

Charlotte

Purchasing Card Training

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Agenda

- Program Overview
- Roles and Responsibilities
- Internal Policies and Procedures
- Documents and Reference Materials
- Bank of America (BOA) Works™
- Purchasing Card transaction management system
- Resources
- Questions

Purchasing Card Program

- The purchasing card (“p-card”) is a procurement tool for travel expenses and other low cost expenses, not available in 49er Mart. A guide of allowable expenses can be found on the P-Card Reference Guide (PCRG).
- Requires knowledge of purchasing and travel procedures.
- The Charlotte p-card is a VISA credit card issued by BOA.
- The p-card is for Charlotte business transactions only. Personal use of the p-card is strictly prohibited. Use cause when combining business/personal travel.
- Most University funds types, may be used with the p-card. Excluded are Agency Funds (8xxxxx) and some restricted fund types (6xxxxx).

Purchasing Card Program

- The purpose of the program is to simplify the procurement and payment processes for travel expenses and other items that cannot be procured through 49er Mart.
 - ✓ Single transaction limit:
 - \$5,000 for non travel related purchases
 - \$25,000 for travel related purchases
 - ✓ Monthly cycle transaction limit:
 - \$35,000
- The program is designed to maintain accountability while reducing the cycle time and administrative burden of reimbursement requests.

Purchasing Card Program

Benefits to the Campus

- Eliminates the needs to use personal funds and obtain reimbursements.
- Reduces the need for travel advances.
- Provides convenience, security and flexibility to make small dollar payments and provide immediate payment.
- Empowers departments profile options to include/exclude hospitality.
- Significant cost savings in the purchase-to-pay cycle.

Roles and Responsibilities

Accountholder

- Use the p-card according to internal policies and procedures.
- Maintain card securely at all times (no sharing).
- Ensure NC sales and use tax is not charged for exempt purchases.
- Ensure a Travel Authorization (TA) is fully approved before paying travel expenses.
- Obtain a receipt (vendor name, date of purchase, item description and total amount) for each purchase and submit to Reconciler.

Roles and Responsibilities

Reconciler

- Receive receipts from Accountholder.
- Compare receipts with transactions in BOA *Works*[™] (“*Works*[™]”).
- Uploads the receipt to *Works*[™]
- Review and sign-off on transactions in *Works*[™]
 - Including credits, disputes and international transaction fees
 - Providing supporting comments (e.g. description, business purpose or the 5 W’s for travel expenses) if not provided on the uploaded receipt.
 - Ensure correct fund, organization and account code are used (failure to review causes unnecessary Financial Transaction Request (FTR) forms to be submitted and processed).

Roles and Responsibilities

Approver

- Ensure p-card usage and activity is in compliance with internal policies and procedures
- Review transactions in Works™
 - Ensure comments are documented
 - Ensure correct fund, organization and account code are used
 - Confirm complete receipt is uploaded to Works™
 - Flag transactions as necessary
- Sign-off on all transactions in Works™
- including credits, disputes and international transaction fees

Roles and Responsibilities

Department Head

- Provides fiscal oversight and management of business operations within the department.
- Select department employees for participation in the p-card program based upon business need and ability to fulfill program requirements.
- Account for the use of the p-card in the department, taking appropriate action with departmental staff when required.

Roles and Responsibilities

Purchasing Card Team

- Provides program management
- Delivers training for users
- Ensures program compliance and quality assurance

Internal Policies and Procedures

- Purchasing Card Manual
- Purchasing Card Reference Guide (PCRG)
- Tax Office, tax exemption

Resources

- [Purchasing Card Program Website](#)
 - [Purchasing Card Reference Guide \(PCRG\)](#)
 - [Purchasing Card Manual](#)
 - [Purchasing Card Team contact information](#)
 - [Purchasing Card FAQs](#)
- [Tax Office](#), tax exemption
- [Works](#)[™]
 - Documentation and guides
 - Navigation training video

Questions

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