The University of Oklahoma
Purchasing Department

HSC Pcard Training for New Users
Pcard Team

- **Email**
  - proadmin@ouhsc.edu

- **Phone**
  - (405) 325-2811

- **Address**
  - 2750 Venture Drive, Norman, OK 73069

- **Website**
  - http://www.ou.edu/purchasing/
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 Duties

- **Cardholders**
  - Make purchases
  - Reconcile

- **Approvers**
  - Validate purchases
  - Reconcile

- Each department becomes the Office of Record for their Pcard transactions. For disposal information, refer to the *Record Retention Policy*. 
NetApps

- https://www.netappsaccess.com/Login_user.asp
- Login = uofohsc
- Password = pcard
Applications

- Personal information
- Address information
- Accounting information
- Card settings
- Agreement
Personal Information

- Name, as it is with HR
- Phone number
- Email address
- Employee id

- Approver name
- Approver email

![Personal Information Form]

- First Name: Boomer
- Middle Initial: 
- Last Name: Sooner
- Suffix: 
- Home Phone: 
- Business Phone: i.e. 5027779999 for (502) 777-9999
- Email Address: boomer-sooner@oushc.edu
- Confirm Email Address: boomer-sooner@ouhsc.edu
- Security Code: 400000
- Approver Name: Sooner Boomer
- Approver Email: sooner-boomer@ouhsc.edu
- Approver Phone: i.e. 5027779999 for (502) 777-9999
Address Information

- Building name and room number
- Street address
- City, state and zip

Mailing Address Information

* Business Address

* Building Name & Room Number (No PO Box) : SCB Room 7
* Street Address / Apt #: 1100 N Lindsey
* City: Oklahoma City
* State: OK
* Zip: 73104
Accounting Information

- Must enter full chart field spread
- Cannot default to a grant (SPNSR) account
- Contact approver if unsure of accounting information

<table>
<thead>
<tr>
<th>Additional Business Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* GL Account &amp; Fund : 602700 - STATE</td>
</tr>
<tr>
<td>* Org &amp; Program : ADM175 - 00016</td>
</tr>
<tr>
<td>* Subclass &amp; Project/Grant : 00000 - NONE</td>
</tr>
<tr>
<td>* Department Name/Section: Purchasing</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>
Card Settings

- Credit limit
- Single purchase limit

<table>
<thead>
<tr>
<th>Card Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Limit:</td>
</tr>
<tr>
<td>Single Purchase Limit:</td>
</tr>
</tbody>
</table>
Application Process

- Cardholder
  - Complete application
  - Confirm application via email
  - Once confirmed, application is forwarded to approver via email

- Approver
  - Can either approve, deny or update application
  - Once approved, application is forwarded to Pcard Team

- Pcard Team
  - Validates information on application and either approves or declines
  - *If any information is incorrect, the application will be declined*
Your Pcard

- Card will be delivered to Purchasing
- Call for activation
- Will need card number and employee id for activation
Card Details

- American Express
- 15 digits
- Security code is 4 digits on the front
- Embossed with OU FEIN #736017987
- Printed with Oklahoma sales tax permit number #519543
- Card sleeve
Tax Exemption

- Oklahoma
- Florida, Illinois, Kentucky, Maine, Missouri, New Jersey, New Mexico 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
Card Protection and Security

- Cardholder is the only authorized user of the card
- Protect your card and card number
- Be aware of your surrounding
- Use reputable merchants
- Bankrupt vendors
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
Blocked Categories

- Merchants are identified by categories
- Certain categories are blocked
- Blocked categories include ATMs, hotels, spas, airlines, casinos, car rentals, etc.
- Blocks were decided on by Purchasing, Financial Services and Internal Auditing
- Attempted charges to these categories will be declined
Declines

- Declines can occur because
  - Blocked category
  - Billing address information is incorrect
  - Wrong expiration date
  - Transaction limits

- Pcard Team has “real time” access to purchases and can inform you why your card is being declined
Pcard Guide

