PROCUREMENT CARDS
TRAINING FOR NEW CARDHOLDERS

January 2021
Card Services, Accounts Payable
Welcome!

- Everyone: please turn electronic devices to vibrate, silent or off.
- Video participants: please actively participate, but mute your microphone when not speaking.
- Everyone: ensure your attendance is captured by the facilitator in order to receive credit for completing this course.
- Please remember the most important goal of your training session is to learn the material as presented by your trainer.
Facilitator Intro

Contact Info
Email: purchasing.card@wsu.edu
Admin Phones: (509) 335-2032
(509) 335-2034

WSU Card Programs Intro
JPMC Procurement Card (PCard)
Comdata Fuel Card
JPMC CTA Card
JPMC Travel Card
Glossary of Purchasing Card Terms

- **JPMC**: JP MORGAN CHASE
- **HOW TO VERIFY TRANSACTIONS IN WORKDAY**
- **PROCUREMENT DATA ENTRY SPECIALIST**
- **DELEGATED PURCHASER**
- **SINGLE TRANSACTION LIMIT  STL**
- **MONTHLY CREDIT LIMIT  MCL**
- **REQUIRED ATTACHMENTS**
- **MERCHAND CATEGORY CODE – MCC**
- **DIRECT BUY LIMIT**
Procurement Standard Limits

- $10,000 PER TRANSACTION
- $30,000 PER MONTH
- 10 TRANSACTIONS PER DAY
- POLICY BPPM 70.08

AND ALL OTHER UNIVERSITY PROCUREMENT POLICIES
The Transaction Lifecycle

- Average Time between Trans Date & Post Date = 3 days
  - Due to batching, it can be much longer (i.e. 6+ months)

- Any declines that happen prior to the point of visibility are the fault of the Merchant or the Acquirer, and we will have no info about why.
Card Framework

- **Policy - BPPM 70.08**
  - Method of payment only
  - Approval of transactions comes from the Cost Center Manager, Gift, Grant, or Project
  - All policies are always in effect.
  - WSU, Local, County, State, Federal, Grants, NCAA, etc...

- **Limits – based on your needs, 110%**
  - **STANDARD POINTS**
    - STL: $10,000
    - MCL: $30,000
  - Transactions per day: 10

  NOTE: STL requests of $10,000 MUST HAVE APPROVAL AND REQUIRED TRAINING.
Tax and Shipping

Transaction limits include all supplier included costs (i.e. tax, shipping, special handling, surcharging, etc...).

NOTE: The Direct Buy limit only factors in the subtotal.

Examples:

Q Card Smith #1234 has a STL of $3500, and attempts to buy a Computer from Dell for $3300. The transaction declines - WHY?

A After Tax and Shipping is applied, the grand total of the transaction is equal to $3700, and is now over the STL.

Tax is based on the ultimate destination of the goods or services.
- Where the item was purchased is of no consequence!
- We also do not account for any destinations outside the state of WA.
- If the tax paid to the original merchant is too little based on the ultimate destination, then WSU pays “Compensatory or Use Tax” directly to the State of Washington.
  • This does NOT affect the card’s limits, as Comp Tax is added to the transaction on the backend by WSU - Workday, not JPMC.

The University is NOT tax exempt.
- This is rare as most Universities are.
WSU Procurement Card Program

- JPMC CARD WITH VISA LOGO
- EMBOSSED WITH EMPLOYEE’S NAME AND WASHINGTON STATE UNIVERSITY

I understand that by using the procurement card, I am making financial commitments on behalf of Washington State University, and that the University is liable for all charges made with the procurement card.

- EXCLUSIVELY FOR WSU PURCHASES
- USED IN ACCORDANCE WITH WSU BUSINESS POLICY 70.08

I have received the URL to the online BPPM section 70.08: Procurement Card and understand that by this reference it is incorporated and made a part of this agreement. I therefore agree to abide by all requirements set forth in said policy/procedure.
## Procurement Roles

<table>
<thead>
<tr>
<th>Employee as Self – Cardholder</th>
<th>Procurement Transaction Verification</th>
<th>APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make allowable purchases</td>
<td>• Can be verified by Employee as Self or Procurement Data Entry Specialist</td>
<td>• Cost Center, Gift, Grant, Program, or Project Worktags will route the transaction verification to the appropriate approver</td>
</tr>
<tr>
<td>• Receive goods</td>
<td>• Attach receipts / documents</td>
<td>• All transaction verifications must be approved by the Cost Center Manager, Gift, Grant, Program, or Project</td>
</tr>
<tr>
<td>• Obtain receipts</td>
<td>• Perform data entry in Workday – Please attend “Verify Procurement Card Transactions Training” if you have not already</td>
<td>• Direct Supervisors can approve limit changes and applications for cards</td>
</tr>
<tr>
<td>• Verify transactions in Workday within a timely manner</td>
<td>• Submit for approval to Cost Center Manager, Gift, Grant, Program, or Project</td>
<td>• Exception requests must be approved by the AFO and uploaded to any relevant transactions</td>
</tr>
<tr>
<td>• Upload receipts and relevant documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Report lost or stolen cards</td>
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</tbody>
</table>
Cardholder Responsibilities:

