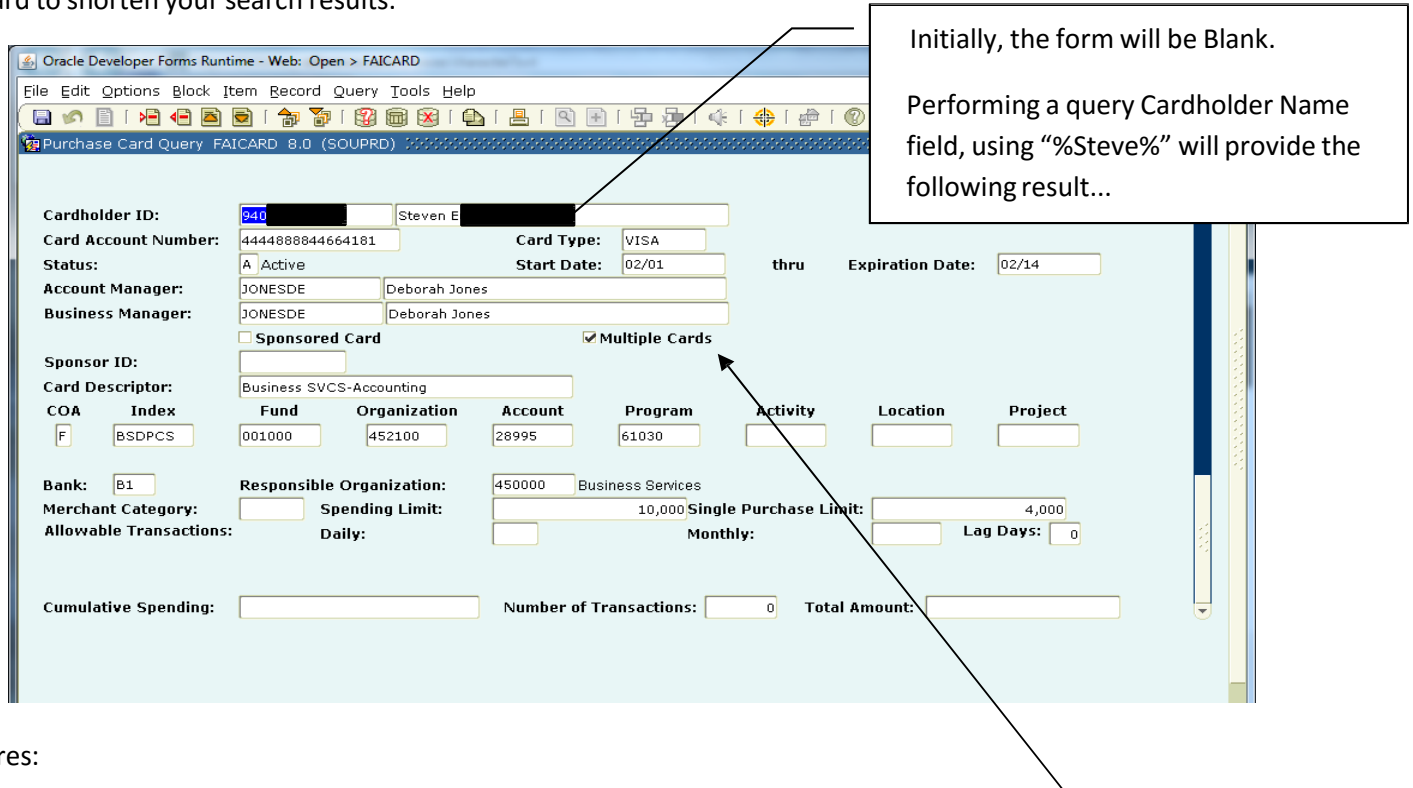


Banner Procurement Card (P-card) Program

Viewing Card Information (FAICARD)

(Informational Only)

The “Purchase Card Query” Form provides the ability to view the “**default**” information associated with anyone of your cards. Initially, the form will be blank. A query can be performed on any field within the form, by using the “%” as a wildcard to shorten your search results.