- Yes and No list of purchases
- Purchasing webpage has full listing with explanations
- List formed by Purchasing, Financial Services and Internal Auditing

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 / Submission Fees *</th>
<th>Computers *</th>
<th>Lab Supplies *</th>
<th>Publishing / Submission Fees *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application / Submission Fees *</td>
<td>Conference Registration *</td>
<td>Landscaping Supplies</td>
<td>Registrations (See Conference Registration)</td>
</tr>
<tr>
<td>Binding*</td>
<td>Copy / Print Shops *</td>
<td>Laundry Service *</td>
<td>Resale Items *</td>
</tr>
<tr>
<td>Books</td>
<td>Copyright Fees</td>
<td>Listing / Record Fees</td>
<td>Shipping (See Freight)</td>
</tr>
<tr>
<td>Bottled Water Service *</td>
<td>Décor *</td>
<td>Mailing List *</td>
<td>Software *</td>
</tr>
<tr>
<td>Cell Phones *</td>
<td>Educational Supplies</td>
<td>Notary</td>
<td>Software License *</td>
</tr>
<tr>
<td>Chemical Supplies</td>
<td>Equipment *</td>
<td>Notary Renewal</td>
<td>Subscriptions (Hardcopy) *</td>
</tr>
<tr>
<td>Classroom Materials</td>
<td>Equipment Parts</td>
<td>Office Supplies *</td>
<td>Subscriptions (Online) *</td>
</tr>
<tr>
<td>Clothing / Apparel *</td>
<td>Food *</td>
<td>PDA's</td>
<td>Teaching Supplies</td>
</tr>
<tr>
<td>Coffee Service *</td>
<td>Frames *</td>
<td>Pagers</td>
<td>Uniforms *</td>
</tr>
<tr>
<td>Coffee Supplies *</td>
<td>Freight *</td>
<td>Photography / Photos *</td>
<td>Videos</td>
</tr>
<tr>
<td>Computer Parts / Peripherals *</td>
<td>Furniture *</td>
<td>Pike Pass</td>
<td></td>
</tr>
</tbody>
</table>

* indicates that the item is approved for purchase.
<table>
<thead>
<tr>
<th>Category</th>
<th>Advertising / Job Posting</th>
<th>Food *</th>
<th>Memberships *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol *</td>
<td>Framing / Certification</td>
<td>Framing Personal Expenses</td>
<td></td>
</tr>
<tr>
<td>Ammunition</td>
<td>Fuel</td>
<td>Postage Stamps *</td>
<td></td>
</tr>
<tr>
<td>Awards</td>
<td>Gift Cards / Certificates</td>
<td>Pre-Paid Phone Cards</td>
<td></td>
</tr>
<tr>
<td>Booth Rental</td>
<td>Gifts</td>
<td>Radioactive Materials</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>Greeting Cards / Seasonal Cards</td>
<td>Recruitment / Promotional Items *</td>
<td></td>
</tr>
<tr>
<td>Certification / Accreditation Fees</td>
<td>Insurance</td>
<td>Rentals</td>
<td></td>
</tr>
<tr>
<td>Construction / Renovation</td>
<td>Internet Services</td>
<td>Royalties</td>
<td></td>
</tr>
<tr>
<td>Contracts / Agreements</td>
<td>Jewelry</td>
<td>Services *</td>
<td></td>
</tr>
<tr>
<td>Demurrage</td>
<td>Lab Animals *</td>
<td>Testing (See Employee Testing)</td>
<td></td>
</tr>
<tr>
<td>Employee Testing *</td>
<td>Labor / Maintenance / Repairs *</td>
<td>Tobacco</td>
<td></td>
</tr>
<tr>
<td>Employee Training *</td>
<td>Late Charges</td>
<td>Travel *</td>
<td></td>
</tr>
<tr>
<td>Entertainment / Events *</td>
<td>Leases</td>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>Licenses *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
Alternative Payment

- **Purchasing**
  - Requisition paid on a buyer’s Pcard
  - **Examples:**
    - Service, rentals, contracts, over $5,000, etc.

