

College of Public Health PCard Procedures

PCard Eligibility in COPH

Faculty and Staff who work for the College are eligible for a PCard. Student employees are not permitted to have a PCard.

Steps

In order to obtain a PCard you must complete the University's online certification training located at (<http://isis.fastmail.usf.edu/pcard/index.html>).

Once you have successfully completed the training you will need to complete a PCard application. The application should be approved by your supervisor authorizing the PCard. In completing the PCard application, you must identify a default account. Default accounts are the account that will be charged should there be a charge not allowable on the funding source or if supporting materials are not provided to the reconciler on time. Any account other than a grant account can be assigned as the default account.

Once the form is completed it should be forwarded to your PCard reconciler for further processing. All COPH PCard applications require the signature of the Dean's Office and the COPH reconciler. You will be notified by the USF Purchasing Dept. when your PCard is ready to be picked up. Once you have received your PCard you should deliver the additional paper work to your reconciler.

As all PCard holders know, there are areas of responsibility for both the card holder and the reconciler. For the card holder, their activity falls into one of two categories: commodity and/or travel .

Card-holder Responsibility: Commodity Purchases

1. The ability to purchase commodity goods will be limited to project, departmental or administrative faculty/staff who have a need to be able to make such purchases. PCard requests will be reviewed to determine the need to purchase commodities via this mechanism on a case-by-case basis.
2. Purchases must be within the allowable PCard, University and funding source guidelines. Though a purchase may be allowable via the PCard it may not be appropriate for a designated funding source. The card holder may be asked to identify an alternate account for such items.

For information on allowable commodity purchases, see

http://isis.fastmail.usf.edu/pcard/content/cert_train/cardholder/wp/acp1.html

3. Original receipts must be turned into your reconciler within 3 business days of the purchase.
4. Each receipt must have the following:
 - A complete description of what was purchased
 - The price of each item purchased
 - The vendor's complete name and address
 - The date that the items were received
 - The charge card holder's signature and the Accountable Officer/PI's signature authorizing the purchase if the card holder is not the PI
 - The account number to be charged

For information on what constitutes a receipt, see

http://isis.fastmail.usf.edu/pcard/content/cert_train/cardholder/wp/chtcpw3.html

For the PCard policy on proper receipt and documentation, see

http://isis.fastmail.usf.edu/pcard/content/cert_train/reconciler/rec/ctr28.html

5. Receipts are the critical part of PCard use. If you lose your receipt you must contact the merchant and request a duplicate. Remember, receipts are required for monthly reconciliation. PCard privileges can be suspended or revoked if receipts are not available. Should you not be able to acquire the duplicate receipt, a memo should be submitted in place of the receipt. The memo should include the following information:
 - Date of Purchase
 - Description of attempts to acquire a duplicate receipt
 - Date items were received if different
 - Items purchased
 - Price of each item
 - Vendor name and address
 - Account number to be charged
 - Short note explaining how the receipt was lost
 - PCard holders signature and PI/Accountable office signature

Card-holder Responsibilities: Travel

1. Charges must be within the allowable PCard, University and funding guidelines. Though a purchase may be allowable via the PCard it may not be appropriate for a designated funding source. The card holder may be asked to identify an alternate account for such items.

For allowable travel purchases, see

http://isis.fastmail.usf.edu/pcard/content/cert_train/cardholder/wp/ate1.html

2. Copies of receipts are to be turned into your reconciler within 3 business days of the last day of your trip.
3. Within 30 days from the last day of your trip a Travel Expense Report (TER) with original receipts attached is to be turned into your Account Rep.
For more information on using the PCard and traveling, please see http://isis.fastmail.usf.edu/pcard/content/cert_train/cardholder/before/chtcbp4.html

For more information on COPH travel policies and procedures, please reference the COPH Travel Guidelines.

Reconcilers Responsibilities:

1. Ensure that receipts are turned in timely and completely
2. Reconcile receipts to credit card statements on a monthly basis
3. Review receipts for completeness and compliance
4. Complete PCard report as directed by the Purchasing Department
5. Reconcile commodity charges to FAST/Finance Mart.

Account Reps Responsibilities

1. Reconcile travel charges against the TER and FAST/Finance Mart.
2. Assist in obtaining any missing receipts
3. On a monthly basis the Account Reps will review a summary report of all PCard charges within their assigned departments and will either approve in writing or identify charges that are not allowable on a designated funding source. The Account Rep will then work with the Reconciler and card holder to identify an allowable account for the item to be charged. If this is not completed within the time required for the Reconciler to submit items for posting, the charge will post to the default account.

What happens if? Unallowable Purchases

1. If the PCard is used for a personal purchase, a credit to the PCard must be issued. It is the PCard holders responsibility to ensure this is completed in a timely manner.
2. If an unallowable purchase is made, a credit must be issued to the PCard. It is the PCard holders responsibility to ensure this is completed in a timely manner.
3. If supporting materials are not submitted in a timely manner, the charge will be posted to the default account of the card holder.

Failure to Comply With PCard Procedures

The use of a PCard is an expedient way for faculty and staff to purchase commodities and services. Failure to comply with USF or COPH procedures related to the use of PCards may result in a warning, suspension or termination of the individual's rights to have a PCard.

- a. First Offense: written warning with notification of problem/issue
- b. Second Offense: written warning with notification of problem/issue and suspension of privilege. Reinstatement requested by Dean/Director to PCard Admin
- c. Third Offense: termination of PCard privilege