Oracle Developer Forms Runtime - Web: Open > FAICARD

File Edit Options Block Item Record Query Tools Help

Purchase Card Query FAICARD 8.0 (SOUPRD)

Cardholder ID: 940 [redacted] Steven E [redacted]

Card Account Number: 4444888844664181 Card Type: VISA

Status: A Active Start Date: 02/01 thru Expiration Date: 02/14

Account Manager: JONESDE Deborah Jones

Business Manager: JONESDE Deborah Jones

Sponsored Card Multiple Cards

Sponsor ID: [redacted]

Card Descriptor: Business SVCS-Accounting

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project
F	BSDPCS	001000	452100	28995	61030			

Bank: B1 Responsible Organization: 450000 Business Services

Merchant Category: [redacted] Spending Limit: 10,000 Single Purchase Limit: 4,000

Allowable Transactions: Daily: [redacted] Monthly: [redacted] Lag Days: 0

Cumulative Spending: [redacted] Number of Transactions: 0 Total Amount: [redacted]

Initially, the form will be Blank.
Performing a query Cardholder Name field, using “%Steve%” will provide the following result...

Features:

- Based on your query, more than one card can be returned. Use the “↓↑↑” to view multiple card records.
- Card Account Number: All but the last 6 digits are masked with numbers that do not relate to the actual card number.
- Account Mgr and Business Mgr will be Service Center staff assigned to that department.
- Card Descriptor = Name on the card. Provides the department’s with the ability to separately identify more than one card, if you have multiple cards within the department.
- Index code: Is the “default” that will be tied to transactions. This can be changed before posting transactions, but to save work use the index that will apply to the majority of the transactions associate with this card.
- Responsible Organization = The Department responsible for the card. Can only enter a numerical value here. To perform a query to acquire your department’s highest “Organization Code”, see the next page.

Banner Procurement Card (P-card) Program

Viewing Card Information (FAICARD) Finding your “Responsible Organization” Code

The Responsible Organization code is your department’s highest level organization code associated with your department. Several ways to locate your code:

- 1) Run the Organization Hierarchy Report (FWRORGH), and locate your department within that report, example for Business Services:

REPORT FWRORGH 8.0.A
CHART: F

PAGE: 1

ORGANIZATION	DESCRIPTION
450000	Business Services
452099	Director of Business Services
451000	Director of Business Services
452100	Departmental Services Operations
452311	Bus Svc: Loan Operations
452199	Assoc Dir Bus Serv/Bursar-Student
452200	Student Services Operations
452312	Bus Svc: Special Collections
452320	Bus Svc: Student Billing
452351	Bus Svc: Purchasing/Trave
455000	Printing and Copy Services
463000	Payroll

SOUTHERN OREGON UNIVERSITY
Organization Hierarchy Report
AS OF 02-JUL-2013

Note: This is about a 12 page report if printed out for the university.

It can be run on smaller units by specifying a lower org code parameters.

Responsible Organization Code

Highest Level Code in Department

- 2) Go to the “Organization Code Validation Form” (FTVORGN), and perform a query on your department name (example: “%Bus%Serv%”)...

