

YOUR MTSU P-CARD

A BUSINESS TOOL FOR TODAY'S FAST-PACED UNIVERSITY

An On-line Tutorial covering the guidelines and policies to help put you on the right track for gaining the most benefit from your MTSU University Purchasing Card.



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ISSUING AND SERVICING CARDS

THE THREE DEPARTMENTS THAT SERVICE THE P-CARDS ON CAMPUS

1. *Procurement Services:*

- Process applications
- Issue/cancel cards
- Initial training
- Daily p-card operations

2. *Office of Business and Finance*

- Program compliance through various review methods
- Additional training and education
- General ledger set up
- User account credential setup for software access
- Policy amendments

3. *Audit and Consulting Services*

- May conduct audits of individual P-Cards or departmental programs

P-Card Application Process

The application process is spelled out in Appendix A of the P-Card Policy. It requires 4 forms to be completed and submitted.



1. P-Card Application Form

**Complete & submit to Business and Finance*

2. Initial Training Form

3. Approver Agreement Form

4. Cardholder Agreement Form

Forms #2-4 will be completed & signed at the conclusion of the initial training session with Procurement

TRAINING POLICY

Required Cardholder Training Sessions:

*An initial training session is required to activate each new P-Card and is completed with Procurement Services.

*A refresher training course is required every 3 years. Cardholders should use the P-Card expiration date printed on their card as the date reminder for this refresher training. Contact P-Card Compliance for this training information.

*The Training requirements include each cardholder, approver, and any support staff.



Cardholder Status Changes

Any cardholder employment change or a change in card usage will require a *Change In Cardholder Status Form* to be completed and returned to Business and Finance.

4 Reasons to Complete a Change In Cardholder Status Form:

1. Departmental Transfer
2. Leave of Absence
3. Terminating Employment
4. Voluntary Termination of Card
(closing P-Card account)

Actions For >

1. Departmental Transfer &
2. Leave of Absence

- Notify the approver asap of change in status
- Complete & submit the *Change in Cardholder Status Form*
- The card is temporarily suspended until the new activation date or until the employee returns to campus.
- Business & Finance will notify cardholder of any other requirements.

Actions For >

- 3. Terminating Employment &
- 4. Voluntary Termination of Card

- Notify the approver 2-4 weeks prior to date
- Complete & submit the *Change in Cardholder Status Form*
- Return Card to Procurement Services
- Business & Finance will notify cardholder of any other requirements.

ACTION
REQUIRED

- For immediate terminations, Approvers are responsible for collecting P-Card files and notifying Procurement Services and the Office of Business and Finance

FILE MANAGEMENT REQUIREMENTS

-APPROVERS-

- * Spot check receipts and monthly reconciliations on a routine basis
- * Document this spot checking for review purposes (initial & date)
- * Review Banner Finance index and account coding for correctness prior to approval
- * Approve purchases no later than *10 calendar days* after the end of the billing cycle

FILE MANAGEMENT REQUIREMENTS -CARDHOLDERS-

- * ALL purchases must have original itemized receipts
(packing slips , invoices-when available)
- * All items must be shipped to an MTSU address
- * Lost receipts must be replaced a *Receipt Replacement Form*
(refer to slide #26)
- * Original receipt tapes should be copied before file retention
(to prevent ink fading)
- * Redact all sensitive card information from statements & files

FILE MANAGEMENT REQUIREMENTS

-CARDHOLDERS continued-

- * Required support documents must be filed with original receipts
(i.e. Policy approval forms & exception memos)
- * SIGN & DATE each monthly bank statement
- * Code purchases to correct Banner Finance budget index & expense accts
- * All documents are retained for **5 years**, not including the current year.
- * Document *all emergency or non-procedural purchases* that have been approved via phone calls, personal conversations, etc.. with an email verifying the content of the communication and who made the approval. Place this documentation with the receipts for review purposes.

Steps to Take for Fraudulent Charges & Lost or Stolen Cards

1. Notify the approver
2. Contact Procurement Services, 615-898-5437
3. Notify SunTrust Bank

*Dispute forms can be obtained on the P-Card Compliance Webpage

Lost and Missing Receipts

Policy requires that every purchase must have an *itemized* receipt on file. If a purchase is missing the receipt because it was misplaced, lost, or one was never issued by the vendor, the cardholder should follow the steps below to obtain a replacement.

1. Contact the vendor for a duplicate receipt. If a duplicate cannot be obtained, move on to step #2.
2. Complete the P-Card Replacement Receipt Form obtaining all the required signatures. Be very detailed on the form when describing your purchase as an itemized receipt would be.
3. This form will now be used as the official receipt for your purchase. Attach it to your monthly bank statement for any future audits.

