

FST 103: Reconciler Training

University of South Florida

Purchasing Services

Please sign the attendance roster.

What You Can Expect

- A clear understanding of how to reconcile a PCard transaction in FAST
- An overview of what cardholders can and should not purchase on their PCard.
- A review of PCard related paperwork
- This training is for FAST procedures and does not cover in-depth policy

General PCard Information

Important Account Information

- The USF PCard billing cycle:
 - **Starts**: On the 5th of each month.
 - **Ends**: On the 4th of the following month.
 - **Please Note**: If the 4th of the month falls on a weekend the billing cycle will end at 11:59pm on the following business day.
- The billing address for the PCard account is the cardholder's home address or the address on file with the bank to verify and authorize transactions.
- The USF PCard Bill to/Ship to address on all receipts/invoices must be a USF address.

Cardholder Responsibilities

- Submit receipts to your reconciler within **3 business days** of your purchase.
 - Traveling Cardholders: Must submit receipts within **3 business days after returning from travel**.
- Sign the monthly cardholder activity statement.
- Ensure **Florida** sales tax is not paid.
- Ensure PCard transactions are reconciled on time.
 - PCard transactions should be approved (reconciled) in FAST within **7 business days of their load date**.

Cardholder Responsibilities

- ***You are responsible for keeping your PCard secure.***
 - The card and the account number should not be shared with others.
 - The account number should not be emailed or written on any document (including receipts).
 - PCards should always be maintained in a wallet or locked cabinet/drawer.
- ***When leaving USF or switching departments stop using the PCard, destroy & dispose of the card, notify PCard Services to have your account closed.***
 - Do not leave this responsibility to another person (such as your reconciler or verifier).

Cardholder Responsibilities

○ **Report a lost or stolen PCard:**

- Immediately contact JP Morgan Chase: (800)316-6056.
- Request the account be closed.
- Verify your home address, request a new PCard be ordered, and shipped to your home address. **Rush delivery is not allowed.**
- Complete an Account Closure Form and submit to PCard@USF.edu for processing

○ **Filing a Dispute Claim or Fraud Claim:**

- Dispute claims and fraud claims must be filed with JP Morgan Chase within **60 days** of the post date of the transaction in question.
- **Fraud Claim:** The bank will close your account and have a new card ordered to be delivered to the address on file. PCard services must be contacted to complete an Account Closure process
- **Dispute Claim:** Dispute claims should be filed after attempting to receive a credit from the vendor.

Escalation Processes

Escalation Process: Statements & Receipts

- Activity Statements are available for download in FAST on the 10th of the statement month.
- The signed cardholder activity statement and ALL receipts are due to PCard Services by the last day of the statement month.

<u>Escalation Date</u>	<u>Escalation Process</u>
5th of the next month.	Escalation notification is sent your college administration.
10th of the next month.	Escalation notification is sent your VP administration.
15th of the next month.	The PCard account is suspended until the statement package and receipts are submitted.

Escalation Process: Statements & Receipts

- **For Example:** The December activity statement labeled 1/4/2018 (transactions from 12/5/2017 - 1/4/2018) is available for download on 1/10/2018. December (1/4/2018) statement packages are due to PCard Services on 1/31/2018.

JANUARY 2018							FEBRUARY 2018						
Sun	Mon	Tue	Wed	Tue	Fri	Sat	Sun	Mon	Tue	Wed	Tue	Fri	Sat
	1	2	3	4	5	6					1	2	
7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31			

Activity Statement Available for Download

Activity Statement & PCard Receipts Due To PCard Services

Escalation notices are sent out

Escalation Process: Inadequate Statement Packages & Receipts

- When reviewing statement packages and receipts, PCard Services will email cardholders and reconcilers regarding missing or inadequate documentation.

<u>Escalation Date</u>	<u>Escalation Process</u>
1 Week Unresolved	Escalation notification is sent your college administration.
2 Weeks Unresolved	Escalation notification is sent your VP administration.
3 Weeks Unresolved	The PCard account may be suspended.

Escalation Process: Statements & Receipts

- Weekly notifications are sent to cardholders and reconcilers when transactions are unapproved (unreconciled) in FAST for more than 7 business days.
- Weekly notifications are sent to cardholders and their travel delegates when travel transactions are not associated with a travel request number within 7 business days.

<u>Escalation Date</u>	<u>Escalation Process</u>
14 Days	Escalation notification is sent your college administration.
21 Days	Escalation notification is sent your VP administration.
28 Days	The PCard account is suspended until transactions have been approved (reconciled) in FAST.