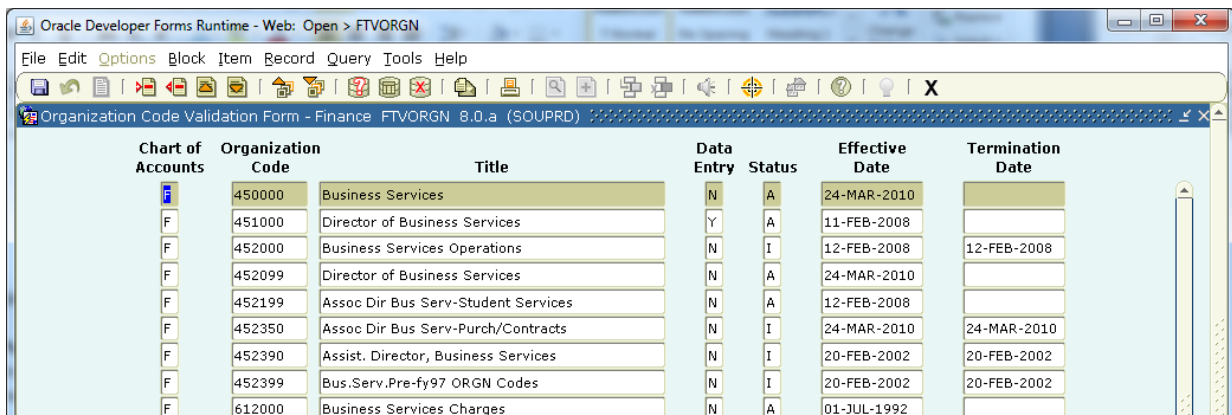


Chart of Accounts	Organization Code	Title	Data Entry	Status	Effective Date	Termination Date
F	450000	Business Services	N	A	24-MAR-2010	
F	451000	Director of Business Services	Y	A	11-FEB-2008	
F	452000	Business Services Operations	N	I	12-FEB-2008	12-FEB-2008
F	452099	Director of Business Services	N	A	24-MAR-2010	
F	452199	Assoc Dir Bus Serv-Student Services	N	A	12-FEB-2008	
F	452350	Assoc Dir Bus Serv-Purch/Contracts	N	I	24-MAR-2010	24-MAR-2010
F	452390	Assist. Director, Business Services	N	I	20-FEB-2002	20-FEB-2002
F	452399	Bus.Serv.Pre-fy97 ORGN Codes	N	I	20-FEB-2002	20-FEB-2002
F	612000	Business Services Charges	N	A	01-JUL-1992	

Banner Procurement Card (P-card) Program

Banner Reports

Sample: Undistributed Transactions Report

Benefit: Can have a value particularly if a department has a large number of transactions on their cards. Allows you to see all of them without having to cycle through them individually within the FAAINVT form. If you don't have that many transactions, you may just want to skip this report, and proceed directly to FAAINVT to view the transactions.

```

FWRUDST  8.4.D          SOU - CHPS Production Data
                PCard Undistributed Transactions

Index      Fund      Purchase Date      Bank Post Date      Vendor Name      Amount
-----
Card: 112233 Public Affairs - (Name of Card Holder here)
Business Manager: Doe, John
Account Manager: Doe, John

PUBAFF  001005  27-DEC-2011      29-DEC-2011      THE NEWS REVIEW CIRC      86.41
-----
Total for card 112233:      86.41
=====
    
```

To run the report: Enter the Card Number in the Parameter field (Note: This does accept a wildcard character...use the “%” sign to simplify the query (example: “%2233%” will generate a report similar to the one above).

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

Process: Undistributed Transactions Parameter Set:

Printer Control

Printer: Special Print:

Parameter Values

Number	Parameters	Values
01	Card Number	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Last 6 digits of the credit card number (accepts wildcards or % for all)

Submission

Save Parameter Set as Name: Description: Hold Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 ... List of Valu... <OSC>

