Pcard Team

- Email
  - proadmin@ouhsc.edu
- Phone
  - (405) 325-2811
- Address
  - 2750 Venture Drive, Norman, OK 73069
- Website
  - www.ou.edu/purchasing
University Purchasing Methods

- CrimsonCorner
  - Purchasing
    - Services, rentals, contracts, purchases over $5,000, etc.
  - Financial Services
    - Memberships, postage, food and beverage, etc.
- PeopleSoft
  - Salaries, wages, travel, refunds, etc.
- Pcard

For more information on payment options visit CrimsonCorner.ou.edu.
What is a Pcard?

- The Pcard is a purchasing tool for full-time OU employees that provides flexibility in the method of payment for most small dollar ($5,000 or less) departmental purchases.
- Purchases above $5,000 are not allowable on the Pcard and are a direct violation of Regent’s Policy.
PCARD ROLES AND RESPONSIBILITIES

Pcard Administration
Cardholders
Approvers
Pcard Administration

- Management of the Pcard program
- Provide support to departments
- Review Pcard transactions from departments
- Submit annual review findings to department
- Relay review findings to Internal Auditing
Cardholder Responsibilities

- Protect the security of your card
- Ensure purchases follow the Pcard Guide
- Obtain documentation for every charge
- Submit documentation to your department
- Reconcile and sign off on all transactions
- Respond to review requests
- Monitor activity for unusual/unauthorized charges
- Notify the Pcard Team of changes:
  - Name change
  - Relocation
  - HR status
  - Department change
Approver Responsibilities

- Review/Approve applications
- Sign off on transactions to ensure:
  - Compliance with guidelines and policies
  - Correct expense allocation
  - Items are received and used appropriately
  - Adequate documentation is obtained and retained
- Address any concerns from Pcard reviews
Pcard is a Privilege

- Possible consequences of improper usage
  - Warning sent to cardholder, approver and/or department head
  - Retraining of cardholder
  - Restricted transaction limits
  - Card suspension
  - Card cancellation
  - Refer to Legal and Internal Auditing
Application Process

- **Cardholder**
  - Fill out application on the Purchasing website
  - Submit to Approver

- **Approver**
  - Review for accuracy
  - Submit to Purchasing

- **Purchasing**
  - Review for accuracy
  - Submit to bank for processing

- **Bank**
  - Issues card
  - Sends to Purchasing

- **Cardholder**
  - Attend training and receive Pcard
Pcard Application

- Applicant Information
- Approver Information
- Department Information
- Credit Limits
- Accounting Information
- Billing Information
- Applicant Submission
- Approver Submission
- Save Application
Your Pcard

- Card will be delivered to Purchasing
- Call for activation
  - Will need card number and activation number for activation
  - Activation number is your HR ID + 000
  - (i.e. 4xxxxxx000)
Card Details

- VISA
- Chip and PIN
  - PIN will be sent separately
  - Standard practice outside US
  - More secure transaction
- Security code/CVV:
  - 3 digits on the back
- Embossed with:
  - Cardholder name
  - OU FEIN #736017987
- Card sleeve
MAKING PURCHASES

Card Security
Pcard Guidelines
Obtaining Documentation
Card Protection and Security

Cardholder is the only authorized user of the card

- Protect your physical card and card number
- Do Not:
  - Photocopy card
  - Email card number
  - Store (hardcopy or electronically) full card number
- Be cautious when faxing orders
- Be aware of your surrounding
- Use reputable vendors
  - Bankrupt vendors
- Ensure website has a SSL or is encrypted
All Pcard Purchases

- Are posted on OpenBooks and subject to Open Records
- Should comply with the Small Dollar Policy
- Should be retained by the University
- Should not be over $5,000
- Should not be for personal gain
- Should not require a contract
- Should not be assessed sales tax in Oklahoma
Tax Exemption

- Oklahoma
- Florida, Illinois, Kentucky, Maine, Missouri, New Jersey and North Dakota
- Letters available on Purchasing website
- Some vendors may require additional information/cards at time of purchase
- Speak with customer service prior to purchase
Pcard Guide

- Pcard payments present more risk
- Guide created by Financial Services, Grants, Internal Auditing and Purchasing
- Yes and No list of purchases
- Charges allowable within the terms of a grant, reimbursed by the Foundation and/or charges that are allowable through Financial Services are not necessarily allowable on the Pcard. These terms do not supersede Pcard policies.
# Yes List