Statement Package & Receipt Requirements

PCard Receipt Requirements

- Cardholders should ensure a “**complete**” receipt is provided for every transaction.

<u>Required</u>	<u>Criteria</u>
✓	Name of Vendor
✓	Date of Purchase
✓	Itemized Description of Items Purchased
✓	Unit Cost of Item
✓	Total Amount of Purchase
✓	Business Purpose
✓	USF Billing & Shipping Address

- Missing receipts should be supplemented with the **Exception to Required Receipt** form.

- Receipts for PCard and travel transactions should be submitted with the activity statement to:
pcardreceipts@usf.edu

PCard Statement Package Requirements

- The activity statement is downloaded/printed from FAST.
- Receipts are arranged in the same order in which they appear on the activity statement.
- A complete itemized receipt is provided for each transaction.
- Credit card numbers and personal information are redacted.
- Activity statement must be signed by all three required signers: **cardholder, cardholder's supervisor, and the reconciler.**

Restricted Purchases

Restricted Purchases

Items Not Allowed to Be Purchased On A PCard				
Dining Dollars & Bull Bucks	Greeting Cards	Prepaid Phone Cards	Congratulatory & Condolence Flowers	Cash Advances
Insurance	Gifts of Appreciation	Personal Convenience Items¹	Florida Sales Tax²	Independent Contractors
Financial Institutions	Capital Equipment³	USF Parking Permits⁴	USF Departments⁴	USF Post Office⁴

(1) Examples of personal convenience items include room service, wall clocks, and coffee makers. Exceptions may be granted for items like a refrigerator or microwave depending upon the business purpose.

(2) USF is exempt from paying Florida sales tax. You may pay sales tax when making purchases in other states.

(3) Capital Equipment = a stand alone item, with a lifespan of one year or more, and costs \$5,000.00 or more (including shipping & handling).

(4) USF Departments may only be paid using an Interdepartmental Transfer. Your PCard may be used at the Computer Store (Connection) and the USF bookstore (Follett), which are considered external vendors.

Restricted Purchases

<u>Item</u>	<u>Allowable Under Specific Circumstances</u>
Amazon	<p>All Amazon purchases made for legitimate USF business purposes must be made through the USF centralized Amazon Business Account. Cardholders are responsible for complying with all USF, BOG and State guidelines when making purchases through Amazon Business.</p> <p>Additional benefits of Amazon Business Account include:</p> <ul style="list-style-type: none">• Free 2-Day shipping on Prime-eligible items.• Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers.• Business-specific pricing and quantity discounts on eligible items.• Access to a specialized Amazon Business Customer Service team at 1.888.281.3847. <p>All new cardholders will automatically receive an email invitation with instructions for joining the USF Amazon Business Account.</p>

Restricted Purchases

<u>Item</u>	<u>Allowable Under Specific Circumstances</u>
Office Supplies	<p>Office supplies must be purchased from Office Depot regardless of the USF contract price. An exception to this rule can only be made when an item is out of stock. Online supplies must be purchased through Bulls Market. In-store purchases still have to be made at Office Depot. For more information, see the PCard website.</p> <p><u>Office Depot Representative:</u> Christine M. Kelly (954)914-5575 Christine.Kelly@officedepot.com</p> <p>Use the following link to register your PCard and receive the USF contract price and tax exempt status while shopping both In-Store and Online: https://business.officedepot.com/userprofile/registerPCard.do?billTold=276328</p>

Restricted Purchases

<u>Item</u>	<u>Allowable Under Specific Circumstance</u>
Food	<p>Food is considered an allowable purchase on a PCard if (1) the cardholder has “food permission” set up on their account, and (2) the food is paid for using an appropriate funding source. Cardholders should reference the Expenditure Matrix Guide for valid business purposes and funding sources related to the purchase of food.</p> <p>Food purchases are classified as either Event Meals or Business Meals.</p> <p>All receipts for the purchase of food should include the following information: (1) name of the event, (2) date of the event, (3) number of attendees, and (4) business purpose of the event.</p> <p>Receipts for business meals should be accompanied with a business agenda and the names of the attendees.</p> <p>Alcohol is NEVER allowed to be purchased using a PCard.</p>

Restricted Purchases

<u>Item</u>	<u>Allowable Under Specific Circumstances</u>
Gift Cards & Electronic Gift Cards (MTurk)	Can only be purchased for research study participants, this includes electronic gift cards such as Mechanical-Turk. The cardholder must complete a Request To Purchase Form for gift cards before making their purchase.
Software	<i>Software - USF has a wide variety of standard, pre-approved software available to the entire USF system. All software listed on the USF Departmental Technology Ordering website has been pre-approved for purchase and support. If the software you are trying to purchase is not listed on this page, please review and complete and submit the Technology Exception Request form (i.e. UTSB) on Bull Marketplace. Software is considered capital equipment when its unit price is \$5,000.00 or more. Such purchases must be made via a Purchase Order.</i>
Clothing	Clothing to be used for identification purposes of a USF employee must have a perquisite form on file with Purchasing Services.