Banner Procurement Card (P-card) Program

Banner Reports

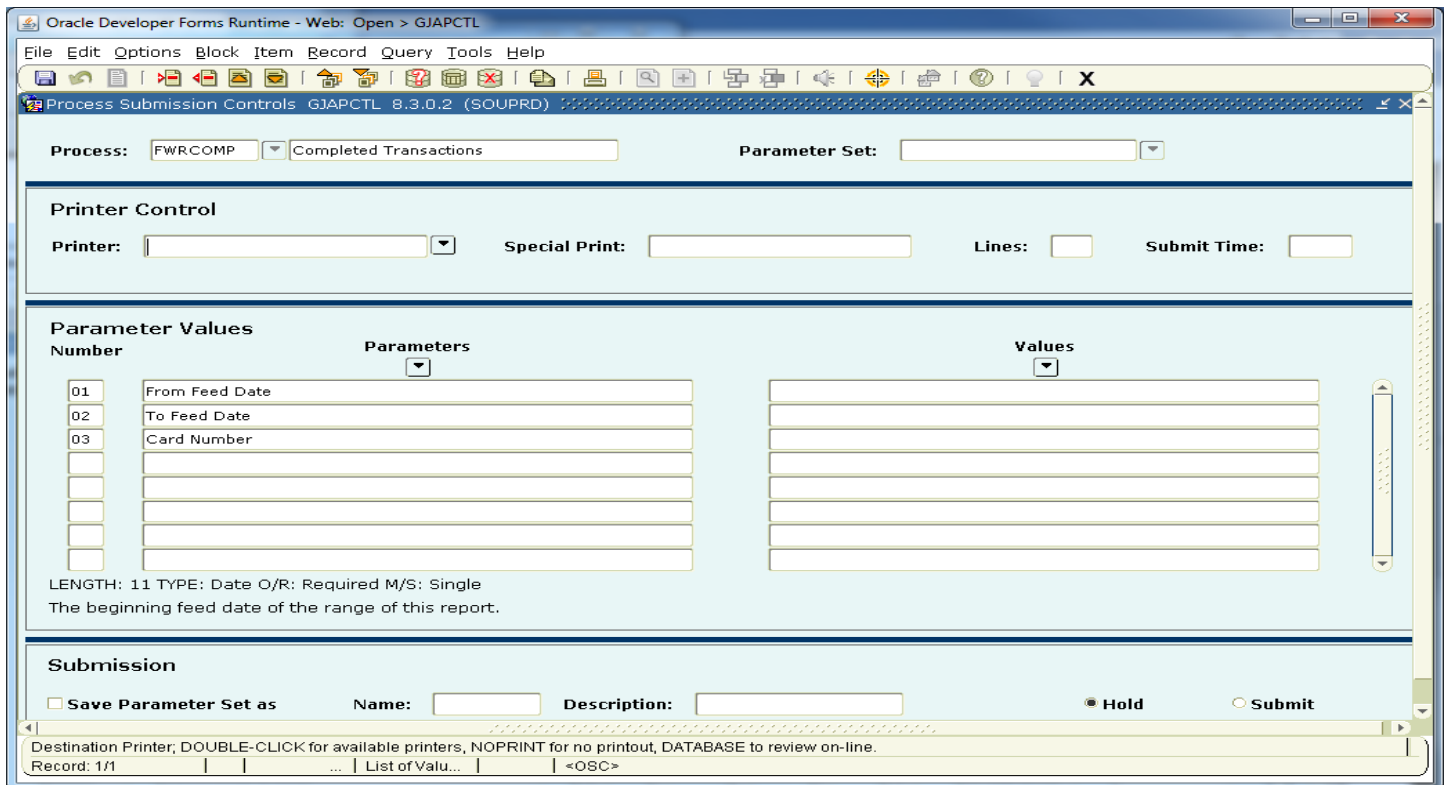
Sample: Completed Transaction Report

Benefit: To view historical information over a period of time.

FWRCOMP 8.4.C			CO - CHPS Production Data PCard Completed Transactions				
Index	Fund	Account	Banner Invoice No.	Banner Transaction Date	Vendor Name	Commodity Description	Amount
Card: 112233 Public Affairs (Name of Card Holder here)							
Business Manager: Doe, John							
Account Manager: Doe, John							
PUBAFF	001000	20101	Z0000101	25-JUN-2013	ABC Company	Office Supplies	98.00
PUBAFF	001000	28601	Z0000102	28-JUN-2013	XYZ Company	Conference Fee: Tim Jones	450.00
Total for card 112233:							548.00

To run the report:

- Enter "To/From" dates.
- Enter the Card Number (Note: This does accept a wildcard character...use the "%" sign to simplify the query (example, "%2233%" will generate a report similar to the one above).



Banner Procurement Card (P-card) Program

Banner Reports

Sample: Procurement Card Purchasing Log

Benefit: To provide a summary of purchase over a specified time period, and to acquire signatures of Card Holder and Account Manager. Departments are required to get the Card Holder (Budget Authority) signature showing this person has reviewed the transactions. SOU will still be receiving the month card statements from U.S. Bank. So departments don't have to print out this report for signature, if they are having the Card Hold sign off on the Bank Statement. Signature on either document will be acceptable for Audit purposes.

Bank Tran Date	Banner Tran Date	Vendor Name	Banner Invoice No.	Item Description	Index Code	Account Code	Account Title	Transaction Amount
31-MAY-13	01-JUN-13	Office Max	Z0000056	Office Supplies	PUBAFF	20101	Office & Admin Supplies	56.41
22-JUN-13	25-JUN-13	ABC Company	Z0000101	Office Supplies	PUBAFF	20101	Office & Admin Supplies	98.00
24-JUN-13	28-JUN-13	XYZ Company	Z0000102	Conference Fee – Tim Jones	PUBAFF	28601	Conference Registration Fees	450.00

