THE UNIVERSITY OF OKLAHOMA
HSC Pcard Training
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

- Purchase Orders (Purchasing)
  - Services, rentals, contracts, purchases over $5,000, etc.

- Vouchers (Accounts Payable)
  - Employee training, travel, gifts, etc.

- Pcard
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
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
HR Name
OU Phone, Email & Employee ID
Account sponsor information

Fund must not be a sponsor account

Single:
$5,000
Monthly:
$25,000

University address
No PO Boxes

Cardholder
Approver
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**
- **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 Accounts Payable, 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 Accounts Payable *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>
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<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>
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<tr>
<td>Clothing/ Apparel *</td>
<td>Coffee Service *</td>
<td>Coffee Supplies *</td>
<td>Computer Parts/ Peripherals *</td>
<td>Computers *</td>
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<tr>
<td>Conference Registrations *</td>
<td>Copy/ Print Shops *</td>
<td>Copyright Fees</td>
<td>Décor *</td>
<td>Educational Supplies</td>
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<td>Electrical Supplies</td>
<td>Electronics</td>
<td>Equipment</td>
<td>Food *</td>
<td>Frames *</td>
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<tr>
<td>Freight *</td>
<td>Furniture*</td>
<td>Gases *</td>
<td>Janitorial Supplies</td>
<td>Lab Equipment and Supplies *</td>
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<td>Landscaping Supplies</td>
<td>Laundry Service *</td>
<td>Listing/ Record Fees</td>
<td>Mailing List *</td>
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<td>Notary Renewal</td>
<td>Office Supplies *</td>
<td>Pagers</td>
<td>Parts *</td>
<td>Photography/ Photos *</td>
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<tr>
<td>Physician Credentialing</td>
<td>Pike Pass</td>
<td>Plumbing Supplies</td>
<td>Publishing/ Submission Fees *</td>
<td>Registrations *</td>
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<tr>
<td>Resale Items *</td>
<td>Scientific Equipment and Supplies</td>
<td>Shipping*</td>
<td>Smart Phone *</td>
<td>Software *</td>
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<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>
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<td>Certification/ Accreditation*</td>
<td>Construction/ Renovation*</td>
<td>Contracts/ Agreements*</td>
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<td>Domain Names*</td>
<td>Employee Testing*</td>
<td>Employee Training*</td>
<td>Entertainment/ Events*</td>
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<td>Firearms*</td>
<td>Food*</td>
<td>Foreign Vendors*</td>
<td>Framing*</td>
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<tr>
<td>Fuel</td>
<td>Gift Cards/ Gift Certificates*</td>
<td>Gifts*</td>
<td>Greeting/ Seasonal Cards*</td>
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<tr>
<td>Insurance*</td>
<td>Internet Services*</td>
<td>Labor/ Maintenance/ Repair*</td>
<td>Late Fees*</td>
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<td>Leases*</td>
<td>Licenses*</td>
<td>Lodging*</td>
<td>Memberships*</td>
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<td>Personal Expenses*</td>
<td>Postage Stamps*</td>
<td>Prepayment*</td>
<td>Printers*</td>
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<td>Radioactive Materials</td>
<td>Recruitment/ Promotional Items*</td>
<td>Rentals*</td>
<td>Royalties</td>
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<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 Accounts Payable/Grants so they can confirm that the purchase meets the Gift Card Policy

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

Foreign Vendors
1. There are some countries we cannot purchase from
2. Accounts Payable 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 merchant’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
  - Reoccurring charges
- 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
- Record Retention Policy
## Itemized Receipts

**Vendor Name:**

```markdown
amazon.com
```

**Shipping Address:**

```
Kristie Morris  
2750 Venture Drive  
Norman, OK 73069
```

**Detailed Item Description:**

```
1 of: 3M Easy Adjust Keyboard Tray with Standard Platform, 17 3/4 Inch Track, Antimicrobial Gel Wrist Rest
Condition: New  
Sold by: Amazon.com LLC
```

**Cost Per Item:**

```
Total charged for this shipment
```

---

**Shipping Address:**

```
Kristie Morris  
2750 Venture Drive  
Norman, OK 73069
```

**Detailed Item Description:**

```
2 of: LaCie Rugged Hard Disk Triple 500 GB USB 3.0 Firewire 800 (2x)  
Portable Hard Drive 301982
Condition: New  
Sold by: Amazon.com LLC
```

**Cost Per Item:**

```
Total charged for this shipment
```
Non-Itemized Receipts

Decor for McCarter Hall

Light Bulbs
(2) Floor Lamps
TRANSACTION RECONCILIATION
Payment Process Works
Payment Process

Cardholder makes purchase

Merchant charges the Pcard

Charge post to Works

Financial Services pays Bank of America

Billing cycle ends

Cardholders/Approvers reconcile transactions

Financial Services downloads charges

Charges are posted to departmental accounts

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--2b730ff92fe28cd99207e883907c9b51

Your username: 4xxxxx or 0xxxxx
Your email address: Femail@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)
Transaction Sign Off

Sign Off

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

monthly charges for Pikepass

OK Cancel
# 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>7/15/2013</td>
<td>8/16/2013</td>
<td>UNITED REFRIG BR #H8</td>
<td>$6.25</td>
<td>$0.00</td>
<td>602700-MISCA-ADM175-00116-00000-(None)-2014</td>
<td>MORRIS, KRISTIE</td>
<td>TXN00180743</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>
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<td>MORRIS, KRISTIE</td>
<td>TXN00176493</td>
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</tr>
<tr>
<td>7/25/2013</td>
<td>7/26/2013</td>
<td>ATT 28724482863NB1</td>
<td>$105.23</td>
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<td>MORRIS, KRISTIE</td>
<td>TXN00176522</td>
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</tr>
<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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</table>

**TXN00180743 08/16/2013**

**Vendor:** UNITED REFRIG BR #H8  
**Card:** MORRIS, KRISTIE

**Source Amount:** $6.25 USD

**Allocation:**
- Description: UNITED REFRIG BR #H8 - Purch  
  - Note: Unspecified  
  - Price: $6.25  
  - Tax: $0.00  
  - Amount: $6.25  
  - Comp | Val | Auth:
    - Comp: ✅  
    - Val: ✅  
    - Auth: ✅  
  - GL Combination: 602700-MISCA-ADM174-00116-00000-(None)-2014  
  - Account: 602700  
  - Fund: MISCA
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
### Split Allocation

<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>
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<tr>
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<td>8/16/2013</td>
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**Source Amount:** $105.23 USD

### Allocation Details

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<tr>
<th>Description</th>
<th>Category</th>
<th>Note</th>
<th>Price</th>
<th>Tax</th>
<th>Amount</th>
<th>Comp</th>
<th>Val</th>
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</tbody>
</table>

$105.23 / $105.23
Add a Line
<table>
<thead>
<tr>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
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<th>Document</th>
<th>Sign</th>
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<td>$6.25</td>
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<td>TXN00175396</td>
<td></td>
</tr>
</tbody>
</table>
Allocation Errors

• Transaction Totals
• PeopleSoft codes are not necessarily already loaded into Works
• Project/Grant
  • (None)
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
- Cost 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
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