Restricted Purchases

<u>Item</u>	<u>Allowable Under Specific Circumstances</u>
Entertainment Vendors	USF PCards are not allowed to be used for purchases with entertainment vendors (museums, theaters, resorts, etc.). Special exceptions can be granted. Exceptions are granted on a case-by-case basis. Please contact pcard@usf.edu to inquire whether an exception can be granted.
SunPass	A SunPass can only be purchased for a university state-owned vehicle . The cardholder must contact pcard@usf.edu and complete a Request to Purchase Form for a SunPass.
Repairs To Equipment	Repairs to equipment can be paid for using a PCard. The cardholder should include the item's tag number (or serial number) and the location of where that piece of equipment is stored.
Contractual Services	Contractual services can be paid for using a PCard only AFTER the contract has been reviewed and approved by USF Contract Management.

Restricted Purchases

<u>Item</u>	<u>Allowable Under Specific Circumstances</u>
iTunes Accounts & iTunes Apps	iTunes accounts and apps can only be purchased for USF-owned devices . On the receipt for the purchase, the cardholder should provide the device's serial number and the department/area it belongs to.
PayPal, & eBay Accounts	The account must be completely unique and separate from the cardholder's personal account.
Gasoline	Gasoline can only be purchased for a university state-owned vehicle or a rental vehicle. Gasoline can never be purchased for a personal vehicle. The cardholder must provide the vehicle's tag number on the receipt.
Technology Items	Technology items are an allowable purchase using a PCard. They must be purchased in accordance with the universities technology acquisition policy (00-518).
All USF Logos & The USF Seal	The use of a USF Logo or the USF Seal must be approved by University Communications & Marketing prior to its use.

Restricted Purchases

<u>Item</u>	<u>Allowable Under Specific Circumstance</u>
Books	Books can be purchased using a PCard ONLY if the unit price of the book is \$249.99 or less.
Memberships	Memberships can be purchased using a PCard. The cardholder should provide a justification which explains the benefits of the membership to the university. This justification should be included with the receipt in the monthly Activity Statement.
Class 3B & Class 4 Lasers¹	Each Class 3B or Class 4 Laser you acquire must be registered with the USF Laser Safety Program. A Laser Registration Form must be completed for each laser you acquire. The form can be found in the USF Laser Safety Manual on the USF Laser Safety webpage. Laser Safety training is required per the USF Laser Safety Manual.

(1) Please contact the USF Laser Safety Officer with questions you have regarding their program: **(813)974-1194** or radiation.lasersafety@usf.edu.

PCard Services MUST be contacted regarding any exception to these restrictions. The exceptions must be documented and should be included with the receipt when preparing the monthly Activity Statement.

Competitive Quotes

For the purchase of Commodities, Goods, and Services...

\$5,000.00 - \$0.01

- Formal written price quotes are not required.
- However, verbal quotes should be documented.

\$5,001.00 - \$25,000.00

- At least two quotes are required (either verbal or written)
- Verbal quotes must be documented.

\$25,001.00 - \$75,000.00

- At least three written quotes are required.

PCard Best Practices

Statement Packages & Receipts

- Items purchased on a PCard should be shipped to the cardholder's USF address.
 - **Contact PCard Services if you need permission to ship to a non-USF address.**
- **Ask** questions when in doubt about a purchase.
- **Request** a limit increase if the cost of your purchase is higher than your transaction limits.
- **Notify** PCard Services if you are leaving USF or switching departments.
 - The cardholder should immediately stop using the PCard, destroy it, and contact PCard Services in order to complete the **Account Closure Form**.

Statement Packages & Receipts

- Original copies of your PCard receipts should be retained by your department for 5 years.
 - Original copies of PCard receipts paid for using grant funds should be retained for 5 years after the final reporting date of the grant.
- Travel receipts should follow the travel department's receipt retention policy.
- Vendors should not charge your PCard until the item is shipped.
 - Contact the vendor with any questions you may have.

Reconciliation of Transactions

PCard Transactions

- Must be approved in FAST within 7 business days.
- Once approved, any budget errors should be corrected in order to ensure the transaction posts to the General Ledger in a timely manner.
- Receipts are submitted with the signed monthly Activity Statement.

