

College of Agriculture and Life Sciences (CAL S) Business Operation

Purchase Card (PCard) Manual

2017



TABLE OF CONTENTS

USING YOUR PCARD	3
CALS CBO ROLE AND EXPECTATIONS	4
CARDHOLDER ROLE AND EXPECTATIONS	5
SUPERVISOR ROLE AND EXPECTATIONS	6
ALTERNATIVE APPROVER ROLE AND EXPECTATIONS	6
CALS CBO RECONCILIATION PROCESS	7
CALS CBO STATEMENT APPROVAL PROCESS	7
CALS CBO NEW PCARD REQUEST REQUIREMENTS	7
ALLOWABLE AND NONALLOWABLE EXPENSES	8
ACCEPTABLE RECEIPTS	9
BUSINESS PURPOSE GUIDELINES	10
AP10X FORM REQUIREMENTS	10
PCARD COMPLIANCE ASSURANCE	11
USING THE PCARD CENTER	12
UPLOADING RECEIPTS IN THE PCARD CENTER	12
ADDITIONAL RESOURCES	12
PCARD FAQ'S	13



USING YOUR PCARD

Congratulations on your new NCSU pcard! By this point, you will have received training from the University PCard Administration team, but this manual dives further into specifics about the pcard process as a CALS employee.

Any service/good bought with the PCard must fall under the definition of allowable goods, as defined in the University Spending Guidelines (<http://harvest.cals.ncsu.edu/business-operations/documents-and-forms/>). When buying allowable goods/services, your NCSU PCard can be used just like any other credit card. It is chip enabled to provide increased security.

As with the voucher system, purchases must be for \$5,000 or less. Certain exceptions may be approved by the purchase card administration team, but this is on a case-by-case basis and must be approved before the purchase occurs. Goods or services available on the NCSU marketplace should not be purchased using your PCard. Marketplace vendors include Amazon, Staples, Office Depot, Sigma-Aldrich, and Home Depot. Additional purchases that should not be placed on your PCard include meals while in travel status, goods/services for personal use, gift cards for employees, computers/laptops and payments to other NCSU departments/Units. Meals in travel status are reimbursed at the per diem rate, set by the General Services Administration. Personal goods/services should never be purchased using University funding. Payments to other NCSU departments or units should always be processed via Interdepartmental Transfers or Service Unit Billing. Splitting of purchases to circumvent the single purchase limit is prohibited.

NCSU is exempt from NC Sales & Use Tax for qualifying purchases, effective July 1 2004. The NC Sales Tax Exemption number is: 400021. Some vendors require to see the NCSU Sales Tax Exemption Letter or the Certification of Exemption. Both of these can be found within the link at the end of this section (this link may require your Unity ID.) As the cardholder, you are responsible for presenting the vendor with the sales tax exemption number/certificate before your purchase.

(<https://controller.ofa.ncsu.edu/tax-compliance/university-tax-status/>)

CALS BUSINESS OFFICE ROLE AND EXPECTATIONS

Within the CALS Business Office our responsibility is to ensure that each cardholder is utilizing their PCard in accordance with Federal, State, and University policies and regulations ensuring that each transaction is appropriate, compliant, and accurate.

PCard Request Approver

1. Review, then approve or deny all new and modified card requests.
2. Ensure the limits selected and allowed purchases align with the employee's role within the organization and the business purposes for which he/she will be utilizing the PCard.
3. Ensure that the project-phase identified as the pcard default is on a discretionary or gift funds (6xxxxx or 7xxxxx).
4. Ensure that there is a Business Liaison (BL) and CALS Business Office reconciler assigned to all new cardholders.
5. Communicate with reconcilers and cardholders to distribute monthly compliance report findings.

PCard Reconciler

1. Review and ensure that each transaction is appropriate and follows basic spending guidelines: <http://harvest.cals.ncsu.edu/business-operations/documents-and-forms/>
2. Ensure that charges are moved to the appropriate project-phase prior to university reconciliation deadline.
3. Ensure that the business purpose is clear for each transaction within the billing cycle.
4. Ensure that itemized receipts have been provided for each transaction.
5. Review and routes the cardholder statement for final approval.



CARDHOLDER ROLE AND EXPECTATIONS

1. Determine transaction allowability and funding availability prior to making purchase.
2. Buy from allowable and appropriate vendors. All transactions with NCSU departments should be made using Inter-Departmental Transfers (IDT).
3. Ensure that NC Sales Tax is not charged on the purchase.
4. Obtain itemized receipt once purchase has been completed and submit to MyPack PCard Center within 2-5 business days of transaction date.
5. Provide brief description of business purpose and identify the project-phase.
6. Provide all required documentation when applicable
 - a. AP104 (non-employee travel)
 - b. AP106 (University Sponsored Conferences)
 - c. AP107 (food/alcohol purchases for entertainment purposes)
 - d. Travel Authorization (TA) Number
7. Resolve billing disputes and credits.
8. Certify the validity of all transactions by reviewing and approving the monthly statement.
9. Retain receipts for a minimum of six (6) months.



