

# Charlotte

# Purchasing Card Training

Annette Heller, Purchasing Card Administrator

Cathy Nichols, Purchasing Card Payment Specialist

# Agenda

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

# 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:
    - \$25,000
  - ✓ 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*<sup>™</sup> (“*Works*<sup>™</sup>”).
- Uploads the receipt to *Works*<sup>™</sup>
- Review and sign-off on transactions in *Works*<sup>™</sup>
  - 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](#)<sup>™</sup>
  - Documentation and guides
  - Navigation training video

# Questions

**Annette Heller, Purchasing Card Administrator**

**704-687-5763**

**Cathy Nichols, Purchasing Card Payment Specialist**

**704-687-5857**

**[purchasingcard@uncc.edu](mailto:purchasingcard@uncc.edu)**