Purchasing: General Quick Tips & Facts

1. All card purchases are limited to a single transaction limit of \$4,999.99.
*No splitting the transaction into 2 or more separate transactions to make the purchase fit the limit!
2. Contact Procurement Services, 615-898-5437, if the card is declined at vendor checkout.
3. All card purchases must be paid with institutional or grant/restricted funding. *No foundation purchases.
4. All card purchases must utilize contracted vendors when available.
5. Card purchases should be made through MT\$ource when possible.
6. If your name is on the P-Card, **YOU** are the responsible party for the card. *If another person in your area is in charge of reconciliation, that does not remove you from responsibility.

Purchasing >> Specific Help

COMPUTERS, ADVERTISING AND FOOD

1. Procurement Procedures: Policy IV: 06:01

- a. Computer hardware/software > \$1,000 must have ITD approval.
- b. Departments utilizing vendors > \$10,000 per year must contact Procurement Services to pursue a contract.
- c. Non-employment advertising must be approved by Marketing and Communications.

2. Meals and Refreshments: Policies IV: 04:13 & IV: 04:20

- a. ANY and ALL TYPE OF FOOD OR BEV PURCHASES must complete the “Authorization for Purchase of Meals and Refreshments” form. This form substantiates the IRS business purpose of the food or beverage and must be on file with all receipts.
- b. Catered food (i.e...box lunches from off-site vendors, catered meals, delivered meals) requires an additional form, the “Application to Bring Food on Campus” form and Aramark approval.

Purchasing >> Specific Help

SUBSCRIPTIONS & MEMBERSHIPS AND TRAVEL

3. Subscriptions and Memberships: Policy IV: 04:19

Only Subscription and Membership RENEWALS may be purchased on the card. A copy of the approved Subscription/Membership Application Form from the original purchase must be on file with the renewal receipt.

4. Comprehensive Travel Regulations: Policy IV: 04:09

Cardholders in individual travel status are only permitted to charge general conference registrations and coach airfare on their P-Card. No extra payment for seat upgrades, extra bags, or early check-ins are permitted. Also no hotel or car rental purchases are allowed.

Purchasing Pitfalls

Unallowable Purchases & Vendors

- Items:*
- Gift Cards
 - Business Meals
 - Car rentals, taxis, bus service, parking fees, tolls
 - Donations or sponsorships – any form
 - Foundation purchases
 - Mobile Apps for iPad, iPhone, or similar device
 - Professional Services (Questions contact: Contract Services)
 - Employee gifts, cards, flowers, (all occasions included)
 - Staff meeting/employee meeting refreshments
 - Office and or break room appliances

- Locations:*
- Gasoline & Fuel, Service Stations
 - Hotels
 - Medical Service Operators
 - Bakeries
 - Card & Souvenir Shops
 - Jewelry Stores
 - Restaurants including Fast Food venues

**This is not an exhaustive list.
Please check the online policy or
with the P-Card Compliance office
if you have purchasing questions.*

P-Card Review Procedures

CARDHOLDER STEPS TO PREPARE FOR REVIEW:

Step 1: Relax – Everyone's P-Card transactions and accounts are reviewed.

Step 2: Cardholders - Keep all your itemized receipts, invoices, packing list, and any documentation related to the purchase stapled to that month's bank statement. If in doubt, keep it. With each purchase organized and documented, you should be in good shape for any inquiry.

Approvers – Make sure the your area's procedures for spot-checking and all approver oversight is documented and up-to date.

Step 3: Please take time to refer to the P-Card Policy for a list all the exact Cardholder responsibilities. Also for all approvers, the policy contains a detailed list of Approver responsibilities as well.

Monthly Transaction Reviews

Summary: Each month the P-Card Compliance Office reviews ALL of the P-Card transactions from the previous month using models with various filters and screening processes making sure purchases are in alignment with TBR and MTSU policies and procedures. This usually covers anywhere from 1,400 to 2,000 transactions per month. When a purchase transaction is selected for additional review, an automated email is sent to the cardholder requesting that copies of receipts and all other supporting documentation be sent for further review. Once the review is complete, an email reply closing the review is returned to the cardholder.

Step 1: The P-Card Compliance Office reviews all of the university's previous month's transactions.

Step 2: An Automated email is sent to each cardholder that has a purchase transactions requesting documentation for additional review.

Step 3. The P-Card Compliance Office will review the additional information. A reply email will be sent to the cardholder upon completion of the review.

Step 4: Cardholders should expect these request at random. You may receive 2 one month, And not receive another for several months. Or receive a request for five straight months. If you do have a question, we are always available for help!

Cardholder Compliance Reviews

Summary: A staff member of the P-Card Compliance Office may come to a cardholders office to review all of the P-Card transactions during a specific time period on a account. As always, this is done to make certain purchases are in alignment with TBR and MTSU policies and procedures. When the review is completed any outstanding issues are discussed and a compliance report is issued to the cardholder and approver. If any corrective action needs to be taken, an action plan is usually provided by the approver and any action items are submitted from the cardholder.

