

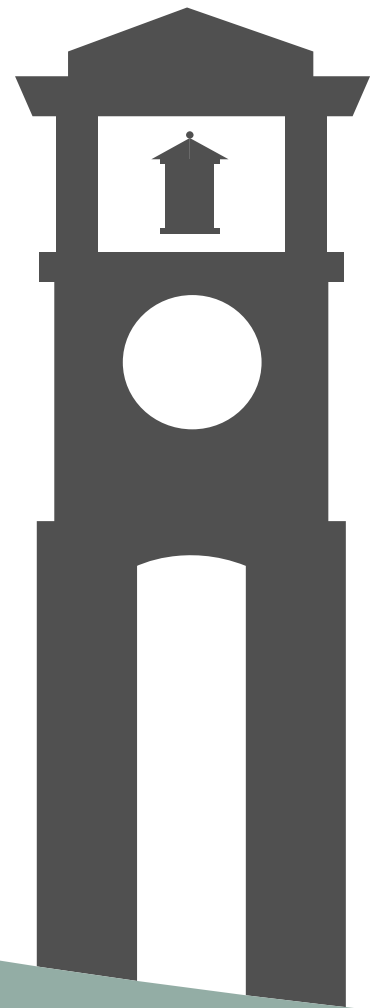
PURCHASING CARD (PCard) OVERVIEW

Purpose:

- Supplies
- Travel

Credit Limits:

- \$2,500 per transaction
- \$2,500 per billing cycle
 - Billing cycle = 2 weeks
 - Billing cycle calendar (see Resources page for link)



CARD SECURITY & FRAUD

Card Security:

- Keep your PCard secure when carrying with you or keep in locked office/desk/cabinet
- Do not let others use your PCard. This includes providing your PCard number for someone else to make a purchase.
- Lost or stolen card? IMMEDIATELY contact US Bank at 800-344-5696. US Bank will close your account and issue a new card.

Fraud:

- If you suspect fraudulent activity:
 - Immediately contact US Bank: 1-800-344-5696
 - Notify UWL Purchasing Services
- If US Bank contacts you regarding fraudulent activity:
 - Return the call as soon as possible – your PCard will be frozen until US Bank confirms with you whether or not the transaction they are questioning is fraudulent.
 - US Bank does not have your personal information (birthdate, social security number) and will ask you to identify through work related information (last four digits of your of employee ID, your office phone number or campus address).



MAKING A PURCHASE

- **Activation Code**: Use the last four digits of your employee ID number to activate your PCard.
- **Ineligible Vendor Listings**: Check vendor eligibility before making a purchase:
<https://doa.wi.gov/Documents/DEO/CertList.pdf>
- **Split/Serial Purchasing**: Do not break purchases into smaller amounts to avoid credit limits.
- **Sales Tax**: UWL is tax exempt; the sales tax exemption number is listed on the PCard in the upper right corner. Cardholder is responsible for reimbursing the university for any sales tax charged, if not credited by vendor. Check your receipts!
- **Service fees/credit card processing fees**: While not prohibited, these should be avoided. Request invoice from vendor.
- **Shipping Address**: Always use the campus address for shipping.

MAKING A PURCHASE (Con't)

- **Credits**: If you receive a credit on a statement, you must submit a credit memo, credit receipt or provide a short narrative on why you are receiving the credit. Reference should be made to the statement on which the charge being credited originally appeared.
- **Declines**: If your PCard is declined, first call US Bank at the number on the back of the PCard to determine why the charge is declining. If US Bank cannot resolve the issue, contact PCard administrator Shelle Gholson: sgholson@uwlax.edu or 608.785.8501
- **Vendor follow-up**: It is the responsibility of the cardholder to follow-up with the vendor asap if there are any discrepancies on the statement versus the receipt provided by the vendor.

Prohibited Purchases

- **Amazon Prime Memberships**: Amazon Prime Memberships cannot be purchased with your PCard or any state funds. You may use your own Amazon Prime Membership if the order is tax-free and shipped to campus.
- **Greeting Cards/Gifts**: Greeting cards and gifts are not allowable on PCard.
- **Individual Meals**: Meals while traveling should be paid for out of pocket and reimbursed through e-Reimbursement.
- **Personal Items/services**: Non-business items and services are strictly prohibited.
- **Recurring Charges**: charges billed automatically to your PCard without your review/approval
- **Other Non-reimbursable/payable expenses**: <https://www.uwlax.edu/business-services/our-services/expense-reimbursement/#tab-non-reimbursablepayable-expenses>