- KEEP CARD SECURE
- KEEP CARD LOCKED IN A WSU FILE IF NOT IN USE
- MAKE ALLOWABLE PURCHASES
- PROMPTLY SUBMIT ITEMIZED RECEIPTS TO RECONCILER
- VERIFY QUESTIONABLE CHARGES
- REPORT LOST OR STOLEN CARD

- I understand that it is my responsibility as a Cardholder to: make purchases, collect detailed receipts, and follow up on disputed purchases with merchants and/or the issuing bank.

**WHEN CONTACTING JPMC:**

- ACCESS CODE 1= LAST 4 OF YOUR WSU ID# (WILL BE ASKED FOR LAST 4 OF SS#)
- ACCESS CODE 2= 1ST 3 LETTERS OF YOUR LAST NAME FOLLOWED BY THE NUMBER “1”
- DOB _ _ / _ _ / _ _ _
Lost and Stolen Cards

- ACCOUNT NUMBER STOLEN
- PLASTIC CARD LOST
- CALL JPMC TO REPORT: 800-270-7660
- ACCESS CODES (SEE PREVIOUS SLIDE)
- TIME IS OF THE ESSENCE!
- NOTIFY YOUR FISCAL TEAM
- NOTIFY CARD SERVICES IN ACCOUNTS PAYABLE
Cardholder Responsibilities:

- MAKE NO PERSONAL PURCHASES
- MAKE NO PURCHASES RESTRICTED FOR PCARD BY POLICY BPPM 70.08
- COMPLY WITH UNIVERSITY DIRECT BUY LIMIT: $10,000
  
  - I will strive to obtain the best value for the University when purchasing goods or services with the procurement card.

- UNDERSTAND TRANSACTION DATA IS HIGHLY TRANSPARENT AND RETAINED AS PUBLIC RECORD
  
  - I agree to abide by the ethics guidelines set forth in the BPPM. (See 10.21, 20.37, and 70.15.)
Transaction Documentation Requirements:

- At least one document for each transaction
- Obtained from the merchant
- Original or e-documentation (pdf) for uploading in Workday
- Itemized if possible

RECEIPT, INVOICE, PACKING LIST, ORDER CONFIRMATION OR OTHER DOCUMENT CONTAINING:

- name of merchant
- date of purchase
- description
- quantities
- unit prices
Appropriate Transactions

- Certain goods and services are not allowed on the Pcard. BPPM 70.08 contains a full list of these restricted items.

- An Exception Request can be submitted for permission to buy any prohibited items. Exception request requires AFO approval.

- Exceptions are approved only in advance of a purchase. If transaction has posted, no exception will be approved -- Instead, Cardholder must submit Documentation of Restricted Purchase.

- All Templates are provided via the Knowledge Base and our Website.
Restricted Purchases

University personnel are not to authorize payment with procurement cards for:

Alcohol
- Alcohol for any purpose
- Meals served with Alcoholic beverages

Beverages
- Water for employee consumption where potable water is available. EHS determines whether available water is potable.

Entertainment
- Tickets (unless such purchases are being expensed to a Gift).

Cash advances
Employee moving expenses
Restricted Purchases

Equipment and Furnishings

- Air conditioners (see 70.10)
- Appliances for break rooms or personal use, e.g., coffee makers, refrigerators, and microwaves
- Furnishings which must be purchased through Facilities Services, Operations, in accordance with 70.01, 70.10 and 80.45, i.e.:
  - Carpeting
  - Floor/window coverings
  - Furniture requiring connections to a building or building utilities
- Capitalized Equipment (see 20.50 for definition; see also SAAM Chapter 30, below, and 70.09)
- Equipment purchased with equipment trade in credit (see 70.12)
- Equipment qualifying for tax exemption or tax deferral (see 70.42)
- Equipment with titles and licensing, e.g., vehicles, trailers and vessels

Services

- Funds transferred to internet accounts to pay web services workers or survey respondents
- Nonemployee labor for services subject to prevailing wage (e.g., carpentry, electrical, plumbing)
- Telephone services including cellular telephone services and hardware for accounts not owned by the University…
Restricted Purchases