<table>
<thead>
<tr>
<th>Abstract/ Publishing Fees *</th>
<th>Appliances</th>
<th>Application/ Submission Fees *</th>
<th>Binding *</th>
<th>Books *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottled Water Service *</td>
<td>Cell Phones *</td>
<td>Cell Phone/ Smart Phone Service *</td>
<td>Chemical Supplies</td>
<td>Classroom Materials</td>
</tr>
<tr>
<td>Clothing/ Apparel *</td>
<td>Coffee Service *</td>
<td>Coffee Supplies *</td>
<td>Computer Parts/ Peripherals *</td>
<td>Computers *</td>
</tr>
<tr>
<td>Conference Registrations *</td>
<td>Copy/ Print Shops *</td>
<td>Copyright Fees</td>
<td>Décor *</td>
<td>Educational Supplies</td>
</tr>
<tr>
<td>Electrical Supplies</td>
<td>Electronics</td>
<td>Equipment</td>
<td>Food *</td>
<td>Frames *</td>
</tr>
<tr>
<td>Freight *</td>
<td>Furniture *</td>
<td>Gases *</td>
<td>Janitorial Supplies</td>
<td>Lab Equipment and Supplies *</td>
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<tr>
<td>Landscaping Supplies</td>
<td>Laundry Service *</td>
<td>Listing/ Record Fees</td>
<td>Mailing List *</td>
<td>Notary</td>
</tr>
<tr>
<td>Notary Renewal</td>
<td>Office Supplies *</td>
<td>Pagers</td>
<td>Parts *</td>
<td>Photography/ Photos *</td>
</tr>
<tr>
<td>Physician Credentialing</td>
<td>Pike Pass</td>
<td>Plumbing Supplies</td>
<td>Publishing/ Submission Fees *</td>
<td>Registrations *</td>
</tr>
<tr>
<td>Resale Items *</td>
<td>Scientific Equipment and Supplies</td>
<td>Shipping*</td>
<td>Smart Phone *</td>
<td>Software *</td>
</tr>
<tr>
<td>Software License *</td>
<td>SSL Certificates *</td>
<td>Subscriptions (Hardcopy) *</td>
<td>Subscriptions (Online)*</td>
<td>Teaching Supplies</td>
</tr>
<tr>
<td>Uniforms *</td>
<td>Video Conferencing Equipment</td>
<td>Videos</td>
<td>Webinars *</td>
<td></td>
</tr>
</tbody>
</table>
Examples

Bottled Water Service
1. Does not include individual bottled water
2. No rentals of the beverage units
3. Any and all terms and conditions relating to the delivery of the water product must be approved by Purchasing
4. Water should be used primarily for visitors and available in a public area

Freight
1. Must use the United States Postal Service or one of the University contracts
   a. UPS
   b. FedEx
2. Third-Party shippers are not allowable

Subscriptions
1. Mailed to a University address
2. Paid for a MAXIMUM of one year in advance
3. Renewed less than six weeks prior to expiration date
4. Medical subscriptions that meet criteria 1 and 2 above may be renewed six months prior to the expiration date
5. Online subscriptions must meet criteria 1 and 2 listed above
Conference Registrations

- If paying for the registration at the time of the event or after the event has occurred, then only a receipt or invoice is required.

- Pre-Paid Conference registrations are allowable Pcard expenses with the following in writing from the Conference Host.
  - Conference Host will not, as a standard practice of business, accept a Purchase Order. Purchase Order meaning payment after the event has occurred.

OR, all of the following three criteria must be in place:
  - Conference host will apply a discount for early registration to the conference.
  - Conference host will allow for substitution of participants.
  - Conference host will refund 100% of the registration cost if the conference is cancelled.

- Personal charges such as CME credits, additional meals, banquets, golf tournaments, etc. must be paid for separately and not on the Pcard.
## No List