Special Process Purchases

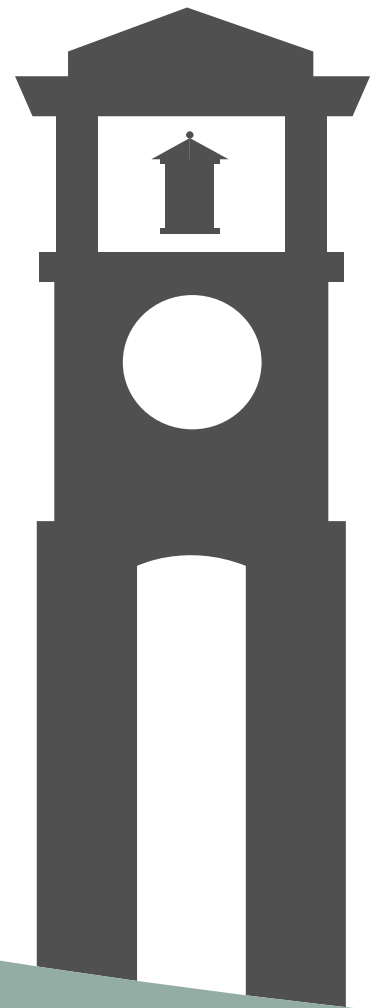
- **Books**: UWL has a contract with Follett for books; The campus bookstore should be used for all book purchases and only if Follet is unable to source the book can a PCard be used to purchase it elsewhere. Email Bookstore Manager Carlena Goddeau: cgoddeau@uwlax.edu
- **Computers, Computer Equipment**: Contact Information Technology Services via: <https://www.uwlax.edu/its/technology-purchases/>
- **Food**: A Food Expense Approval Form is required: <https://www.uwlax.edu/globalassets/offices-services/business-services/forms/2018.04.05-ap-food-approval-form.pdf>
- **Furniture**: Contact Campus Planning: planning-construction@uwlax.edu
- **Items requiring a Purchase Requisition**: [https://www.uwlax.edu/globalassets/offices-services/business-services/forms/final-items-under-\\$5k-needing-po-and-definitions.pdf](https://www.uwlax.edu/globalassets/offices-services/business-services/forms/final-items-under-$5k-needing-po-and-definitions.pdf)
- **New Memberships**: New memberships must go through an approval process; renewal of membership may go on PCard. Membership policy: <https://www.uwlax.edu/globalassets/offices-services/business-services/policies/uwl-bs-membership-policy-spring-2018.pdf>
- **Office Supplies**: Mandatory contract with Staples. Shop@UW should be used. *Do not purchase directly from Staples.*
- **Print**: Contact Purchasing Services: jelmer@uwlax.edu
- **Software**: ITS Web Help Desk ticket via: <https://support.uwlax.edu>

When do I need to submit a Purchase Requisition Form to Purchasing Services?

- ☐ All purchases over \$5,000
- ☐ Americans with Disabilities Act/Assistive Listening Devices Requirements
- ☐ Alarm Systems
- ☐ Asbestos Removal
- ☐ Audio Visual Equipment Installation
- ☐ Biological Safety Cabinets, fume hoods
- ☐ Bus, Charter Services
- ☐ Computer Equipment and Software
- ☐ Consulting Services
- ☐ Contracts Requiring Signature
- ☐ Controlled Substances
- ☐ Copiers
- ☐ Deposit Requests
- ☐ Drones and UAV's (unmanned aerial vehicle)
- ☐ Ethyl Alcohol
- ☐ Fireworks
- ☐ Fume Hoods
- ☐ Furniture Items
- ☐ Gas Cylinders
- ☐ Graphic Equipment
- ☐ Heating/Air-Conditioning/Ventilation Equipment
- ☐ Importing or Exporting Goods and Services
- ☐ Insurance Coverage
- ☐ Leases/Rentals
- ☐ Legal Services
- ☐ Maintenance/Service Agreements
- ☐ Motor Vehicles
- ☐ Omnibus Reconciliation Act -- Medicaid/Medicare Funding
- ☐ Printing Services
- ☐ Radioactive Materials
- ☐ Software License Agreements
- ☐ Stable Isotopes
- ☐ Telecommunications Equipment
- ☐ Temporary Help
- ☐ Trademarks & Logo
- ☐ On-Site Freezer/Refrigerator/Cabinet Stock Programs
- ☐ Remodeling of Campus Facilities (Facilities Planning Management Requirements)

STATEMENT PROCESSING

- **Statements are emailed** to you from Purchasing Services via pcards@uwlax.edu
 - Submission instructions are included in the statement email.
 - No transactions, no statement.
- **Due Date** for approved statements is two (2) weeks from statement date.
- **Business purpose** must be provided for every charge on the statement.
 - Statements that do not contain business purposes for all charges will be returned to the cardholder.
- **Approvals** are required from cardholder and their supervisor
 - Physical signature on statement, or email with words 'Approve' or 'Approved'
- **Expense Transfers** – funding changes can be made at statement time on the statement or via the statement submission email
- **Audit Process** – UWL, UW System and the DOA all audit PCard statements.