SUPERVISOR OF THE CARDHOLDER ROLE AND EXPECTATIONS

1. Consult with Department Head to evaluate the purchasing needs of the unit and delegate purchasing authority.
2. Ensure that employees get the required training to carry out their purchasing responsibilities
3. Review and approve or deny new and modified PCard requests.
 - a. The requested spending type matches the job duties of the cardholder.
 - b. The requested spending limits match the purchasing responsibilities of the cardholder
 - c. The selected default fund source is a discretionary fund (6xxxxx or 7xxxxx) or workshop fund (37xxxx allowed on rare occasions).
4. Review the monthly PCard statements to verify that transactions align with mission of the department and comply with university and program policies and guidelines.

ALTERNATE STATEMENT APPROVER ROLE AND EXPECTATIONS

NOTE: *This role is assigned the Financial System Workflow Administrator for the college/division of the cardholder. To ensure strengthened internal controls, the role of PCard Statement Approver may not be delegated to a subordinate of the cardholder.*

1. Act as a proxy for the supervisor of the cardholder in the event that the supervisor is unavailable to review and approve the monthly statement.
2. Remain knowledgeable of the cardholder's job responsibilities. Understand the cardholder's purchasing role enough to verify that purchases documented on the monthly statement are appropriate for the cardholder and the department.
3. Immediately investigate and report misuse of the PCard.



CALS CBO P CARD RECONCILIATION PROCESS

Cardholder PCard purchase

Transaction Post (within 2-3 days of transaction)

Cardholder uploads receipt (within 2-5 business days)

CALS CBO reviews, redistributes project-phase, and reconciles receipts that have been uploaded by the cardholder

CALS CBO STATEMENT APPROVAL PROCESS

Statement approval should be approved in the order listed below. Cardholders should not route/initiate their statement. When a cardholder routes their statement it is pulled out of the workflow which can cause delays in approval.

1. CBO reconciler reviews statement and routes for approval
2. Cardholder approves statement
3. Supervisor or Alternate State Approver approves statement

*****If the cardholder is a Department Head the reconciler will ad hoc Senior Associate Dean, Dr. Sylvia Blankenship***

CALS CBO NEW P CARD REQUEST REQUIREMENTS

Eligible employees should submit a new pcard request in the PCard Center. Within the application the employee will need to select the appropriate spending types:

Standard -includes standard supplies, materials, and service expenses.

Travel -includes expenses such as airfare, hotels, car rental/gas, other transportation and parking. Not to be used for personal meals while in travel status.

Meals -meals should only be selected if employees' position requires event planning or program development. Applicants should provide justification when selecting this option to include the purchase of food and beverages for entertainment purposes only.

All new PCard request are required to use 6XXXXX or 7XXXXX ledgers as defaults.



ALLOWABLE/NON ALLOWABLE EXPENSES

ALLOWABLE PURCHASES

1. Items from State Term Contract vendors, up to \$5,000.
2. Supply purchases not available on the NC State MarketPlace catalogs.
3. Published materials - Advertisements and copyrighted materials, including books, educational films, CDs and video tapes.
4. Utility Payments
5. Gift Cards: Research Incentive Payments in the form of gift cards are allowed. Please refer to the Sponsored Programs guidelines and the Controller's guidelines for 1099 reporting.
6. Office Furniture not included in the NC State MarketPlace catalogs.
7. Registration Fees for external Conferences and employee professional development expenses.
8. Travel expenses such as hotel (room rate and tax), airfare, taxi, conference registrations, rental car and gas.

NON-ALLOWABLE PURCHASES

1. Online vendors that require the cardholder to agree to terms and conditions in order to complete the purchase, unless reviewed and approved by the Purchasing Department's Contract Review Services.
2. Any items requiring the signing of a vendor agreement (e.g., customizable software).
3. Meals while in travel status.
4. Hotel incidental charges such as movies, bottled water, room service and laundry.
5. Fuel for a personal vehicle.
6. Additional insurance on rental vehicles (in the U.S.).
7. Goods or services for personal use.
8. Gift cards for employees.
9. Payments to other NC State University departments (with the exception of Campus Enterprises units). Use an interdepartmental transfer (IDT) or service unit billing (SUB) for these purchases.
10. Parking Tickets. The individual driver is responsible for how and where they park regardless of who owns the vehicle. Refer to the policy under the Controller's Travel Center.
11. Laptop and Desktop computers