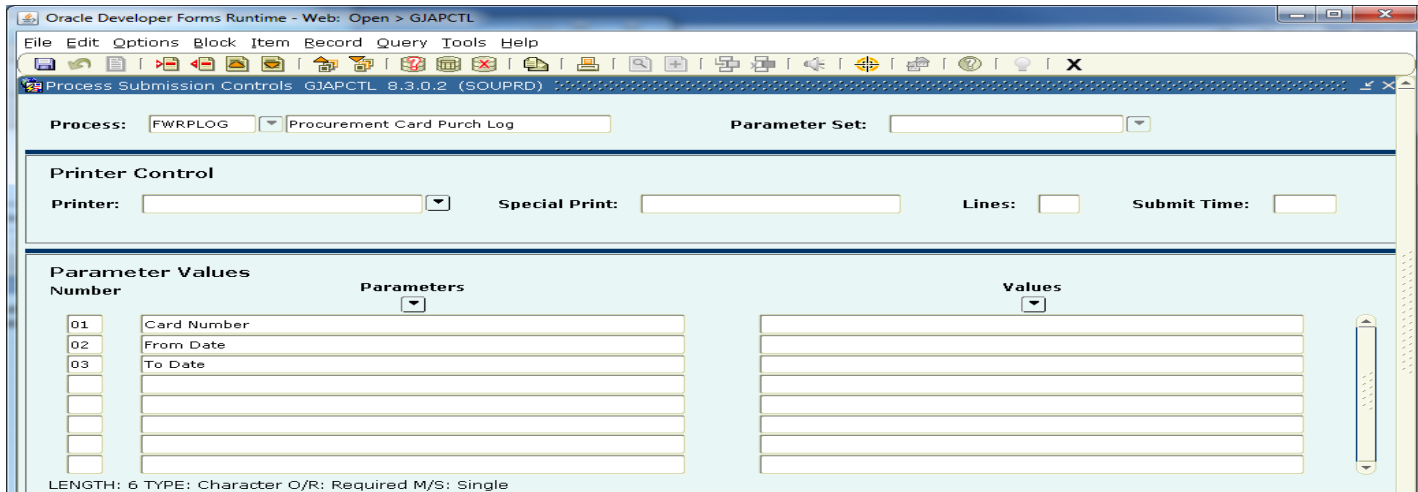
Card Custodian	_____	_____	_____
	Printed Name	Signature	Date
Budget Authority	_____	_____	_____
	Printed Name	Signature	Date
P-Card Program Mgr	_____	Not Required	_____
	Printed Name	Signature	Date

Reference to "Card Custodian" and "Budget Authority" are in the process of being updated to the new reference titles.

By signing this document, all parties certify that the monthly statement has been reconciled and that all purchases were authorized and made in accordance with the applicable procedures and the SOU Purchasing Policy.

To run the report:

- Enter "To/From" dates.
- Enter the Card Number (Note: This does accept a wildcard character...use the "%" sign to simplify the query (example, "%2233%" will generate a report similar to the one above).



Banner Procurement Card (P-card) Program

P-Card Statement Cutoff Dates

U.S. Bank Statement cutoff dates typically have fallen on the 15th the month (extended to the next working day if the 15th falls on a weekend or holidays). This will be converted to the 25th of the month (extended to the next working day if the 25th falls on a weekend or holidays), to be line with OUS and other campus statement dates. Transactions made after the statement cutoff date will be loaded into the P-card module (FAAINVT) after the close of the Accounting Period for that particular month (the Accounting Periods are closed by the end of the 5th working day of the following month).

Updates on the bank statement cutoff dates will be posted on the Business Services Purchasing website (<http://sou.edu/bus-serv/purchasing/purchcard.html>):

The screenshot shows a web browser window displaying the page test.sou.edu/bus_serv/purchasing/purchcard.html. The page header includes the Southern Oregon University logo and navigation links such as 'My SOU', 'Current Students', 'Faculty & Staff', 'A to Z Index', 'Directory', and 'Email'. The main content area is titled 'BUSINESS SERVICES' and 'Purchasing Card'. The text explains that OUS and SOU have contracted with US Bank for Departmental VISA credit cards. It states that the cards are used for specific goods and services to improve efficiency. A knowledge test is required for users, with a link provided: <https://secure.ous.edu/cont-div/procurement/>. A list of links is provided, with an arrow pointing to 'Statement Cutoff Schedule (Billing Cycle time-periods)'. Other links include 'SOU Purchasing Card Procedure Manual (P-Card Manual)', 'Department Purchasing Card - Application & Agreement (formerly "Addendum" Form) ... P-Card "Terms and Conditions"', 'Request to Increase Purchasing Card Limits', 'Activity Log Form', 'Business Services P-Card "Audit Form" - for your reference', and 'SOU Purchasing Card - Sanctions for Misuse'.

