

Office of the University Provost PCard Reconciliation Process/Policy

Revised 12/08/2016

PCards: What We Do

- The Office of the University Provost Business Office will provide the necessary training and guidance to PCard users within the Business Support Units
- On a monthly basis PCard reconciliation will occur to review all supporting documentation to ensure all transactions are within compliance with PCard and University Policy.

- **PCard Basics**
 - Purpose of the PCard is for small purchases not exceeding \$5,000
 - You may use your PCard to purchase anything that serves a public purpose, and is permissible by the rules and regulations set forth by ASU's FIN manual www.asu.edu/aad/manuals/fin/index.html and ASU's Purchasing Policies and Procedures (www.asu.edu/aad/manuals/pur/index.html)
 - Requirements of the PCard
 - Provide a detailed business purpose
 - Original itemized invoice and/or receipt (proof of what was purchased)
 - Supporting documentation
 - Participant list
 - Flyer or email of event taking place
 - Business Meals Form
 - Meeting Agenda
 - Travel Authorization

- **What Is "Business Purpose"**
 - An expenditure that is reasonable, ordinary and necessary to conduct ASU's business is allowed to be used using ASU funds
 - When providing justification for "business purpose" for the expenditure, please provide why the expenditure was incurred, its reasonableness and how it benefitted ASU
 - Why provide a business purpose?
 - Without supporting documentation the business office is unable to identify the business purpose and purchases may be considered personal or unallowable
 - When giving a business purpose as yourself this question...
 - If an auditor were to come in would he and/or she be able to identify what was purchased, what it was for, and why?

- **Unallowable/Restricted Purchases**
 - Please refer to the PCard Restricted Purchases list <http://www.asu.edu/purchasing/forms/restrictlist.pdf>

- Purchase of unallowable/restricted items can result in violation of policies and possible cancellation of the PCard
- If a restricted purchase occurs please contact pcard@asu.edu immediately notifying them of the purchase and request for approval, attach this note as a backup in your monthly reconciliation submission
- **PCard Reconciliation of Monthly Statements**
 - Each account is to be reconciled on a monthly basis to confirm that all expenditures are accurate and appropriate
 - Provide documentation in a timely manner—Example: Statement Billing is 03/31/16, documents are due to **Perla Quezada** no later than 04/30/16 (30 days to process)
 - If you do not receive a monthly statement for your PCard and you do know you had activity please contact **Perla Quezada** immediately and she can assist you
 - If you do not have any activity for a given month you are still required to submit the PCard Reconciliation Worksheet (**filled out in its entirety**)
 - Please include in the notes “No activity for this month”.
 - Once statements are submitted they will be reviewed and returned to the proper unit for housing within one month
 - When submitting statements for reconciliation please follow the process below:
 - PCard Statement Reconciliation Worksheet (**filled out in its entirety**)
 - JP Morgan Statement
 - Each transaction is to be verified that the vendor is correct and the amount charged is correct
 - If the transaction should be on a different account from the one attached to your PCard please indicate on the JP Morgan Statement, also attach the back up to the individual transaction (screenshot from Payment net of transfer, or an IX)
 - Transactions in statement order
 - Each transaction needs to include
 - OUP Expenditure/Payment Request Form (**filled out in its entirety**)
 - Original itemized invoice and/or receipt
 - If you obtain an original receipt from the store please submit the original receipt as well as a copy of it attached to an additional sheet of paper (this is to ensure that if the receipt fades, we can still read what was purchased)
 - All receipts are to be taped flat and the entire receipt should be visible to be reviewed, please do not use any staples
 - Supporting documentation

- Participant list
 - Flyer or email of event taking place
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- **Three Strike System**
 - Our office will be implementing a three strike system
 - First Strike = An email warning sent to the PCard holder to let him/her know of the issue
 - Second Strike = The PCard will be reduced to \$1.00, at that time the PCard holder will need to retake the PCard online training and provide our office with an internal process/improvement plan for your department to show how you will remain in compliance with the above policy
 - Third Strike = Possible Loss of PCard Privileges
 - If you are not in compliance with the following you will receive a “strike” against you
 - Failure to provide a proper business justification/purpose
 - Failure to provide a business meals form
 - Purchase of a restricted item without notifying PCard of the purchase and obtaining approval
 - Using an unlicensed vendor for trademarks/logos
 - Using a restricted vendor for furniture orders
 - Not providing travel authorization form
 - Please be aware these are all things that we are audited on and the auditors will be looking for

--Our office is happy to assist you with any questions or clarification you may need regarding this process/policy please do not hesitate to contact us.

- **Resources**
 - Purchasing and Business Services Manual
<http://www.asu.edu/aad/manuals/pur/index.html>
 - Purchasing Card Guide <http://www.asu.edu/purchasing/forms/guide.pdf>
 - Financial Services Manual <http://www.asu.edu/aad/manuals/fin/index.html>
 - PCard Restricted List <http://www.asu.edu/purchasing/forms/restrictlist.pdf>
 - Approved Furniture Vendors <https://cfo.asu.edu/purchasing-furnishings>