- **Accounts Payable**
  - Voucher
  - Employee Reimbursement
  - **Examples:**
    - Employee training, memberships, travel, etc.
Pcard Process

1. Make Purchase & Obtain Documentation
2. Access SAM
3. Check View Box & Make Notes
4. Change Accounting Codes
5. Gather Documentation & Turn into Approver
6. File Documentation
Step 1

Make Purchase & Obtain Documentation
Itemized Receipts

Thanks for choosing OfficeMax.
We hope you have ordered everything you need to do your best work.
Please see below for your order details.

Questions or concerns about your order?
Send to customersupport@officemax.com or call us at (877)969-OMAX.

<table>
<thead>
<tr>
<th>Itemized Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shipped To:</strong> UNLV OF OKLAHOMA</td>
</tr>
<tr>
<td>Kristen Morris</td>
</tr>
<tr>
<td>PURCHASING DEPT</td>
</tr>
<tr>
<td>2750 VENTURE DR</td>
</tr>
<tr>
<td>NORMAN, OK 73069</td>
</tr>
<tr>
<td><strong>Sold To:</strong> UNLV OF OKLAHOMA</td>
</tr>
<tr>
<td>PURCHASING DEPT</td>
</tr>
<tr>
<td>2750 VENTURE DR</td>
</tr>
<tr>
<td>NORMAN, OK 73069</td>
</tr>
<tr>
<td><strong>Contact:</strong> KIRSTEN MORRIS</td>
</tr>
<tr>
<td><strong>Contact #:</strong> 405.325.2811</td>
</tr>
<tr>
<td><strong>Invoice #:</strong> 40996369</td>
</tr>
<tr>
<td><strong>PO #:</strong> 100736377</td>
</tr>
<tr>
<td><strong>Order Date:</strong> 02.16.10</td>
</tr>
<tr>
<td><strong>Release #:</strong> 325-2811</td>
</tr>
<tr>
<td><strong>Routing:</strong> 103 on Freeway 5 Past On Ramp to UNLV, 103 North</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Prod Code</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARTER H/DIY 15/16/14/15/16</td>
<td>H135320</td>
<td>2</td>
<td>BX</td>
<td>4.47</td>
<td>8.94</td>
</tr>
<tr>
<td>Aida Evans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery on 02/17/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERRA W/MDP 15/16/14/15/16 MC</td>
<td>A910132</td>
<td>2</td>
<td>FK</td>
<td>3.57</td>
<td>6.74</td>
</tr>
<tr>
<td>Aida Evans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery on 02/17/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost Center**

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Ordered</th>
<th>Total Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.68</td>
<td>15.68</td>
<td></td>
</tr>
</tbody>
</table>

This is a courtesy reply, not an invoice. Please don't pay from this document. We'd hate for you to pay twice.

Define your work style.
Ask about the New DOMICA line of stylish office accessories.

**Payment Terms:** MASTER CARD / VISA
# Non-Itemized Receipts

![Image of receipt]

2417 W. Main St.
Norman, OK 73069
(405) 366-7783
HOB-LOB $15

3:25 PM Feb 8/10
01-0001 004 FRANCV

20 $3.49
FLORAL $6.98
60 $3.66
SCRAPBOOK $21.94
50% Discount
-50.00% -10.97
90 $0.77
FLORAL $6.93
50% Discount
-50.00% -3.47
50 $3.27
FLORAL $16.33
90 $3.60
SCRAPBOOK $32.39
290 $0.61
SCRAPBOOK $17.61
50% Discount
-50.00% -8.81
120 $0.59
CRAFTS $19.46
Subtotal $98.39
Schl/Chur -10.00% -9.84
TAX EXMP
TOTAL $88.55
AMEX $88.55
Self-Itemized Receipt

28

Scrapbook Supplies/Flowers for office decor
- Floral Tape
- Scrapbook paper
- Flowers/Office decor
- Scrapbook paper
- Scrapbook paper
- Scrapbook Embellishments