Banner Procurement Card (P-card) Program

SOU Departmental P-Card Usage Policy

The SOU Procurement Card Policy is located out on the SOU University Policy website: <http://www.sou.edu/policies/>

FAD.034 Purchasing Card

Policies for Procurement Card (P-Card)

OUS and SOU have contracted with US Bank to provide Departmental VISA credit cards, also referred to as Purchasing Cards (P-Card). The cards are to be used to purchase, or procure, specific types of goods and services for the University which will result in significant efficiencies and convenience.

The Purchasing Card is different than the Travel (Corporate) Card used for employee travel expenses.

Card Issuance:

A Card Holder (Budget Authority) requests a new purchasing card using the P-Card Application and Agreement form. At this time, a Card Custodian and card Users are identified, and agree to the terms of using the card. Business Services then processes the application and obtains the card from US Bank. After a card is issued, authorized users must be added or deleted using the same Application & Agreement form, available on the Business Services website. The Account Manager (in Service Center) reconciles these receipts to charges posting through the P-card Module. The names of terminated employees must be removed from the list of authorized users in a timely manner.

Card Usage:

All purchases made with the P-Card must comply with OUS policies. Typically, purchases can be made with a vendor that accepts credit card payments, subject to existing SOU policies. The following are examples of authorized purchases:

Office Supplies	Conference Registration Fees
General Operating Supplies	Subscriptions
Software	Dues and Memberships
Minor Equipment/Furniture Purchases	Hosting Groups and Guests (except airfare)*

*Any food purchases require an itemized receipt and a completed Reimbursement for Hosting Groups/Guests/and Candidates Form or a Reimbursement for Meals or Refreshments at Meetings Form to be submitted to the Service Center, with appropriate P-card payment information attached. The Policy on Entertainment and the related forms are located on the Business Services website under “Non-Travel Business Meals, Refreshment & Hospitality Procedures.”

Please refer to the Business Services website for Purchasing Card instructions and for training documentation: <http://sou.edu/bus-serv/purchasing/index.html>

Only permanent faculty and staff may be established as a card “user” and students or temporary employees cannot be established as designated card users.

Banner Procurement Card (P-card) Program

SOU Departmental P-Card Usage Policy *(continued)*

Credit limit standards per billing cycle will be initially set by the P-Card Administrator in Business Services (\$10,000 monthly limit). May be increased upon department's request to the Service Center: use the [Request for Increase to Purchasing Card Limits](#) form located on the Business Services website. Lower limits may also be requested.

All persons connected to a departmental purchasing card (card holders, card custodians, account managers, business managers, and card users), must pass the OUS Procurement Card Test, located on the Business Services website under Purchasing Card Guidelines.

Restrictions to Card Usage:

Use of a procurement card is prohibited for cash advances and personal or non-business purchases.

Use of a procurement card is generally prohibited for travel costs (39000 account codes) except for conference hotel reservations and payments, rental car reservations, and Athletic Team Travel.

For purchases other than library acquisitions (account code 40190), use of a procurement card is prohibited for capital outlay (40XXX account codes) due to fixed asset inventory recording requirements.

Use of a procurement card is prohibited for the following account codes due to 1099 and W-2 tax reporting requirements. These account codes are for tax reportable services that are performed by an outside vendor and may be subject to revisions. These services include, but are not limited to, labor costs and/or labor and materials costs:

- Moving costs (28510)
- Maintenance and repairs (23501,23502,23503,23504,23510,23511,23512,23530,23531)
- 1099 reportable services performed by others (245XX – 25199 account codes)
- Purchases involving the following account codes:
 - 20169 Awards and Prizes – Non-employee
 - 21008 Animal Care
 - 21070 Agricultural Services
 - 23080 Utilities and maintenance – Non-Employee
 - 24001 Equipment – Rental and Leases
 - 24050 Land – Rental and leases
 - 24051 Building – Rentals and Leases
 - 24052 Housing Rental – Non Employee
 - 24053 Storage Rental/Fees – Non-Employee
 - 28540 Dependent Assistance – Tuition and Fees – Non-Employee
 - 28541 Dependent Assistance – Other – Non-Employee
 - 28542 Temporary Living and supplemental Allowance – Non-Employee
 - 28543 Settling-In Allowance Payment – Non-Employee
 - 28544 Storage of Household Goods – Non-Employee
 - 28546 Cost-of-Living/Post Allowance – Non-Employee

Banner Procurement Card (P-card) Program

SOU Departmental P-Card Usage Policy (continued)

Purchasing Card Abuse:

A misused Purchasing Card may be cancelled and returned to the Bank. Department Management, in consultation with Human Resources, is responsible for taking appropriated disciplinary action consistent with applicable personnel policies.