<table>
<thead>
<tr>
<th>Advertising/ Job Posting*</th>
<th>Alcohol*</th>
<th>Ammunition*</th>
<th>Awards *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash *</td>
<td>Certification/ Accreditation*</td>
<td>Construction/ Renovation*</td>
<td>Contracts/ Agreements *</td>
</tr>
<tr>
<td>Domain Names*</td>
<td>Employee Testing*</td>
<td>Employee Training*</td>
<td>Entertainment/ Events*</td>
</tr>
<tr>
<td>Firearms *</td>
<td>Food *</td>
<td>Foreign Vendors *</td>
<td>Framing *</td>
</tr>
<tr>
<td>Fuel</td>
<td>Gift Cards/ Gift Certificates*</td>
<td>Gifts*</td>
<td>Greeting/ Seasonal Cards *</td>
</tr>
<tr>
<td>Insurance*</td>
<td>Internet Services*</td>
<td>Labor/ Maintenance/ Repair*</td>
<td>Late Fees *</td>
</tr>
<tr>
<td>Leases *</td>
<td>Licenses*</td>
<td>Lodging*</td>
<td>Memberships*</td>
</tr>
<tr>
<td>Personal Expenses*</td>
<td>Postage Stamps*</td>
<td>Prepayment*</td>
<td>Printers *</td>
</tr>
<tr>
<td>Radioactive Materials</td>
<td>Recruitment/ Promotional Items*</td>
<td>Rentals*</td>
<td>Royalties</td>
</tr>
<tr>
<td>Services *</td>
<td>Testing*</td>
<td>Third Party Shipping*</td>
<td>Tobacco</td>
</tr>
<tr>
<td>Travel *</td>
<td>Tuition*</td>
<td>Warranties*</td>
<td></td>
</tr>
</tbody>
</table>
Examples

Gift Cards
1. Require approval from Financial Services so they can confirm that the purchase meets the Gift Card Policy

Memberships
1. All memberships, both institutional and individual, should be processed through Financial Services since they require additional review and approval

Foreign Vendors
1. There are some countries we cannot purchase from
2. Financial Services has to check the supplier through the Office of Foreign Assets Control to make sure we are allowed to do business with them. This has to be checked every time since the vendor’s status could change

Travel
1. Examples include but are not limited to airline tickets, bus tickets, car rentals, limousine service, taxi service, hotel lodging, etc.
2. Must follow the Travel Policies
Blocked Categories

- Vendors are identified by categories
- Certain categories are blocked
- Blocked categories include ATMs, hotels, spas, airlines, casinos, car rentals, etc.
- Attempted charges to these categories will be declined
Declines

- Declines can occur because
  - Blocked category
  - Inaccurate card information
  - Transaction limits
  - Possible fraudulent activity

- Pcard Team has “real time” access to purchases

- After business hours, contact Bank of America customer service
Documentation

- Documentation must be obtained for every charge
- Documentation: invoice, cash register receipt or sales slip
- Documentation should have:
  - Vendor Name
  - Product Description: Unclear descriptions should be explained
  - Line Item Amount
  - Total Amount: Amount must match what was charged
  - Shipped purchases: Must show a University address
- Thermal receipts
- Record Retention Policy
- All requirements are applicable to reoccurring charges
## Itemized Receipts

**Vendor Name:**

```
amazon.com
```

**Final Details for Order #111-8488957-3078603**

*Print this page for your records.*

**Order Placed:** April 24, 2013  
**Amazon.com order number:** 111-8488957-3078603  
**Order Total:** $555.98

### Shipped on April 26, 2013

**Items Ordered**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of: 3M Easy Adjust Keyboard Tray with Standard Platform, 17 3/4 Inch Track, Antimicrobial Gel Wrist Rest</td>
<td>$158.20</td>
</tr>
</tbody>
</table>

**Shipping Address:**

Kristie Morris  
2750 Venture Drive  
Norman, OK 73069

**Total charged for this shipment:** $158.20

### Shipped on April 29, 2013

**Items Ordered**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 of: LaCie Rugged Hard Disk Triple 500 GB USB 3.0 Firewire 800 (2x) Portable Hard Drive 301982</td>
<td>$118.90</td>
</tr>
<tr>
<td>1 of: Belkin Gold Series 6-Foot USB Extension Cable</td>
<td>$75.45</td>
</tr>
</tbody>
</table>

**Shipping Address:**

Kristie Morris  
2750 Venture Drive  
Norman, OK 73069

**Total charged for this shipment:** $206.14
Non-Itemized Receipts

Decor for McCarter Hall

Light Bulbs
(2) Floor Lamps

LOWE’S HOME CENTERS, INC.
2555 HEMPHILL DRIVE
NORMAN, OK 73069 (405) 329-2009

SALE

SALES: 51165KC1 1078452 TRANS# 77152264 03-07-12

340265 UT 230 A 19 TWST DAYLIGHT 8.28
153481 72" ANT BRZ LEAVES FLR BL 117.96
2 @ 58.98

SUBTOTAL: 126.21
INVOICE 15228 TOTAL: 126.21
VISA: 126.21

VISA: XXXXXXXXXXXXX3650 AMOUNT: 126.21
AUTH: CO 037978 SUIPED REFID: 8039099587 14:31:21

STORE: 1165 TERMINAL: 15 03/07/12 14:31:21
# OF ITEMS PURCHASED: 3
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