This list does not serve as an all-inclusive list of allowable and non-allowable charges. If you have questions in determining an allowable charge please contact your business liaison. You may also view a more detail list of allowable charges by visiting:

<https://docs.google.com/document/d/1ZOk6G7jQvYSaJpmue50I9iWN8hjkctdyq69tAx8hiMY/edit#>



ACCEPTABLE RECEIPTS

A receipt is required for each transaction (debit or credit). A legible and itemized receipt from the vendor is required and must include the following information:

Vendor name and address

Date of order

Itemized description of item(s) purchased

Quantity of each item and unit price

Shipping charges and shipping address*

Total of the order

All shipping addresses must be an official university/campus address - never the cardholder's home address.

Cardholders should make a reasonable effort to obtain an itemized receipt. If obtaining an itemized receipt is not possible, a missing receipt form should be completed and signed by the cardholder and their supervisor.

In addition to an itemized receipt and business purpose additional information will be required for the expenses listed below:

Fuel

Provide TA number for vehicle rentals

Provide license plate number for State Vehicles.

(If there is a situation in which a WEX Card is not available)

Travel Expenses

Provide TA number for all employees, AP104 for all non-employees.

Reminder: More than one night of lodging cannot be prepaid on the PCard.

MarketPlace Purchases (Amazon, Staples, etc)

Provide explanation why expense was not purchased through the MarketPlace.

Rental Vehicles

Use state contract when possible

Provide TA Number –TA must be authorized for rental vehicle use.

Meals

Provide fully completed AP107 with Department Head Signature.

For expenses that could have the appearance as a personal benefit, cardholders should detail how items were used and/or who is using the items purchased.



BUSINESS PURPOSE GUIDELINES

The business purpose should provide sufficient background information to respond to the below questions. Your reconciler may request further explanation if the answers to these questions are not immediately evident.

- 2.1. Why (purpose)? - Explain the purpose, detail the reason, or describe how the expenditure relates to the departmental program for which the funds were granted or appropriated.
- 2.2. When? - Provide the date if an expenditure of funds is for a specific event, long-distance telephone call, etc.
- 2.3. Who? - When an expenditure is for an item where there is the “appearance of a personal benefit” (e.g., travel, entertainment, refreshments, etc.), you must provide documentation indicating those persons involved/ attending the event for which the expenditure applies.
- 2.4. Where? - List the location of the event.

AP10X FORM REQUIREMENTS (AP104, AP106 and AP107)

AP 104 Form: Use for non-employee travel. This form can be substituted with either of the following:

1. Invitation to the guest to participate in University event
2. Letter or Service Contract explaining the reason for traveling

AP106 Form: Conference expenses must include an AP106 form. These expenses can be the rental of rooms, payment to caterers, bulk food purchases for refreshments, etc. This form must be completed and signed by the Department Head or County Extension Director (CED).

AP 107 Form: Food purchases for human consumption require the AP107 form to be completed and signed by the Department Head or CED. Purchases that include alcohol **MUST** be signed by the Dean.

A link to these forms can be found under CALS Business Operations website under the Documents & Forms: <http://harvest.cals.ncsu.edu/business-operations/documents-and-forms/>



PCARD COMPLIANCE ASSURANCE

In order to assure compliance with state law, university policies and program procedures, the actions listed on this chart will be taken when non-compliance is detected.

Documentation Infractions: <ul style="list-style-type: none"> ➤ Late statement submission ➤ Missing or improper receipts ➤ Failure to include required additional documentation 	
First Offense	Card is placed on hold when error is discovered and remains in a hold status until correction is made and PCard Administrator is notified.
Second Offense	(within a 12 month period) The card is suspended. The hold status is in place from the day after the statement due date to four (4) weeks after the statement is submitted. An authorization memo from the cardholder's department head is required to release the hold. In the memo, the Department Head must explain how departmental function would be impaired if the cardholder were to lose card privileges and propose actions to prevent the behavior from reoccurring.
Third Offense	(within a 12 month period) The card is placed in a hold status. The "hold" status remains in place from the day after the statement due date to four (4) weeks after the correction is made. A memo from the Department Head and PCard class attendance for the cardholder are required to re-instate the card privileges.
Purchasing Policy Infractions: <ul style="list-style-type: none"> ➤ Split Transactions (to avoid single transaction limit) ➤ Inappropriate and Non-Allowable purchases ➤ Personal Purchase made in error ➤ Failure to comply with State Contract terms 	
First Offense	The card will stay in a HOLD status until the mistake is resolved and documentation and repayment of inappropriate purchases are received by the university
Second Offense	Department Head must justify in writing how department function would be impaired if the cardholder privileges were revoked and list the actions taken to prevent future infractions from occurring. Card remains in a HOLD status until error is corrected and the Department Head justification is approved by the AVC of Finance.
Third Offense	Card is revoked and the cardholder is not eligible for future PCard privileges.
Criminal Activity <ul style="list-style-type: none"> ➤ Intentional personal purchase 	
First Offense	An intentional personal purchase is theft of state property. The card is revoked immediately. The Department Head, Internal Audit Division, Human Resources and the Campus Police are notified. Appropriate disciplinary action will be taken. The cardholder is not eligible for future PCard privileges.
<i>A PCard may be put on Hold or suspended at the request of the Department Head or Business office at any time.</i>	