HOBBY LOBBY
2417 W. Main St.
Norman, OK 73069
(405) 366-7783
HOB-LOB #15

3:25 PM Feb 8/10
01-0001 004 FRANCV

20 $3.49
FLORAL 60 $3.66
SCRAPBOOK 50% Discount -50.00% 98 $0.77
FLORAL 50% Discount -50.00% 50 $3.27
FLORAL 50% Discount -50.00% 98 $16.33
SCRAPBOOK 298 $0.61
SCRAPBOOK 50% Discount -50.00% 128 $0.59
CRAFTS $19.46 Subtotal $98.39 Schl/Chur -10.00% -9.84 TAX EXMP

TOTAL $88.55 AMEX $88.55
Step 2

Access SAM
Strategic Account Management

- www.samaccess.com
- Database = ouhsc
- User ID = last 8 digits of Pcard
- Password = last 8 digits of Pcard
- Internet Explorer or Safari

![Login Screen]

This system is for the use of authorized users only. Usage of this system by authorized or unauthorized users will be monitored. By proceeding, the user understands and consents to the conditions stated.
New User ID

- Account = full American Express card number
- New user id = first initial and last name
  - example: jsmith
- Email address
Change Password

- Verify email address
- Old password = last 8 digits of Pcard
- New password
  - 8 to 15 characters long
  - Begin and end with a letter
  - Contain at least 1 lowercase letter
  - Contain at least 2 numeric characters
- Example = pa55word
- Challenge question
SAM Links

- Email Proadmin
- Pcard Homepage
- Purchasing Newsletter
- Pcard Guide

Pcard Cutoff Dates

HSC
The cutoff for the receipt of July 08 to June 2006 is August 28, 2006. This date is needed in order to have the financial systems updated. The cutoff date is announced by the financial systems.

Norman
The cutoff for the receipt of July 08 to June 2006 is August 28, 2006. This date is needed in order to have the financial systems updated. The cutoff date is announced by the financial systems.

For any questions, please contact the Accounts Payable Office at 405-208-0519.
Step 3

Check View Box & Make Notes
Transaction Review

Strategic Account Management

Transaction Summary

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Account Number</th>
<th>Post Date</th>
<th>Merchant Name</th>
<th>Item Amt</th>
<th>Cost Code</th>
<th>Tax Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>XXXXXXXX00021007</td>
<td>05/19/2010</td>
<td>OFFICE MAX</td>
<td>263.87</td>
<td></td>
<td></td>
<td>Miscellaneou</td>
</tr>
<tr>
<td>Purchasing</td>
<td>XXXXXXXX00021007</td>
<td>05/21/2010</td>
<td>ITASCA, IL. 60143-1290, USA</td>
<td>0.00</td>
<td>Point of Sale</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Purchasing</td>
<td>XXXXXXXX00021007</td>
<td>05/20/2010</td>
<td>GRAINGER.COM E01 E01</td>
<td>42.12</td>
<td></td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

Transaction Detail

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Amt</th>
<th>Quantity</th>
<th>Not Cost</th>
<th>Item Tax</th>
<th>Accrued Tax</th>
<th>Tot. Line Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>363.87</td>
<td>1.0000</td>
<td>363.87</td>
<td>0.00</td>
<td>0.00</td>
<td>363.87</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

Details:
- Account: 602700
- Fund: MISCA
- Org: ADM175
- Program: 00115
- Subclass: 00000
- Project/Grant: (None)
- Budget Year: 2010
- Reference/PO: (None)

Save Cancel
### Transaction Summary

- Transaction date
- Post date
- Merchant name
- Transaction amount
- Transaction tax
- View box
- Approve box

