

UNC Charlotte Purchasing Card Training

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 in the [Purchasing Card Reference Guide \(PCRG\)](#).
- Requires knowledge of purchasing and travel procedures.
- The Charlotte p-card is a VISA credit card issued by Bank of America (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
- ✓ Monthly cycle transaction limit:
 - \$15,000
- The program is designed to **maintain accountability** while **reducing the cycle time and administrative burden** of reimbursement requests.

Split Transactions

Splitting purchasing card transactions to remain within the transaction limit, daily limit or monthly limit is **prohibited**.



This means a cardholder **cannot** give a merchant permission to **take a higher dollar transaction and then process or “split”** it across multiple transactions, days or other cards **to avoid the transaction limit**.

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

Account Holder

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

Roles and Responsibilities

Delegate

- A delegate in Concur is a user who is **granted permission to act on behalf of another user** to perform tasks such as creating or approving requests and expense reports.
- When assigning the delegate in the system, the user **determines the tasks** a delegate can perform on their behalf. The following tasks can be assigned to a delegate:
 - Prepare and/or submit Requests for a traveler.
 - Prepare Expense Reports for a traveler or cardholder.
 - Approve Requests and/or Expense Reports in place of the system-assigned approver.

Roles and Responsibilities

Supervisor & Cost Object Approver

- Ensures that the p-card is used in **compliance** with university purchasing guidelines, the Purchasing Card Manual and the Travel Manual.
- **Reviews transactions** in Concur to verify that purchases have been, documented, charged to the correct fund(s) and account(s) and **ensures corrections are processed** through Concur.
- Ensure **comments and business justification** are documented.
- Reviews that the Accountholder has **not split any transactions** to circumvent spending limits or the university guidelines.
- Confirm complete **receipt is uploaded** to Concur.
- They can return transaction back to delegate or account holder if there is an issue with the transaction, such as missing/illegible receipt or allocation.
- **Approve Expense Report in Concur** - including credits, disputes and international transaction fees
- Ensures **report review and signoff is complete by the 15th of the month**, or first business day following weekend or holiday.

Card Reconciliation Sign Off

- Purchasing card cycles **closes** on the **7th of each month**.
- Transactions signoff and approval must be **complete by the 15th of the month** or the first business day following a weekend or holiday.
- Example: Transactions that were posted to the p-card between 8/08/2024-9/6/2024, need to be placed on an expense report and submitted prior to 9/15/2024 (or 9/16/2024 since the 15th fell on a Sunday)
- P-card Expense reports failing to meet the required sign offs, are **subject to card suspension**.

Roles and Responsibilities

Department Head

- Provides **fiscal oversight and management of business operations** within the department.
- **Selects 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 user **training**.
- Ensures program compliance and quality assurance by **reviewing expense reports and transactions** in Concur.

Resources

Manuals, Guides & Procedures

- [Purchasing Card Program Website](#)
 - [Purchasing Card Manual](#)
 - [Purchasing Card Reference Guide \(PCRG\)](#)
- Knowledge Base
 - [Purchasing Card Program FAQs](#)
 - [Concur Guidance](#)

Forms

- Tax Office – [sales & use tax exemption forms](#)

[Bank of America \(BOA\) Works](#) to:

- Check card balances
- Check pending and posted card transactions
- Dispute p-card transactions

Single Transaction Limits Updated

- July 1, 2024, [P-card spending limits updated](#)

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