Travel Transactions

- Must be associated with an approved Travel Request (TR) number in FAST within 7 business days.
- Once travel has occurred, all charges should be pulled into the Expense Report and submitted to the Travel Department within 30 days of the last day of travel.
- Travel receipts are submitted with PCard receipts and the signed monthly Activity Statement to pcardreceipts@usf.edu.

Travel Information

<u>Topic</u>	<u>Comments</u>
Food	<p>Food must be paid for out-of-pocket when traveling on university business (due to a statutory meal allowance).</p> <p><u>Exception:</u> A PCard may be used to pay for a conference registration or event that includes a meal.</p>
Gasoline	<p>A PCard can only be used to purchase gasoline for a university state-owned vehicle or a rental vehicle. A PCard can never be used to purchase gas for a personal vehicle while traveling on university business (due to mileage reimbursement).</p>
Ground Transportation Services	<p>While on university business, taxis, trains, buses, uber, lyft, and other mass transit may be used when these modes of transportation result in a cost savings to the university.</p>
Travel Request (TR)	<p>A travel request must be submitted and fully approved in Archivum Travel before traveling.</p>
Travel Training	<p>For additional information regarding travel cardholders can register for FSTTR2: Travel Rules and Requirements via GEMS Self Service.</p>

Travel Information

Travel Items Not Allowed To Be Purchased On A PCard

Early Bird Check-In ¹		Room Service	In-Room Movies	Alcohol
Valet Parking ²	Transportation to Restaurants	Extraneous Rental Car Amenities ³	Travel Insurance (Airfare)	Airfare Upgrades ⁴

(1) This applies to both airfare and hotels.

(2) This applies where self-parking is available.

(3) For example: Toll device, GPS device, roadside assistance, etc.

(4) This applies to upgrades beyond economy and coach seating.

This is not an all-inclusive list of prohibited items. Please see the Travel Manual for further details.

Anytime a personal element is present in business travel a PCard should not be used.

PCard Misuse

PCard Misuse

What is considered misuse on a PCard?

Purchasing non-allowable goods & services	Shipping items to a non-USF address without prior permission from your department.	Allowing others to use your PCard	Not keeping your PCard in a secure location
Using your PCard for personal gain	Paying Florida sales tax	Accepting cash credits	Fraud conducted by the cardholder
Falsification of records	Splitting charges to circumvent your single transaction limit	Negligence in performing your duties¹	Violating any other university or department-related policy, procedure, or rule

(1) **Negligence** = Failing to submit receipts on time, failing to sign & submit the monthly activity statement, failing to reconcile transactions in FAST on time, and failing to follow up with the bank regarding dispute claims and fraud claims.

Consequences of PCard Misuse

- Loss of PCard privileges either temporarily or permanently
- Disciplinary action
- Reimbursement to USF
 - **All documentation of reimbursement should be included in the activity statement with the receipt.**
 - **Documentation of reimbursement can also be emailed to pcard@usf.edu.** The email should include the cardholder's name, employee ID number, and a brief statement regarding the reason for reimbursement.
- Loss of job
- Prosecution

Additional Information

Additional Information

- **Using a PCard has no effect on a cardholder's personal credit rating.**
- **Cardholder's are now able to sign up for access to the bank web portal.**
 - Ability to view available credit, transaction history, and accepted/declined transactions.
 - Contact pcard@usf.edu to request access.
 - Cardholder's can also check their balance by calling 1-(800)-316-6056.
- When traveling out of town contact the bank and notify them of your **dates and locations of travel.**
- **Cardholder's will be automatically loaded on to their PCard accounts in FAST.**
 - Ability to view transactions and print the monthly activity statement.
- Cardholder's should **make a good faith effort** to do business with diverse suppliers by using USFOSD initiatives.

Additional Information

- Visit the PCard Services website for additional information regarding rules, training materials, forms, expenditure matrix etc.
 - <http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx>
- **All cardholder's are automatically added to the PCard Listserv.**
 - Important information and announcements will be sent via email, including how to download a statement.
- Questions regarding Travel issues: travelhelp@usf.edu
- Questions regarding PCard issues: pcard@usf.edu

Public Queries

There are seven public queries:

Query Name:

Query Description:

U_PCARD_PROXY_BY_DEPT_ID	Shows department cardholders, charge limits & reconcilers
U_PCARD_CRDHLDR_FOR_PROXY	Shows all cardholders assigned to a reconciler (proxy)
U_PCARD_PROXY_FOR_CRDHLDR	Shows all reconcilers (proxy) assigned to a cardholder.
U_PCARD_UNAPPD_DEPT_CHGS	Shows all unapproved charges for a department
U_PCARD_UNAPPD_CRDHLDR_CHGS	Shows all unapproved charges for a cardholder
U_PCARD_CHGS_POSTED_DEPT	Shows all charges posted by department
U_PCARD_CHGS_POSTED_PROJ	Shows all charges posted by project number