---

**Strategic Account Management**

---

<table>
<thead>
<tr>
<th>Transaction Summary</th>
<th>Transactions 1-96 of 96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Ind Exp Type</td>
<td>View Appr Auth Lines Cardholder Name Account Number</td>
</tr>
<tr>
<td>Purchasing</td>
<td>1                         XXXXXXXXXX421007</td>
</tr>
<tr>
<td>的女儿</td>
<td>05/19/2010                XX/XX/XX/XX 1290. USA</td>
</tr>
<tr>
<td>Purchasing</td>
<td>05/19/2010                XX/XX/XX/XX 30004, USA</td>
</tr>
<tr>
<td>Purchasing</td>
<td>05/20/2010                XX/XX/XX/XX 010101</td>
</tr>
<tr>
<td></td>
<td>05/18/2010                XX/XX/XX/XX 000000</td>
</tr>
</tbody>
</table>

---

**Date Range: Not specified**

---

**Summary Actions...**

- First
- Prev
- Next
- Last

---

- **Tran Amt**: 363.97
- **Tran Tax**: 0.00
- **Cost Code**: Point of Sale
- **Unique Identifier**: Miscellaneous
Summary Actions

- Search
- Dispute
- View/Edit notes
Dispute

Dispute Transaction
Requester:
Account Number:
Business Phone:
E-mail Address:
Merchant Info: OFFICEMAX CONTRACT
150 E PIERCE RD FL 3
ITASCA, IL, 60143-1290
Reference Number: P14AEJN2234DAR00UV
Transaction Date: 05/19/2010
Transaction Amount: 363.87
Sales Tax: 0.00
Transaction Type: Purchasing
Dispute Reason: Please select a dispute reason.
Comments:

Attention: Dispute requests must be made no later than 60 days from the statement on which the error or problem occurred. Also, dispute requests cannot be accepted without correct email address information. Please review the email address displayed and make any necessary corrections.

https://www.samaccess.com/sam/disputetransaction.do?intTransactId=5246222688&intSubActionId=9000
View/Edit Notes

Transaction Notes
Cardholder Name: MORRIS, KRISTIE
Account Number: XXXXXXXX421007
Merchant Name: OFFICEMAX CONTRACT
Transaction Amount: 363.87

PC - EOY toner for Lexmark E323 printer
Step 4

Change Accounting Codes
## Transaction Detail

- **Account**
- **Fund**
- **Org**
- **Program**
- **Program**
- **Subclass**
- **Project/Grant**
- **Reference/PO**

### Transaction Detail Form

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Amt</th>
<th>Quantity</th>
<th>Net Cost</th>
<th>Item Tax</th>
<th>Accrued Tax</th>
<th>Tot. Line Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>963.87</td>
<td>1,0000</td>
<td>963.87</td>
<td>0.00</td>
<td>0.00</td>
<td>963.87</td>
<td>Remarks:</td>
</tr>
</tbody>
</table>

- **Account:** 802700
- **Fund:** MISCA
- **Org:** ADM175
- **Program:** 00116
- **Subclass:** 00000
- **Project/Grant:** (None)
- **Budget Year:** 2010
- **Reference/PO:** (None)

[Save] [Cancel]
Accounting Code/Description Search

Strategic Account Management

Transaction Summary

Transactions 1-96 of 96

Date Range: Not specified

Search Criteria:
(Leave this text box empty in order to select ALL codes of this Accounting Type).

Field to Search:
- Accounting Code

Sort Type:
- Ascending
- Descending

Type of Search:
- Field begins with Search Criteria (Faster)
- Field contains the Search Criteria (Slower)

https://www.samaccess.com/sam/accountingcodesearch.do?strAccountType=2&accountingcode=7400095accessFile
### Reference/PO

#### Transaction Detail

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Amt</th>
<th>Quantity</th>
<th>Net Cost</th>
<th>Item Tax</th>
<th>Accrued Tax</th>
<th>Tot. Line Cost</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>363.87</td>
<td>1.0000</td>
<td>363.87</td>
<td>0.00</td>
<td>0.00</td>
<td>363.87</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Account**: 602700
- **Fund**: MISCA
- **Org**: ADM175
- **Program**: 00116
- **Subclass**: 00000
- **Project / Grant**: (None)
- **Budget Year**: 2010
- **Reference / PO**: Toner