- Contract payments, including leases, rentals (except short-term small equipment rental)
- Controlled substances
- Donations
- Rx/OTC Medications for first aid kits unless preapproved in accordance with SPPM 2.42
  (NOTE: Rx/OTC Medications are allowable PCARD purchases without preapproval for units with dispensing pharmacies or trained medical staff.)
- Food and meals (light refreshments are allowable, see BPPM 70.31)
- Gasoline/diesel
- Gifts (unless the purchases are charged to discretionary funding, e.g., Gift funds and allowed under Gift policy, see BPPM 70.33)
- Donations / Gift Cards
- Payments to individuals, employees, students
- Personal purchases
- Prepaid cellular telephones and additional minutes, prepaid calling cards, telephone calls, payments for employee-owned cellular telephone accounts.
  (NOTE: Payments for University-owned cellular telephone accounts are allowable.
  See BPPM 85.45)
Restricted Purchases

- Purchases to be funded by registered student organization (RSO) accounts, e.g., student club and organization expenses. (See BPPM 70.18)
- Purchases from WSU Merchants over $50 (See BPPM 70.05 and use Internal Service Delivery)
- Radioactive materials
- Tax-exempt research equipment (See BPPM 70.42)
- Transactions split to circumvent the procurement card single transaction limit
- Travel, Payment of WA “GO PASS” road toll fees, and travel-related expenses, e.g. transportation, lodging, hotel reservations, meals
- NOTE: When in travel status, University business-related photocopying and facsimile services are allowable. (See BPPM 90.05 and 80.05)
- Vehicles and vessels with titles
- Fuel for university vehicles
- Weapons and ammunition

NOTE: Purchases funded by grant or contract must be allowable under terms of that grant or contract.

NOTE: Exceptions may not be granted for purchases which are prohibited by state regulations. (SAAM 45.10.50)
Merchant Category Code Blocks

Transactions with merchants in these categories will be declined:

- Airlines, Air Carriers
- Airports, Airport Terminals
- Travel Agencies and Tour Operators
- Transportation Services
- Passenger Railways
- Banks, ATMs Wire Transfer, Money Orders
- Jewelry Stores
- Watch, Clock, & Jewelry Repair
- Furriers And Fur Shops
- Dating & Escort Services
- Lottery Tickets & Betting
Consequences of Misuse:

- Written notice of policy violation
- Additional training required
- Card suspension or cancellation
- Report to VP and/or Internal Audit
- Termination of Employment
- Recovery actions
- Criminal prosecution
During WSU business hours:
call 509-335-2032 or
e-mail purchasing.card@wsu.edu

WHAT TO DO:

After hours:
call 800# on back of PCard

SINGLE TRANSACTION LIMIT EXCEEDED
MONTHLY CREDIT LIMIT EXCEEDED
DAILY NUMBER OF CHARGES EXCEEDED
ACCOUNT IS SUSPENDED
CARD EXPIRATION DATE ENTRY ERROR
3-DIGIT SECURITY CODE ENTRY ERROR
Online Purchases

- **SHIPPING ADDRESS**
  WASHINGTON STATE UNIVERSITY
  ATTENTION: YOUR NAME
  STREET ADDRESS
  BUILDING NAME/ROOM NUMBER
  CITY, STATE ZIP CODE

- **BILLING ADDRESS**
  WASHINGTON STATE UNIVERSITY
  PO BOX 641020
  PULLMAN, WA 99164-1020
Delegated Purchases

- Cardholder may authorize and instruct another employee to make purchases.
- The card must be checked-out and checked-in on a PCard Check-out Record.
- Cardholder will provide a delegation form for the delegated employee to show merchant.
- The cardholder is responsible for all purchases made using their PCard.
Transaction Transparency

- Transactions are monitored and audited
- Electronic records are created and retained in Workday – paper records retention as desired by Dept.
- Retention period for documents = 6 full fiscal years + current
- Stored in data warehouse
What Auditors Examine:

- **Practices**
  - Roles and responsibilities

- **Documentation**
  - Itemized receipts
  - Statement and monthly reports

* A review is a test of compliance with policy and procedure
The PCard is the property of the bank.

The cardholder is responsible for all activity on their card.

If the cardholder leaves WSU or their department, the card is to be closed and destroyed.

- The cardholder must notify Card Services by written notification in advance of this event.
The Card Services Program is administered from the Accounts Payable department.

Key contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ally Comstock</td>
<td>Program Management</td>
<td>Account maintenance, training and customer assistance</td>
</tr>
<tr>
<td>Deanna Sullivan</td>
<td>Program Coordinator</td>
<td>Policy, compliance, customer service, account maintenance</td>
</tr>
<tr>
<td>Jesus Mendez</td>
<td>Accounts Payable</td>
<td>Expense transfers, coding at the Central level</td>
</tr>
</tbody>
</table>
Resource Page & Demo

Verifying Procurement Card Transactions:
https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156964932

BPPM 70.08:
https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-08-procurement-card/

Application Link:
https://www.paymentnet.jpmorgan.com/application/program/0333abba-71fe-49f8-8c6a-5d901a89c221