Other Information:

The Account Manager will retain purchasing documentation in a secure location for a period of not less than four years in accordance with OUS Retention Standards.

US Bank will send a statement of monthly charges to the Account Manager who will coordinate with the Card Holder (Budget Authority) to review and approve purchases.

Banner Procurement Card (P-card) Program

Lost or Stolen Cards, or Suspected Fraud

The intent is to alert U.S. Bank and the SOU P-card Administrator at the earliest opportunity. If the card has been lost or stolen, or you have reason suspect the card number has gotten out and is being fraudulently used, you should:

1. Contact your Account Manager in the Service Center, and report the information, and actions taken to date. If the Account Manager is unavailable, contact the Business Manager or the Service Center. The Account Manager, or Business Manager, will work with the P-card Administrator in Business Services.
 - A. Lost or stolen cards will be cancelled, and a new card will be issued.
 - B. Report any fraudulent transactions. U.S. Bank will remove those charges, and open up an investigation. The Bank will also close the account, and reissue a new card.
2. After Service Center hours or in an emergency, you can contact the U.S. Bank Cardholder Support Line.

U.S. Bank Access® Online

Commercial Clients

Cardholder Support

General Account Inquiries: *	800-344-5696/701-461-2010 Password Resets & General
Navigation:	877-887-9260/701-461-2028

Program Administrator Support

Access Online Program Support: accessonlinesupport@usbank.com	877-452-8083/701-461-2900 Email:
------------------------------------------------------------------	----------------------------------

Dispute Address & FAX:

Cardmember Service
P.P. Box 6335
Fargo, ND 58125-6335
Fax: 866-229-9625

* Statements, transactions and balances, lost or stolen cards, PINS, address changes, telepay

Banner Procurement Card (P-card) Program

Auditing

Account Managers will periodically audit their assigned Procurement Cards. Items to be audited include:

- ✓ Agreement form on file and up-to-date
- ✓ Activity Log is complete and accurate
- ✓ Procurement Card is securely stored when not in use
- ✓ Expenses are for authorized business purposes only
- ✓ Appropriate forms completed with receipts (ie Hosting Forms with receipts for food purchased)
- ✓ Signed memo in place of missing receipts
- ✓ Only Authorized Users are utilizing Procurement Card
- ✓ Completed Agreement to Allow Off Campus Use of University Property form on file with Risk Coordinator for Minor Equipment (\geq \$250 and \leq \$5k) bought with Procurement Card

Findings of the audit will be forwarded to the Card Custodian and Card Holder (Budget Authority), and, in cases of serious or major misuse, to the Director of the Service Center and/or Director of Business Services.

Banner Procurement Card (P-card) Program

Sanctions for Misuse

Minor Exceptions

- Poor file organization
- Incomplete Sign Out Activity Log entries – first time
- Lost charge slips – first time
- Using the card for excluded purchases – first time

Sanction – verbal or written counsel to Account Manager (Business Manager) **Serious**

Exceptions

- Failure to keep all names current on the Agreement
- Failure to safeguard the procurement card at all times
- Failure to maintain support documents
- Failure to resolve billing disagreements with merchants or US Bank
- Failure to reconcile bank statement to card sign-out log and receipts
- Failure of Card Holder to sign monthly Bank Statement, or monthly report, indicating approval

Sanction – Temporary suspension of departments VISA Procurement Card

Major Exceptions

- Repeated purchases of excluded items or services
- Repeated failure to safeguard the Procurement Card
- Failure to notify US Bank if the card is lost or stolen
- Accepting cash back from merchant/vendor when item is returned or credit is due.
- Repeated failure to reconcile bank statement to card log and receipts
- Repeated failure to obtain supervisor's approval on Monthly Statement Packet
- Using the card for personal purchases
- Any fraudulent use of the Procurement Card

Sanction – Grounds for your immediate surrender of the VISA Procurement Card and revocation and suspension of your VISA Card purchasing privileges. Violations, depending on severity, may also be grounds for personal liability; disciplinary action, up to and including dismissal; and criminal sanctions.