

UNIVERSITY OF WISCONSIN-LA CROSSE

Annual Purchasing Card (PCard) Refresher



PCard Program Overview

The Purchasing Card (PCard) is a UW-La Crosse charge card provided through U.S. Bank. All documents related to the PCard may be fully disclosed as public record to the extent required by state and federal open records laws.

The purchasing card is:

- Delegated Purchasing Authority granted by Purchasing Services to individual UW-La Crosse employees.
- Authorized for official business use only.
- Authorized for individual purchases up to \$2,500.
- Authorized for use with only certain categories of vendors and commodities.
- Authorized for certain travel costs, such as airline tickets and travel agency service fees purchased in accordance with policy 410 –Travel & Expense – Purchase & Payment of Business Air Travel; lodging and any applicable taxes purchased in accordance with 415 Travel & Expense – Purchase & Payment of Lodging; car rental and rental car gas purchased in accordance with 425 – Travel & Expense – Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation; hotel and airport parking; and other commercial transportation, including trains (Amtrak), buses, taxis, and shuttles; registration fees.



PCard Program Overview (Con't)

The purchasing card is not:

- For cardholder personal purchases or identification, under any circumstances.
- A means to avoid appropriate procurement or payment procedures.
- A card to access cash, cash equivalents, or credit.
- A right of employment.
- For reimbursable individual meal costs, which are not allowed to be charged on the purchasing card.
- For inter-agency or intra-agency use (except for retail purchases from campus operations that sell goods to the public and accept a charge card, i.e., campus bookstore).



MAKING A PURCHASE

- **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.

UNIVERSITY OF WISCONSIN-LA CROSSE

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/Flowers**: Greeting cards, gifts and gift flowers 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>



UNIVERSITY OF WISCONSIN-LA CROSSE

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).



UNIVERSITY OF WISCONSIN-LA CROSSE

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>

STATEMENT PROCESSING

Beginning April 2nd, cardholders will download their statements from their Access Online account

- **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.
 - Business purpose should answer the question ‘Why did UWL need this’.
- **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.



UNIVERSITY OF WISCONSIN-LA CROSSE

**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.



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



COMPLETE THE REFRESHER

Follow the link below to complete a brief five (5) question review of the PCard material presented in this refresher.

https://uwlax.ca1.qualtrics.com/jfe/form/SV_0dCXefDQ25oVPzE