Step 1: P-Card Compliance may conduct a Cardholder Account Review at any time.

Step 2: Upon completion of the review, a Compliance Report is issued to the Cardholder and the approver. Any outstanding issues and action items will be addressed.

Step 3: Action item should be submitted by the cardholder and if required, an action plan For improvement submitted by the approver.

*A department head may call the P-Card Compliance Office and request a Compliance Review of an account at any time.

3 Month, New Cardholder Overview

Welcome to the P-Card Community !!

Summary: To say hello, and see how your new P-Card is working for you, someone from our team will schedule a visit with you after your first few months of P-Card use. We will come to your office for a brief visit, answer any specific questions, and leave you a packet of helpful tips and P-Card info.

Step 1: When you receive an email to schedule your visit with someone from P-Card Compliance for your 3 Month Overview – JUST RESPOND !!

Step 2: We will see you at your scheduled appointment 😊

P-Card Violations & Non-Compliance

A cardholder or approver mismanaging their card or using it outside the parameters of the policy will result in a *notice of non-compliance*. Consequences depend on the severity of the violation identified.

Possible Consequences of P-Card Violations:

1. Reimbursement of unallowable purchases
2. VP Signed Exception Notices for unallowable purchases
3. Temporary Suspension of Card Usage – This decision will be based on the severity of violations, number of offenses, and the departments ability to take corrective action.
4. Other Corrective Action: permanent card revocation, termination of employment.

Steps to Reimburse Unallowable Purchases

1. Make the reimbursement payment at the cash payment window in the OneStop Bldg. Be sure to have the purchase information: 1) date 2) reimbursement amount 3) Banner index & the expense Account code to which the purchase was charged.
2. Keep the reimbursement receipt attached to the original receipt in the cardholder's file.
3. Document the entire process in the NOTE field of ESP for this transaction. Also make complete documentation in the P-Card file along with the receipts.
4. The approver will need to approve the purchases as normally required.
 - If reimbursement attempts are unsuccessful, the University may pursue other methods for collection, including, payroll deductions.

Keeping our P-Card Community Secure!

Reporting Fraud & Violations: Administrators, faculty, and staff who know or suspect violations of University policies have a requirement to report their concerns. Please call or visit the P-Card Compliance Office and make us aware of any concerns or questions regarding this issue. It is a privilege to be a cardholder and misuse hurts the entire university.

Where to Find Common P-Card Forms

P-Card Compliance Webpage: <http://www.mtsu.edu/boffice/pcard.php>

P-Card Application

P-Card Cardholder Agreement

P-Card Approver Agreement

P-Card Replacement Receipt Form

P-Card Change in Cardholder Status

Business and Finance Forms Webpage: <http://www.mtsu.edu/boffice/forms.php>

P-Card Initial Training Form

P-Card Dispute Form

Food Service Policy (Application to Bring Food on Campus)

Purchase Meals and Refreshments

Subscription/Membership Application

Finding Help with your P-Card

P-Card Compliance Contact Information

Ann Lee Whitefield

Financial Analyst

Phone 615-494-8813

Cope 106, office 104b

ann.whitefield@mtsu.edu

Ryan Ellison

Accountant

Phone 615-898-5299

Cope 106, office 104c

Ryan.Ellison@mtsu.edu

Philip Smith

Director of Financial Services

Phone 615-898-2861

Cope 103

philip.smith@mtsu.edu

P-Card general email address: pcard@mtsu.edu

P-Card Newsletter web address: mtsu.edu/boffice/links.php

Other Helpful Resources

***Daily P-Card Operations, Issuing/Cancel Cards**

Demetra Majors - Procurement Services

Phone 615-898-5437

WH, Box 18

demetra.majors@mtsu.edu

***Look up existing Memberships/Subscriptions**

Susan Harris – Accounts Payable

Phone 615-898-2176

susan.harris@mtsu.edu

***Professional services and/or other purchases requiring signatures**

Contract Services Office

Phone 615-898-2088 *or*

***Approvals of Advertising Purchases**

Marketing & Communication

Phone 615-494-7800

***Travel related questions**

Accounting Services

Tamala Pincheon, 615-898-2941

tamala.pincheon@mtsu.edu *or*

Gayla Wilson, 615-898-2172

Gayla.wilson@mtsu.edu

***Notify ITD of computer purchases over \$1000**

Robin Jones – AVP of ITD

Phone 615-898-2214

Robin.jones@mtsu.edu

***General MTSOURCE Help**

Procurement Services

Phone 615-898-5442

purchase@mtsu.edu