SUPPORTING DOCUMENTATION for STATEMENT SUBMISSION

- **All charges** on your PCard statement must have an accompanying **itemized receipt**.
- **Airfare** charges must be accompanied by the TravelWise confirmation/invoice AND a conference/meeting agenda or registration confirmation.
- **Food/Meals** must be accompanied by a pre-approved Food Expense Approval Form:
<https://www.uwlax.edu/globalassets/offices-services/business-services/forms/2018.04.05-ap-food-approval-form.pdf>.
- **Gasoline** receipts must be accompanied by a copy of the rental car confirmation/invoice.
- **Hotel/Lodging** receipts must be accompanied by a copy of the conference/meeting agenda or registration.
- **Rental Car** receipts must be accompanied by a copy of the conference/meeting agenda or registration.

Questions? Contact PCard Administrator
Shelle Gholson, sgholson@uwlax.edu, x8501



EXAMPLE STATEMENT



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBERXXXX-XXXX-XXXX8076

STATEMENT DATE07/15/16

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000002157 01 AV 0.376 106481598595165 P

Limits	Daily	Monthly	Cycle	Single Purchase
Transactions	0	0	0	
Amount(\$)	0.00	0.00	0.00	5,000.00

ATTN UNIVERSITY CENTERS
LA CROSSE WI 54601-3742

For Transactions posted between 07/01/2016 and 07/15/2016

Tran Date POS Code Default Funding	Post Date	Merchant	City, State Reference Number	Orig Cur.	Tax Freight	Amount
07/07/16 124981 Account Code 31201280491108 Funding String	07/08/16	ENTERPRISE RENT-A-CAR	LA CROSSE , WI 24493986189200749200047	290.96	0.00 0.00	290.96
Reallocate Funding to: Can change Account or Funding			Business Purpose: Be specific: 2018 Annual Purchasing Conference vs Conference			
Total Transactions:			1	Amount:	\$290.96	

Cardholder Signature

Date

Supervisor/Site Manager Signature

Date

Physical signature (wet ink) or email with word 'Approve'
or 'Approved' both work as approval fo the statement.



You will need Adobe Acrobat to process your statement. If you do not have Adobe Acrobat on your computer, contact your ITS support specialist or the Eagle Help Desk at helpdesk@uwlax.edu or 608.785.8774.

Cardholders:

A. **Review** the transactions on the statement for accuracy.

B. **Prepare** the statement:

1. Use Adobe Acrobat to edit the statement

- a. Type in a **business purpose** in the box provided for each transaction (required).
- b. Type in the funding string and/or account code change in the box provided or leave blank if there are no changes.
- c. Save the file

C. **Combine your statement and receipts into one Adobe (.pdf) file, in the following order:**

1. US Bank Statement
2. Receipts in the order they appear on your statement.
3. If applicable, the Transaction Management report.

D. **Forward the email with your combined statement file combined to your supervisor**

1. Forward the email to your supervisor with the attachment and type 'Approved' in the body of the email

Your statement will be returned if any of this information is missing.

Supervisors:

1. Review your employee's purchasing card transactions, receipts and supporting documentation.
2. Forward the email with the attachment and type 'Approved' in the body of the email to indicate your approval to: pcards@uwlax.edu



Tips for Statement Processing

Use black ink on statement.

When emailing your statement to your supervisor, do not copy pcards@uwlax.edu.

Do not use acronyms or abbreviations – outside auditors not familiar with UW will be reviewing.



RESOURCES

- **UWL Purchasing Services:** <https://www.uwlax.edu/business-services/our-services/purchasing/#tm-purchasing-card--pcard->
- **UW System Purchasing Card Policy & Procedure Manual:**
https://www.wisconsin.edu/financial-administration/download/special_topics/purchasing_cards/10-Pcardmanual-04.23.18.docx
- **Purchasing Card Billing Cycle Calendar:**
https://www.wisconsin.edu/financial-administration/download/special_topics/purchasing_cards/purchasing_card_billing_cycle/PCard-Calendar-2020.xlsx

