Dining Services
"Creating an excellent college experience"

Date Issued: October 2012 Date Revised: May 2016	Policy Number: 305
Section: **Administration**	
Subject: **P-Card Purchases**	

P-Card Purchases:

In order to meet all university and other requirements, all employees handling P-Cards are required to follow the procedure below when using your P-Card**. The process is the same for off-campus purchases as well as on-campus purchases.** Failure to follow these procedures will result in the P-Card being taken away from the cardholder.

Procedure:

Cardholder

After Transaction:

1. Purchase is made:
    a. Ensure purchase is tax exempt
    b. If Purchasing a meal, ensure that there is a detailed receipt along with the credit card receipt – NO ALCOHOL may be included on the receipt
2. Within **4 business days** of purchase the following must be completed:
    a. Fill out the P-Card log including the following:
        i. Date of Purchase
        ii. Vendor Name
        iii. Description of Items purchase and purpose if appropriate
        iv. Total Amount of Purchase
        v. Account number where it should be applied.
            1. Refer to page of accounts in your P-Card log Worksheet
    a. **You must sign the receipt.**
        i. By signing, you are indicating that the charge is:
            1. Correct
            2. Authorized by you the cardholder
            3. Compliant with University policies
            4. Consistent with department budget guidelines
    b. Scan and save the receipt (.pdf file) on the shares drive in Dining Shares/Business Office Public/P-Cards/Receipts/Your name.
        i. Name receipt with where the purchase was made, the date of the transaction, and the amount of the transaction
            1. Ex: USU Card Office 2-1-16 $25
3. Cardholder Level:
    a. You may receive an email referencing the purchase if further action is necessary by you.
        i. Receipt not signed
        ii. Membership and Dues detail is needed
        iii. Meals and Entertainment detail is needed

b. Processing the purchase further:
    i. Log in to Banner Workflow on utilizing your A# and strong password.
        1. http://banner.usu.edu/
    ii. Review or fill out description box
    iii. Review the default index and account
        1. If it needs to be applied to a different account, index, or needs to be split fill out the Optional Distribution as necessary.
    iv. If the charge was for Meals and Entertainment or Membership and Dues fill out the corresponding forms in Banner Workflow
        1. You can attach a list of the attendees in Xtender
    v. Review the receipt and confirm it's correct
    vi. Select the appropriate action in the "Action" box typically "Approve"
    vii. Click **Complete**

4. Cardholder Responsibilities
    a. Watch for unauthorized transactions on your statement and report/dispute them immediately
    b. Dispute any incorrect charges with the vendor directly before filing an online or paper dispute form
    c. Keep the card (and card number) confidential
5. Quick Reference for Cardholders
    a. http://www.usu.edu/controller/forms/CCER_QRG%20Cardholder.pdf

Receipt Attacher (Dining Services Main Office Staff Assistant):

1. During statement period:
    a. Scan receipts and keep a copy on file
    b. Ensure receipts have been entered in Pcard log
    c. Ensure the receipts have been signed.
    d. Collect receipts and file on the Shares Drive
2. Receipt Attaching Level
    a. Review the open transactions and attach signed receipts accordingly
        i. Got to Banner Workflow and log in
            1. Attach receipt using Xtender
            2. Contact the card holder if you don't have the receipt
        ii. Add the receipt description and WO # if applicable
        iii. Click the correct receipt type
        iv. Change the receipt classification it it's a Membership and Dues or Meals and Entertainment transaction
        v. Send to cardholder for review (if necessary)
        vi. Click **Complete**
3. After Attaching Receipt
    a. Move receipt to "Completed Receipts" folder

Reconciler (P-Card Manager):

1. Business Manager Level
    a. Go through each transaction and review:
        i. Description
        ii. Index
        iii. Account code
            1. If anything needs to be changed or split fill out the Optional Distribution boxes
        iv. Review the receipt that it is signed and attached correctly
        i. Verify that the appropriate Membership and Dues or Meals and Entertainment form is complete

v. Click the appropriate action in the “Action” box.
vi. Click **Complete**

Approver Level:

a. Once the Business level clicks complete, an email will be sent indicating the transaction is ready to be reviewed / approved
b. Sign on to Banner Workflow to approve the transaction
c. Before approving the transaction:
    i. Review transaction details and descriptions.
        1. If any account codes are incorrect, return the transaction to the Business Manager level
    ii. Verify the receipts are attached and signed
    iii. Verify that the appropriate Membership and Dues or Meals and Entertainment form is complete
d. Click the appropriate action in the “Action” box
e. Click **complete**