Save  | Cancel
Line Detail Actions

- Split
- View original
- Update accounting allocation
### Split

**SAM - Transaction Review -- Webpage Dialog**

- **Line Total:** 363.87
- **Number of Splits:** 2

<table>
<thead>
<tr>
<th>Split No.</th>
<th>Percentage (%)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<td>2</td>
<td>49.9973</td>
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</tbody>
</table>

- **Total %:** 100.00
- **Total:** 363.87

**Balanced % and Balance:**

- **Balance %:**
- **Balance:**

---

https://www.samaccess.com/sam/transactionreviewsplitamount.do?strLineTotal=363.87
### Transaction Detail

<table>
<thead>
<tr>
<th>Line</th>
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<th>Net Cost</th>
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- **Account**: 602700
- **Fund**: MISCA
- **Org**: ADM175
- **Program**: 00116
- **Subclass**: DC0000
- **Project/Grant**: (None)
- **Budget Year**: 2010
- **Reference/PO**: (None)
### Transaction Summary

<table>
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<tr>
<th>Receipt Ind Exp Type</th>
<th>View Appr</th>
<th>Auth Lines</th>
<th>Cardholder Name</th>
<th>Account Number</th>
<th>Post Date</th>
<th>Tran Date</th>
<th>Merchant Name</th>
<th>City, State, Postal Code, Country</th>
<th>Tran Amt</th>
<th>Tran Tax</th>
<th>Cost Code</th>
<th>Tax Type</th>
<th>Notes Added Type</th>
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<td>XXXXXXXXXX000421007</td>
<td>05/21/2010</td>
<td>05/22/2010</td>
<td>OFFICEMAX CONTRACT</td>
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<td>05/20/2010</td>
<td>ATM 87074BO40BE: 3380066</td>
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<td>05/19/2010</td>
<td>05/20/2010</td>
<td>GRAING concatenating ::::: 60118</td>
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### Transaction Detail

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<th>Line</th>
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<th>Quantity</th>
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<th>Item Tax</th>
<th>Accrued Tax</th>
<th>Total Line Cost Description</th>
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<td></td>
<td>Agency Special - Other</td>
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<td>Fiscal Year 2010</td>
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</table>

**Save** **Cancel**
Update Accounting Allocation

### Transaction Detail

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Amt</th>
<th>Quantity</th>
<th>Net Cost</th>
<th>Item Tax</th>
<th>Accrued Tax</th>
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<tr>
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<td>181.94</td>
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<td>2.0000</td>
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<td>0.00</td>
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</tbody>
</table>

- **Account**: 602700
- **Fund**: MISCA
- **Org**: ADM175
- **Program**: 00116
- **Subclass**: 00000
- **Project/Grant**: (None)
- **Budget Year**: 2010
- **Reference/PO**: (None)

**Cost Description**: Toner

**Remarks**: None
Step 5

Gather Documentation & Turn into Approver
Accounting/Billing Cycles

The cycles are named by the month in which they begin.

The cycle for the month of July is from July 17th to August 16th. The last day to make accounting changes for this cycle can be made before they are downloaded to the financial system is 5:00 PM on Thursday, August 19th.
Accounting/Billing Cycles

- Cycles are based off of posting dates
- 48 hour delay in posting
- SAM available 24-7
- Dates are subject to change
- Dates are available on Purchasing website
- No reminders are sent
# Accounting/Billing Cycles

