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 = uofonorman
- 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

![Image of Personal Information form]

- First Name: Boomer
- Last Name: Sooner
- Business Phone: 4053252811
- Email Address: boomer@ou.edu
- Approver Name: Sooner Boomer
- Approver Email: sooner@ou.edu

*Note: 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): Evans Hall
  * Street Address / Apt #: 660 Parrington Oval
  * City: Norman
  * State: OK
  * Zip: 73019
Accounting Information

- Department number
- Account number
- Department name

<table>
<thead>
<tr>
<th>Additional Business Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Department Number: 137700100</td>
</tr>
<tr>
<td>* Account Number: 740005</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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Limit:</td>
<td>25000</td>
</tr>
<tr>
<td>Single Purchase</td>
<td>5000</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 the 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 surroundings
- 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.
<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>

20
## No List

<table>
<thead>
<tr>
<th>Advertising / Job Posting</th>
<th>Food *</th>
<th>Memberships *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol *</td>
<td>Framing / Certification Framing</td>
<td>Personal Expenses</td>
</tr>
<tr>
<td>Ammunition</td>
<td>Fuel</td>
<td>Postage Stamps *</td>
</tr>
<tr>
<td>Awards</td>
<td>Gift Cards / Certificates</td>
<td>Pre-Paid Phone Cards</td>
</tr>
<tr>
<td>Booth Rental</td>
<td>Gifts</td>
<td>Radioactive Materials</td>
</tr>
<tr>
<td>Cash</td>
<td>Greeting Cards / Seasonal Cards</td>
<td>Recruitment / Promotional Items *</td>
</tr>
<tr>
<td>Certification / Accreditation Fees</td>
<td>Insurance</td>
<td>Rentals</td>
</tr>
<tr>
<td>Construction / Renovation</td>
<td>Internet Services</td>
<td>Royalties</td>
</tr>
<tr>
<td>Contracts / Agreements</td>
<td>Jewelry</td>
<td>Services *</td>
</tr>
<tr>
<td>Demurrage</td>
<td>Lab Animals *</td>
<td>Testing (See Employee Testing)</td>
</tr>
<tr>
<td>Employee Testing *</td>
<td>Labor / Maintenance / Repairs *</td>
<td>Tobacco</td>
</tr>
<tr>
<td>Employee Training *</td>
<td>Late Charges</td>
<td>Travel *</td>
</tr>
<tr>
<td>Entertainment / Events *</td>
<td>Leases</td>
<td>Tuition</td>
</tr>
<tr>
<td>Firearms</td>
<td>Licenses *</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:
    - Services, rentals, contracts, over $5,000, etc.

- **Financial Services**
  - Invoice
  - 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-O MAX.

Shipped to: UNIV OF OKLAHOMA
Kristie Morris
PURCHASING DEPT
2750 VENTURE DR
NORMAN, OK 73069
Acct: # 0490790PURCH

Sold to: UNIV OF OKLAHOMA
PURCHASING DEPT
2750 VENTURE DR
NORMAN, OK 73069

Contact: KRISTIE MORRIS
Contact #: 405.325.2811

Invoice #: 42984091
PO #: 103878248
Order Date: 05.18.10

CC #: 137700100
Release #: 325-2811
Routing: N on Flood
Past Tecumseh
Lon Venture

<table>
<thead>
<tr>
<th>Description</th>
<th>Product Code</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH YIELD PREBATE PRT CTG FOR Delivery on 05/19/2010</td>
<td>S112A7405</td>
<td>3</td>
<td>EA</td>
<td>121.29</td>
<td>363.87</td>
</tr>
</tbody>
</table>

Cost Center

<table>
<thead>
<tr>
<th>total ordered</th>
<th>total shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>363.87</td>
<td>363.87</td>
</tr>
</tbody>
</table>

Total Shipped

<table>
<thead>
<tr>
<th>pre-tax mdse total</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td>363.87</td>
<td>363.87</td>
</tr>
</tbody>
</table>

Payment terms: MASTER CARD / VISA
Non-Itemized Receipts

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  -10.97
90  $0.77

FLORAL  $6.93
50% Discount  -3.47
50  $3.27

FLORAL  $16.33
90  $3.60
SCRAPBOOK  $32.39
290  $0.61
SCRAPBOOK  $17.61
50% Discount  -8.81
120  $0.59