THANK YOU FOR SHOPPING LOWE’S.
SEE REVERSE SIDE FOR RETURN POLICY.
STORE MANAGER: JASON COPE

WE HAVE THE LOWEST PRICES, GUARANTEED!
IF YOU FIND A LOWER PRICE, WE WILL BEAT IT BY 10%.
SEE STORE FOR DETAILS.
TRANSACTION RECONCILIATION

Payment Process
Works
Payment Process

1. Cardholder makes purchase
2. Merchant charges the Pcard
3. Charge post to Works
4. Billing cycle ends
5. Financial Services pays Bank of America
6. Financial Services downloads charges
7. Charges are posted to departmental accounts
8. Cardholders/Approvers reconcile transactions
9. Details are available in PeopleSoft
From: Works [mailto:WorksNoReply@works.com]
Sent: Monday, June 13, 2011 4:51 PM
To: Holder, Pcard
Subject: Pcard - Welcome to the Works application!

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice From The Works Application

Cardholder,

To set your password, begin by entering your username or email address at this URL:

https://payment2.works.com/wpm/validate?code=2149824930--2b730ff92fe2&cd99207e883907c9b51

Your username: 5xxxx
Your email address: Email@ouhsc.edu

If the above link does not work, copy and paste the link directly into your browser's location field. Before accessing the application, make sure your browser enables cookies, allows pop-up windows (for the "works.com" domain), and checks for newer versions of stored (cached) pages automatically. For more information on how to configure these settings, consult your browser's documentation.

Please also note that the link above allows you to access the application one time only. After your initial login, you must access the application by entering the following URL in your browser's location field: https://payment2.works.com/wpm/bookmark. We recommend that you use your browser to create a bookmark for this address to quickly access the application in the future.
Bank of America Login

Initial Login

- Step 1: Validation
  - 6-digit HR ID
  - OU email address

- Step 2: Password Set up
  - 8 characters long
  - Must contain at least one alpha and one numeric character
  - Case sensitive

- Step 3: Security Questions

Bookmarked Login

You must email proadmin@ouhsc.edu for password resets. This option does not work!
Homepage

Sign Off Required

Card Information (i.e. Cardholder Name, Credit Limits, Available Credit)
## Cardholder Review

<table>
<thead>
<tr>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
<th>Card Name</th>
<th>Document</th>
<th>Sign Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/15/2013</td>
<td>8/16/2013</td>
<td>PIKEPASS RECYCLING</td>
<td>$1.20</td>
<td>$0.00</td>
<td>137700100-820005-(None)--52215000-(None)</td>
<td>MORRIS, KRISTIE</td>
<td>TXN00175262</td>
<td></td>
</tr>
<tr>
<td>7/26/2013</td>
<td>7/26/2013</td>
<td>AMAZON MKTPLACE PMTS</td>
<td>$116.96</td>
<td>$0.00</td>
<td>137700100-820005-(None)--52215000-(None)</td>
<td>MORRIS, KRISTIE</td>
<td>TXN00176493</td>
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<tr>
<td>7/25/2013</td>
<td>7/26/2013</td>
<td>ATT 287244828630NBI</td>
<td>$105.23</td>
<td>$0.00</td>
<td>137700100-820005-(None)--52215000-(None)</td>
<td>MORRIS, KRISTIE</td>
<td>TXN00176522</td>
<td></td>
</tr>
<tr>
<td>7/19/2013</td>
<td>7/22/2013</td>
<td>JASARS ENTERPRISE INC</td>
<td>$1,536.69</td>
<td>$0.00</td>
<td>137700100-820005-(None)--52215000-(None)</td>
<td>MORRIS, KRISTIE</td>
<td>TXN00175588</td>
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<tr>
<td>7/19/2013</td>
<td>7/22/2013</td>
<td>AMAZON MKTPLACE PMTS</td>
<td>$333.00</td>
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<td>MORRIS, KRISTIE</td>
<td>TXN00175396</td>
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</tr>
</tbody>
</table>