## Transaction Summary

<table>
<thead>
<tr>
<th>Receipt Id Exp Type</th>
<th>View Appr</th>
<th>Auth Lines</th>
<th>Cardholder Name</th>
<th>Account Number</th>
<th>Post Date</th>
<th>Tran Date</th>
<th>Merchant Name</th>
<th>City, State, Postal Code, Country</th>
<th>Tran Amt</th>
<th>Tax</th>
<th>Tax Type</th>
<th>Date Range: Not specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>[ ]</td>
<td>[ ]</td>
<td>MORRIS, KRISTIE</td>
<td>X000000000421007</td>
<td>08/16/2010</td>
<td>08/16/2010</td>
<td>OFFICEMAX CONTRACT</td>
<td>ITASCA, IL, 60143-1290, USA</td>
<td>363.87</td>
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<td>Point of Sale</td>
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</tr>
<tr>
<td>Purchasing</td>
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<td>MORRIS, KRISTIE</td>
<td>X000000000421007</td>
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<td>08/13/2010</td>
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<td>ALPHARETTA, GA, 30004, USA</td>
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</table>
Step 6

File Documentation
Filing Method Examples

- Account Code
- Billing Cycle
- Cardholder
- Fund
- Internal P.O. number
- Merchant
- Org
- SAM Reports

*Check with your department to see if a filing system is already in place.*
Online Reviews

- Random selections and odd merchants
- Contacted by email
- Explanation and/or documentation required
- Inquiries from Pcard, Internal Auditing, Financial Services, Grants, etc.

The University of Oklahoma Purchasing Card (Pcard) was implemented in an effort to improve services to University departments and to provide a more efficient means of payment for small dollar purchases. The Pcard Team has the responsibility of monitoring Pcard transactions for compliance.

Transaction #1234 for a Pcard purchase was randomly selected for review. Often, charges that have been selected have a reasonable explanation.

Merchant: Wacky Stuff
Amount: $150.00
Paid on: 01/01/10

Please reply to this inquiry with a detailed explanation of the purchase and we will evaluate if further documentation is needed.

Thank you in advance and if you have any questions regarding Pcard guidelines or need additional information, please do not hesitate to contact the Pcard Administration Team at proadmin@ouhsc.edu.
Departmental Reviews

- Reviews occur each year
- Internal processes are documented
- Concerns and questions from the department are welcomed
- Final report lists the findings and recommendations
- Department has an opportunity to respond
- Report signed by department representatives and Purchasing
- Final reports with all signatures are forwarded to Internal Auditing
Departmental Reviews

Departmental Review

Department: Equipment Inventory and Relocation Services

Review Time Period: April 2008 to October 2009

Review Date: January 21, 2010

Transactions During Review Period: 69

Transactions Reviewed During Departmental Review: 7

Transactions Reviewed Online During Review Period: 1

Infractions Identified (Departmental and Online): 0

Departmental Review Participant(s):

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Viewer</th>
<th>Approver</th>
<th>Reconciler</th>
<th>Account Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristie Morris</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

Findings:

Stephen Kraus is the only cardholder for this section and Kristie Morris views and reconciles his charges online. Jean Wilson, Associate Director of Purchasing, is his approver and Patty Bowman is his supervisor. Stephen receives approval from Jean Wilson or Jan Duke, who is the Assistant Director of Purchasing, prior to making any purchases. The cardholder makes minimal charges which are mostly for eBay fees and mostly false tax payments. Throughout the review period one transaction was selected for online reviews and was found to be in compliance. All documentation was made available for this review and no infractions were found. This section should be praised for their consistency in viewing and approving transactions online.

Recommendations:

It is recommended that the department review the Pcard Guide to stay current on allowable expenditures and that the review participants relay this information to all cardholders, viewers, reconcilers, approvers and account sponsors within the department.

Departmental Response:

Signatures:

Kristie Morris
3-16-10

Stephen Kraus
3-18-10

Jean Wilson
3/18/10

Patty Bowman

Jan Duke

Copy to Internal Auditing
Information Sources

- Purchasing website
  - Pcard
    - Contacts
    - Cutoff dates
    - FAQ
    - Guide
    - SAM Reports
    - Training sessions
  - Purchasing
    - Newsletters
    - PeopleSoft training dates
    - Regent’s policy
    - Regent’s deadlines
Contact Us If/When

- Need assistance with SAM
- Change any personal information
- Change departments
- Don’t recognize a charge
- Question whether or not a purchase is allowable
Questions