How To Find FAST

EMAIL & TEAMS ▼

LEARNING & TEACHING TOOLS ▼

BUSINESS SYSTEMS ▲

MY RESOURCES ▼

MANAGE MY NETID ▼

Archivum

Bull Marketplace

Contract Management

Data Marts

eDisclose

Facilities Work Orders (FAMIS)

FAIR

FAST (Finance)



Permits



Core News

0

RETURN TO CAMPUS

COVID-19 ASSESSMENT

REQUIRED FOR ALL STUDENTS & EMPLOYEES

TAKE NOW >



Bull Bucks

USF law
to identi
COVID-
vaccinat
hurrican
behavior
The Univ
prepare c
managem
upcoming
determin
evacuatio

USF IEV

Monthly Cardholder Activity Statement

DocuSign Envelope ID: 2D943C80-7B9D-4098-B098-41818D5A6CFE



Procurement Card Activity Statement

Run Date: 3/12/2018
Run Time: 15:25 PM

Statement date: 3/4/2018 for February 2018

Department ID: [REDACTED] Monthly Credit Limit: \$ 5,000.00

Card Issuer: JPMC

Cardholder Name: [REDACTED]

Emplid: [REDACTED]

Reference #	Bank Post Date	Acct#	Purchase Date	Merchant Name	MCC	Amount	ER or Auth#
24692168033100049220905	2/5/2018	9045	2/2/2018	TFS*FISHER SCI ATL	05047	411.54	
74678588040060131405793	2/9/2018	9045	2/8/2018	INTERNATIONAL ASSOCIAT	08999	330.59	
74678588040060131405793	2/9/2018	9045	2/8/2018	INTERNATIONAL TRANSACTION	00	3.31	
24431068041978000846802	2/12/2018	9045	2/9/2018	AMERICAN AIR0012172203627	03001	399.01	
24492158051713857881632	2/21/2018	9045	2/20/2018	GEOLOGICAL SOCIETY OF AME	08398	18.00	
24492158051713857881830	2/21/2018	9045	2/20/2018	GEOLOGICAL SOCIETY OF AME	08398	18.00	
24492158052894198699336	2/22/2018	9045	2/21/2018	SAMPLEPREP	05085	252.55	
24692168060100593782249	3/2/2018	9045	3/1/2018	TFS*FISHER SCI ATL	05047	459.03	

Summary for Cardholder Name: [REDACTED]

Total records: 8

Monthly Credit Limit: \$ 5,000.00

Total Amount:

\$1,892.03

I certify that all charges are valid as official university approved purchases.

Cardholder Name (print)

Cardholder Signature

Date

I certify that all charges are within the scope of the Cardholder's assigned duties.

Cardholder Supervisor Name (print)

Cardholder Supervisor Signature

Date

I have attached appropriate documentation for all charges as instructed in the University PCard Manual (i.e., legible support with vendor name, date, itemized description, unit cost, shipping information, etc.).

Reconciler Name (print)

Reconciler Signature

Date

A receipt is not required for international transaction fees.

A PCard Activity Statement will not be available for download if no transactions were made during the billing cycle.

Export Control Regulations

What are Export Control Regulations?

- A complex set of US laws and regulations designed to:
 - Restrict the use/access to sensitive technical information, materials, and technology for reasons of national security.
 - Ensure that sensitive items, technology, and know-how are not used for nefarious purposes.
 - Restrict financial transactions and the provision of services to certain entities.
 - Can result in large fines and/or prosecution.

Examples of university activities that may be subject to export controls:

- Buying an item from a foreign company or university.
- Purchasing equipment designed/modified specifically for military end use.
- Purchasing an item where the vendor is imposing restrictions on the operation, installation, maintenance, repair, overhaul, and/or refurbishing of the item, the manual, or its blueprints.
- Shipping an item internationally to a foreign entity.
- Purchase of drones and/or biological toxins

(For drones: Please reference drone policy 6-036 on the USF Environmental Health & Safety webpage)

USF Office of Export Controls

- **Export Control Email Contact:** exportcontrol@usf.edu
- **Website:** <https://www.usf.edu/research-innovation/research-integrity-compliance/ric-programs/export-controls/index.aspx>
- **Campus mail point:**
12901 Bruce B. Downs Blvd., MDC 35
Tampa, Fl. 33612-4799
- **Telephone:** (813) 974-5638