**TXN00175262** 08/16/2013 Vendor: PIKEPASS RECYCLING
Card: MORRIS, KRISTIE

**Source Amount:** $1.20 USD
Transaction Sign Off

**Sign Off**

Sign off on the selected payable documents (1)?
Comments:

monthly charges for Pikepass

[OK] [Cancel]
<table>
<thead>
<tr>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
<th>Card Name</th>
<th>Document</th>
<th>Sign Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/15/2013</td>
<td>8/16/2013</td>
<td>UNITED REFRIG BR #H8</td>
<td>$6.25</td>
<td>$0.00</td>
<td>137700100-820005-(None)--52215000-(None)</td>
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<tr>
<td>7/19/2013</td>
<td>7/22/2013</td>
<td>JASARS ENTERPRISE INC</td>
<td>$1,536.69</td>
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<td>7/22/2013</td>
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<td>$333.00</td>
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<td>MORRIS, KRISTIE</td>
<td>TXN0175396</td>
<td></td>
</tr>
</tbody>
</table>
Reallocating Transactions

Use GL assistant
Type in allocation
Notes
GL Assistant

- Select the view for each segment
- Search by Value or Description
Multiple Transaction Allocation

- Switch to table view
- Select the transactions that need to be reallocated to a particular department number
Multiple Transaction Allocation

- Enter the information in manually or use the GL Assistant

Bulk Code GL

These codes will be applied to every allocation line on every payable you selected.

GL:  

Department Number Account Number Balance Sheet PO Number State Code Travel

132700400  740005 (None) (None)

Empty segment fields will result in the deletion of the current value

OK  Cancel
## Split Allocation

### Cardholder Review

<table>
<thead>
<tr>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
<th>Card Name</th>
<th>Document</th>
<th>Sign Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/15/2013</td>
<td>8/16/2013</td>
<td>UNITED REFRIG BR #H8</td>
<td>$6.25</td>
<td>$0.00</td>
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</tbody>
</table>

**Source Amount:** $105.23 USD

### General

**Vendor:** ATT 287244828636NBI

**Category:** Unspecified

**Price:** $105.23

**Amount:** $105.23

**GL Combination:** 137700100-820005-(None)--52215000-(None)

**Department Number:** 1377000100

**Account Number:** 820005

### Add / Edit

Options: Add / Edit, Remove, Copy TXN Data
Add a Line

Allocate by

Amount □ Percentage

Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT&amp;T BILL PAYMENT</td>
<td>$79.23</td>
<td>75.292%</td>
</tr>
<tr>
<td>AT&amp;T BILL PAYMENT</td>
<td>$26.00</td>
<td>24.708%</td>
</tr>
</tbody>
</table>

Tax on transaction: $0.00
Purchase amount: $105.23
Approx. tax rate: 0.00%

All allocation lines: $105.23
Variance: $0.00 100%
<table>
<thead>
<tr>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
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</tr>
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<td>8/15/2013</td>
<td>8/16/2013</td>
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Allocation Errors

- Transaction totals
- PeopleSoft codes are not necessarily already loaded into Works
- State Codes and Balance Sheet could have been deleted when changing allocation
Approver Homepage

Acting As Cardholder: Transactions that **have not** been signed off at the cardholder level

Acting as Manager: Transactions that **have** been signed off at the cardholder level
Things to Remember

- Cardholder sign off – Approver can change
- Approver sign off – No changes
- JV Transfer
Reconciliation Process in Review

Make Purchase • Sufficient documentation?

Login to Works • Legitimate charges? • Accounting information?

Cardholder Sign Off • Sign off removes charges from queue.

Documentation to Approver • Adequate documentation? • Compliance? • Received?

Approver Sign Off • Business purpose? • Accounting information?
Accounting/Billing Cycles

- The cycles are named by the month in which they begin
- Middle of month
- Cycles are based off of posting dates
- 24 hour delay in posting
- Works is available 24-7
- Dates are subject to change
- Dates are available on Purchasing website
- **No** reminders will be sent

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Information Sources

Welcome to the University of Oklahoma
Purchasing Department website!

We hope you will find our website very easy to use with simple navigation and easy to read directions to access any information or forms that you may be searching for!

We invite your comments and feedback or for technical questions regarding the website, please email: purchasingwebmaster@ouhsc.edu
Pcard Homepage

- Applications
- Contact Information
- Cutoff Dates
- Pcard Guide
- Procedures
  - Disputes
  - Password Reset
  - Works Errors
  - Reports
  - Transaction Searches
- Training Information
- Tax Exemption Forms
Next Steps

• Apply for Pcard
• Check email
• Save the Pcard homepage to your favorites
• Review Pcard Guide
• Discuss internal processes
Contact Us If/When

- Need assistance with Works
- Need your password reset
- Change any personal information
- Change departments
- Don’t recognize a charge
- Question whether or not a purchase is allowable on the Pcard
Questions