USING THE P CARD CENTER

You may access the PCard Center to keep track of your purchases, as well as request any changes to your card. These changes can include changing the default project ID, or requesting extending spending limits. You will also be able to see a list of reconcilers for your pcard.

In the CAL S Business Office, we ask that you use your business liaison as a first point of contact if you have a question or find a problem. If necessary, your business liaison will then go to your reconciler to help with the issue.

UPLOADING RECEIPTS IN THE P CARD CENTER

Receipts should always be uploaded in the in the following order:

- 1st Page: Itemized receipt with business purpose written on it
- 2nd Page: Required Forms (AP104, AP106, AP107, etc)
- 3rd Page: All other supporting documentation or justification

The University PCard Instruction Manual provides step-by-step instructions on using the PCard Center and details on how to:

- Request Changes to PCard
 - Please Note: Supervisors are assigned by HR. Alternate Statement Approvers are assigned by the OUC of the cardholders default project-phase and not individual cardholder. Request submitted to change either will not be approved.*
- View PCard Receipts
- View Statements
- View Transactions
- View Card Summary
- View Request History

Univeristy PCard Center Instruction Manual:

https://materialsmgmt.ofb.ncsu.edu/uploads/pdf/CardCenter_instruct.pdf

ADDITIONAL RESOURCES

University Standard Operating Procedures:

<https://docs.google.com/document/d/1ZOk6G7jQvYSaJpmue50I9iWN8hjkctdyq69tAx8hiMY/edit>

Billing Cycle Calendar:

<https://materialsmgmt.ofa.ncsu.edu/purchasing/card-services/pcard/>

PCard Center Video Tutorials (unity ID sign-in required):

<https://mymediasite.online.ncsu.edu/online/Catalog/catalogs/nc-state-card-services-tutorials>



PCARD FAQ'S

I provided a business purpose why am I being requested to provide additional information?

A business purpose should be able to answer a series of questions who, when, where, and why. If a business purpose is provided and the purpose of the transaction is not immediately evident to the reconciler than he or she will request additional explanation. The questioning is not done to satisfy an arbitrary request but it is done to ensure that we are in compliance with university regulation (REG 07.05.01).

Where can I find the certification of exemption form?

NCSU is exempt from sales and/or use taxes on qualifying purchases. Certificate of Exemption form - <https://controller.ofa.ncsu.edu/nc-state-universitys-exemption-from-sales-and-use-tax-in-north-carolina/>

I lost my PIN number, where do I go?

Your PIN can only be viewed or changed by using the PIN assistance (unity ID sign-in required) - <https://materialsmgmt.ofa.ncsu.edu/purchasing/card-services/pcard/>

What do I do if I lost my receipt?

You should submit a missing receipt form - <https://materialsmgmt.ofa.ncsu.edu/purchasing/card-services/pcard/>

I noticed a charge that I did not purchase, what do I do?

Please address the charge with the vendor as soon as possible. If you are unable to resolve with the vendor then you must report the charge within 60 days to Bank of America. In order to file a dispute you must complete a dispute form and fax it to 888-678-6046.

Dispute form: <https://materialsmgmt.ofa.ncsu.edu/purchasing/card-services/pcard/>

Where can I find the business purpose guidelines?

Review NC State policies, rules, and regulations – REG 07.05.01 for an outline of the questions a business purpose should answer in order to be acceptable <https://policies.ncsu.edu/regulation/reg-07-05-01-payments-documentation-requirement-for-expenditures/>

What if I want to use Marketplace Vendors?

The PCard should not be used to make purchases using Marketplace. Nor should it be used to purchase items from an approved Marketplace vendor.

What to do if I leave NCSU or change jobs?

Before you leave your current position, enter a request in the NC State Card Center to inactivate your card; then shred the card.

Where can I find more information about PCard Training?

You can find additional information by visiting the University Pcard Services Website: <https://materialsmgmt.ofa.ncsu.edu/purchasing/card-services/pcard/>



REVISION LOG

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