CRAFTS  $19.46
Subtotal  $98.39
Schl/Chur  -9.84
TAX EXMP

TOTAL  $88.55
AMEX  $88.55
Self-Itemized Receipt

Scrapbook Supplies
Flowers for office decor

- Floral Tape
- Scrapbook Paper
- Scrapbook paper

- Scrapbook Embellishments
Step 2

Access SAM
Strategic Account Management

- [www.samaccess.com](http://www.samaccess.com)
- Database = ounorman
- User ID = last 8 digits of Pcard
- Password = last 8 digits of Pcard
- Internet Explorer or Safari

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 = 4x4
- 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
Welcome,

Current Activity
- Messages: No Messages

Pending and Completed Requests
- Refresh

Links
- Email Padmin
- Pcard Homepage
- Purchasing Newsletter
- Pcard Guide

Favorite Reports and Queries
- Name
- Description
- Creation Date
- Type
- Scope

Policy Compliance
- For future use.
SAM Links

- Email Proadmin
- Pcard Homepage
- Purchasing Newsletter
- Pcard Guide
Step 3

Check View Box & Make Notes
# Transaction Review

## Strategic Account Management

### Transaction Summary

<table>
<thead>
<tr>
<th>Receipt Ind</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>Cust Code</th>
<th>Tax Code</th>
<th>Tax Type</th>
<th>Unique Identifier</th>
<th>Notes</th>
<th>Addend Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td></td>
<td></td>
<td>MORRIS, KRISTIE</td>
<td>XXXXXXXX421007</td>
<td>03/21/2010</td>
<td>03/21/2010</td>
<td>OFFICEMAX CONTRACT</td>
<td>ITASCA, IL 60143-1250, USA</td>
<td>75.50</td>
<td>0.00</td>
<td></td>
<td>Point of Sale</td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
<td></td>
<td>MORRIS, KRISTIE</td>
<td>XXXXXXXX421007</td>
<td>03/19/2010</td>
<td>03/19/2010</td>
<td>ATTN 87074804ONBI 3280066</td>
<td>ALPHARETTA, GA, 30004, USA</td>
<td>0.00</td>
<td></td>
<td></td>
<td>Point of Sale</td>
<td></td>
<td></td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
<td></td>
<td>MORRIS, KRISTIE</td>
<td>XXXXXXXX421007</td>
<td>03/18/2010</td>
<td>03/18/2010</td>
<td>GRAINGER.COM 801 801</td>
<td>LINCOLNSHIRE, IL, 60069-3614, USA</td>
<td>42.12</td>
<td>051810BOY2W</td>
<td></td>
<td>Point of Sale</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>
<th>Remarks</th>
<th>Department Number</th>
<th>Account</th>
<th>PO Number</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>Transaction Line Item</td>
<td></td>
<td>122706000</td>
<td>740005</td>
<td>839</td>
</tr>
</tbody>
</table>

### Save | Cancel
## Transaction Summary

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

### Strategic Account Management

![Image of Transaction Summary Table]

<table>
<thead>
<tr>
<th>Receipt Ind</th>
<th>View Approver</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>Cust Code</th>
<th>Tax Type</th>
<th>Unique Identifier</th>
<th>Notes</th>
<th>Addend Type</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td></td>
<td>1</td>
<td>MORRIS, KRISTIE</td>
<td>X00000000421007</td>
<td>05/21/2010</td>
<td>05/21/2010</td>
<td>OFFICE MAX CONTRACT</td>
<td>ITASCA, IL, 60143-1290, USA</td>
<td>363.87</td>
<td>0.00</td>
<td>Point of Sale</td>
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<td>Yes</td>
<td>None</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
<td>1</td>
<td>MORRIS, KRISTIE</td>
<td>X00000000421007</td>
<td>05/19/2010</td>
<td>05/19/2010</td>
<td>ATTM 8707480404B1 3280066</td>
<td>ALPHARETTA, GA, 30004, USA</td>
<td>0.00</td>
<td>0.00</td>
<td>Point of Sale</td>
<td></td>
<td>Yes</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
<td>1</td>
<td>MORRIS, KRISTIE</td>
<td>X00000000421007</td>
<td>05/20/2010</td>
<td>05/20/2010</td>
<td>GRAINER.COM 601 601</td>
<td>LINCOLN SHIRE, IL, 60069-3614, USA</td>
<td>42.12</td>
<td>051810EDYJW</td>
<td>Point of Sale</td>
<td></td>
<td>Yes</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
Summary Actions

- Search
- Dispute
- View/Edit notes

Strategic Account Management
Dispute
View/Edit Notes
Step 4

Change Accounting Codes
Transaction Detail

- Department number
- Account number
- PO number

<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>
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<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>Transaction Line Item</td>
<td></td>
</tr>
</tbody>
</table>

