

P-CARD

Cardholders

1. Expectations and Standard Operating Procedure

A. *Training.* Cardholder is expected to be fully trained on P-Card software, University procurement, purchasing policies and procedures, and departmental funding sources that is used to pay for the purchases. All required training must be completed on a timely manner.

B. *Daily and Monthly Limits.* Cardholder is expected to know their daily and monthly card limits and not exceed that. Every cardholder is allowed maximum single transaction limit up to \$4,999 including shipping, handling, and special charges. Maximum monthly cycle limit up to \$25,000.

C. *Prohibited Purchases.* Cardholders must be aware of the prohibited purchases of the P-Card. The list of prohibited and restricted purchases can be found at this link <https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-6>

D. *Sales Tax Exemption.* Every Cardholder must be aware that the University is not responsible for paying Sales Tax. The Cardholder should always inform the vendor the purchase is being made on behalf of the University of Illinois. The University tax-exempt number is embossed below the Cardholder's name on the P-Card.

E. *Business Purpose Justification.* Only the purchases that are authorized by the division head or his/her representative and the one that meets the business purpose for the University can be made using P-Card.

F. *Funding FOAP.* Before the purchase is made, Cardholder is required to identify the funding FOAP for the purchase.

G. *Line Items & Unit Price.* Shipping must be entered separately from the total price. If there are multiple products being purchased, they must be entered onto separate lines. The units and unit price must reflect the proper quantities and price if there are multiple units being purchased.

H. *Note section in P-Card.* The note section in the P-Card software is the key part of the transaction. P-Card holder is required to write a detailed note that meets business justification, proper approvals and is in compliance with University procurements policies and procedures. At the minimum, it should clarify Who, What, When, Where, Why with the detailed description.

I. *Submission of the Receipt and Report.* Cardholder is required to submit the receipt of the purchase on the same day that the purchase is made to the Reconciler via email. Cardholder is required to submit the log within two (2) business days of purchase being made.

J. *Procedures.* Anytime a cardholder makes a transaction, they should immediately create an order log on the P-Card Web Solution in accordance with the above policies. To change the CFOAPs, click on the button labeled '1' next to 'Qty'. To add more line items, click on the button labeled '*Add A Line Item*'. Once order log is complete, Cardholders must click on the button labeled 'Save Changes on This Transaction' and send to Reconciler with receipt via email.

Reconcilers

1. Expectations and Standard Operating Procedure

A. *Training.* Reconciler is expected to be fully trained on P-Card software, University procurement, purchasing policies and procedures, and departmental funding sources that is used to pay for the purchases. All required training must be completed on a timely manner.

B. *Daily and Monthly Limits.* Reconciler is expected to know the daily and monthly card limits. Every cardholder is allowed maximum single transaction limit up to \$4,999 including shipping, handling, and special charges. Maximum monthly cycle limit up to \$25,000.

C. *Prohibited Purchases.* Reconciler must be aware of the prohibited purchases of the P-Card. The list of prohibited and restricted purchases can be found at this link <https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-6>

D. *Sales Tax Exemption.* Every Reconciler must be aware that the University is not responsible for paying Sales Tax.

E. *Business Purpose Justification.* Every Reconciler must make sure that only the purchases that are authorized by the division head or his/her representative are made on the P-Card.

F. *Funding FOAP.* Reconciler must make sure the correct FOAP is entered correctly.

G. *Line Items & Unit Price.* Reconciler must make sure the line items (i.e. Shipping) and units/unit price have been entered correctly by the Cardholder.

H. *Reporting of non-compliant activities.* Reconciler is required to report all incidents of non-compliance to the card manager on a regular basis.

I. *Note Section in P-Card.* Reconciler must make sure a detailed note meets business justification, proper approvals and is in compliance with University procurements policies and procedures. At the minimum, it should clarify Who, What, When, Where, Why with the detailed description.

J. *Procedure.* After receiving the Order Report and supporting documents listed above, look through to make sure they are consistent with each other and follow the steps below.

- 1) Make sure the 5Ws are correctly entered and the correct CFOAP is used.
- 2) NOTE: Shipping & Handling should be entered on a separate line. Furthermore, make sure that the cardholder has entered in specific units and unit price if there are multiple units being purchased (i.e. business cards/supplies)
- 3) Log on to the P-Card Web Solution from the OBFS Homepage
- 4) Under the 'Reconciler' drop-down menu, choose 'Reconcile'
- 5) Select cardholders name in need of reconciliation
- 6) Click on the order number under 'Order'
- 7) Choose 'Modify This Transaction'
- 8) Delete whatever is in the 'Log No:' and/or 'Dept Ref No:' field, then click 'Order Load/Find'.
- 9) You will see a list of order logs that the Cardholder has created. Match the order log to the appropriate transaction by clicking on the target icon under 'Load'.
- 10) Once this is done, enter in whatever information that was left out when you went over the documents in Step 1.
 - a. If the cardholder left out the correct CFOAP, modify the CFOAP by clicking on the button labeled '1' next to 'Qty', 'Unit Price', and 'Item Amt'
- 11) Reconcile the transaction by clicking 'Yes' next to 'Reconciled?' under 'Transaction Status' in the bottom right corner.
- 12) Click 'Save Changes On This Transaction'.
- 13) Since we need physical copies of the reports, re-click on the same order number and click 'Report'
 - a. Right-click anywhere on the page and select 'Print'
 - b. Change the Page Orientation to 'Landscape'
 - c. Select 'Print'— under 'Destination' click 'Change...'—choose 'Save as PDF' AND whatever printed you are set up with (see next step)
- 14) Each Transaction Reconciliation Report must be printed and saved digitally
 - a. Save the printed reports/logs/receipts by separate Cardholder files
 - b. Save digital copies in your P card folder C:\Users\xxx\Desktop\P-Card Transactions\PCARD_FYxx_Receipts/Cardholder_FYxx_Receipts
- 15) On your screen, select 'Return to Transaction Detail- View', then choose 'Back to Reconciliation Summary'
- 16) You will see a button that says 'Done'. Only click this if you are absolutely certain that all information is entered properly (CFOAP and 5Ws) and you have all supporting documents saved/printed

NOTE: You will need to save PDF copies of the reports and receipts to the shared drive. Do this by following the steps below

- a. Save a copy of the Transaction Reconciliation Report
- b. Download the attachment and 'Save As' under..... (TBD)