Department Number: 132700600
Account: 740005
PO Number: 839
## Accounting Code Search

### Search Criteria:

**Search String:** 80  
**Type of Search:** Field begins with Search Criteria (Faster)

<table>
<thead>
<tr>
<th>Accounting Code</th>
<th>Description</th>
<th>Accounting Code</th>
<th>Description</th>
<th>Accounting Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>800005</td>
<td>EQUIPMENT</td>
<td>800105</td>
<td>SPM EQUIPMENT</td>
<td>800505</td>
<td>EQUIPMENT RENTAL/LEASE</td>
</tr>
<tr>
<td>800805</td>
<td>COPY MACHINE</td>
<td>801005</td>
<td>EQUIPMENT FOR CAPITALIZATION</td>
<td>801505</td>
<td>EQUIP ACQUISITIONS-GEN PURPOSE</td>
</tr>
<tr>
<td>802005</td>
<td>EQUIP ACQUISITIONS-PROJ SPEC</td>
<td>802505</td>
<td>EQUIP-FABRICATED/ASSEMBLED</td>
<td>803005</td>
<td>MAINT/REPAIR-AIRCRAFT/VEHICLE</td>
</tr>
<tr>
<td>803505</td>
<td>MAINT/REPAIR-EQUIPMENT</td>
<td>805005</td>
<td>RENT OF VEHICLE</td>
<td>809805</td>
<td>MAINTENANCE AGREEMENTS EQUIP</td>
</tr>
</tbody>
</table>
## PO Number

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Amt</th>
<th>Quantity</th>
<th>Net Cost</th>
<th>Item Tax</th>
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<th>Tot. Line Cost</th>
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</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>

**Department Number**: 13270900

**Account**: 740005

**PO Number**: 839
Line Detail Actions

- Split
- View original
- Update accounting allocation
Split

SAM - Transaction Review -- Webpage Dialog

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

Line Total: 363.87

<table>
<thead>
<tr>
<th>Split No.</th>
<th>Percentage (%)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50.0027</td>
<td>181.94</td>
</tr>
<tr>
<td>2</td>
<td>49.9973</td>
<td>181.93</td>
</tr>
</tbody>
</table>

Total %: 100.00  
Total: 363.87

Balance %: 
Balance: 

Apply  Cancel

https://www.samaccess.com/sam/transactionreviewsplitamount.do?strLineTotal=363.87
Split

### Transaction Detail

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Qty</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>1.1</td>
<td>363.87</td>
<td>0.5000</td>
<td>181.94</td>
<td>0.00</td>
<td>0.00</td>
<td>181.94</td>
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<td>1.2</td>
<td>363.87</td>
<td>0.5000</td>
<td>181.93</td>
<td>0.00</td>
<td>0.00</td>
<td>181.93</td>
<td>PURCHASING-ALL CAMPUS SUPPORT</td>
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### Transaction Detail

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Amt</th>
<th>Quantity</th>
<th>Net Cost</th>
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<tbody>
<tr>
<td>1</td>
<td>363.87</td>
<td>1.0000</td>
<td>363.87</td>
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</table>

Department Number: 132706900
Account: 740005
PO Number: 839

Options:
- Line Detail Actions...
- Split Line Item #1
- View Original Line(s)
- All Lines
- Update Accounting Allocation
Number of Lines
Update Accounting Allocation
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 Friday, August 20th.
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>Transaction</th>
<th>View</th>
<th>Auth</th>
<th>Creditor Name</th>
<th>Account Number</th>
<th>Date</th>
<th>Amount</th>
<th>Merchant Name</th>
<th>City, State, Postal Code, Country</th>
<th>Tax</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>☑</td>
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<td>MORRIS, KRISTIE</td>
<td>X00000000X421007</td>
<td>08/18/2010</td>
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<tr>
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</table>
Step 6

File Documentation
Filing Method Examples

- Billing Cycle
- Cardholder
- Department Number
- Internal P.O. number
- Merchant
- SAM Reports

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

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

Flowchart:
- Make Purchase & Obtain Documentation → Access SAM
- Access SAM → Change Accounting Codes
- Change Accounting Codes → Check View Box & Make Notes
- Check View Box & Make Notes → Gather Documentation & Turn into Approver
- Gather Documentation & Turn into Approver → File Documentation
- File Documentation → Make Purchase & Obtain Documentation
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 Review

**Department:** Equipment Inventory and Relocation Services

**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></td>
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</tr>
<tr>
<td>Kristie Morris</td>
<td></td>
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</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
- Patty Bowman 3/18/10
- Jean Wilson 3/18/10

**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