



WASHINGTON STATE UNIVERSITY
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PROCUREMENT CARDS

TRAINING FOR NEW CARDHOLDERS

January 2021
Card Services, Accounts Payable

Welcome!

- Everyone: please turn electronic devices to vibrate, silent or off.
- Video participants: please actively participate, but mute your microphone when not speaking.
- Everyone: ensure your attendance is captured by the facilitator in order to receive credit for completing this course.
- Please remember the most important goal of your training session is to learn the material as presented by your trainer.



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Introduction

- **Facilitator Intro**
- **Contact Info**
Email: purchasing.card@wsu.edu
Admin Phones: (509) 335-2032
(509) 335-2034
- **WSU Card Programs Intro**
JPMC Procurement Card (PCard)
Comdata Fuel Card
JPMC CTA Card
JPMC Travel Card

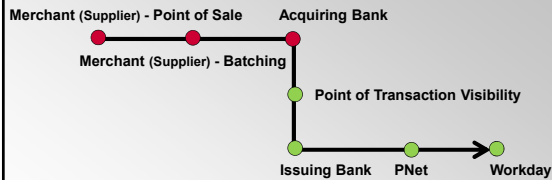
Glossary of Purchasing Card Terms

- JPMC: JP MORGAN CHASE
- HOW TO VERIFY TRANSACTIONS IN WORKDAY
- PROCUREMENT DATA ENTRY SPECIALIST
- DELEGATED PURCHASER
- SINGLE TRANSACTION LIMIT **STL**
- MONTHLY CREDIT LIMIT **MCL**
- REQUIRED ATTACHMENTS
- MERCHANT CATEGORY CODE – MCC
- DIRECT BUY LIMIT

Procurement Standard Limits

- **\$ 10,000 PER TRANSACTION**
 - **\$ 30,000 PER MONTH**
 - **10 TRANSACTIONS PER DAY**
 - **POLICY BPPM 70.08**
- AND ALL OTHER UNIVERSITY
PROCUREMENT POLICIES**

The Transaction Lifecycle



- Average Time between Trans Date & Post Date = 3 days
 - Due to batching, it can be much longer (i.e. 6+ months)
- Any declines that happen prior to the point of visibility are the fault of the Merchant or the Acquirer, and we will have no info about why.



Card Framework

- Policy - BPPM 70.08
 - Method of payment only
 - Approval of transactions comes from the Cost Center Manager, Gift, Grant, or Project

All policies are always in effect.

WSU, Local, County, State, Federal, Grants, NCAA, etc...

- Limits – based on your needs, 110%
 - STANDARD POINTS
 - STL: \$10,000
 - MCL: \$30,000
 - Transactions per day: 10

NOTE: STL requests of \$10,000 MUST HAVE APPROVAL AND REQUIRED TRAINING

Tax and Shipping

Transaction limits include all supplier included costs (i.e. tax, shipping, special handling, surcharging, etc...).

NOTE: The Direct Buy limit only factors in the subtotal.

Examples:

Q Card Smith #1234 has a STL of \$3500, and attempts to buy a Computer from Dell for \$3300. The transaction declines - **WHY?**


A After Tax and Shipping is applied, the grand total of the transaction is equal to \$3700, and is now over the STL.

Tax is based on the ultimate destination of the goods or services.

- Where the item was purchased is of no consequence!
- We also do not account for any destinations outside the state of WA .
- If the tax paid to the original merchant is too little based on the ultimate destination, then WSU pays "Compensatory or Use Tax" directly to the State of Washington.
 - This does NOT affect the card's limits, as Comp Tax is added to the transaction on the backend by WSU - Workday, not JPMC.

The University is **NOT** tax exempt.

- This is rare as most Universities are.



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WSU Procurement Card Program

- JPMC CARD WITH VISA LOGO
- EMBOSSSED WITH EMPLOYEE'S NAME AND WASHINGTON STATE UNIVERSITY
 - I understand that by using the procurement card, I am making financial commitments on behalf of Washington State University, and that the University is liable for all charges made with the procurement card.
- EXCLUSIVELY FOR WSU PURCHASES
- USED IN ACCORDANCE WITH WSU BUSINESS POLICY 70.08
 - I have received the URL to the online BPPM section 70.08: Procurement Card and understand that by this reference it is incorporated and made a part of this agreement. I therefore agree to abide by all requirements set forth in said policy/procedure.

Cardholder Responsibilities:

- **MAKE NO PERSONAL PURCHASES**
- **MAKE NO PURCHASES RESTRICTED FOR PCARD BY POLICY BPPM 70.08**
- **COMPLY WITH UNIVERSITY DIRECT BUY LIMIT: \$10,000**
 - I will strive to obtain the best value for the University when purchasing goods or services with the procurement card.
- **UNDERSTAND TRANSACTION DATA IS HIGHLY TRANSPARENT AND RETAINED AS PUBLIC RECORD**
 - I agree to abide by the ethics guidelines set forth in the BPPM. (See 10.21, 20.37, and 70.15)

Transaction Documentation Requirements:

- At least one document for each transaction
- Obtained from the merchant
- Original or e-documentation (pdf) for uploading in Workday
- Itemized if possible

RECEIPT, INVOICE, PACKING LIST, ORDER CONFIRMATION OR OTHER DOCUMENT CONTAINING

- name of merchant
- date of purchase
- description
- quantities
- unit prices



Appropriate Transactions

- Certain goods and services are not allowed on the Pcard. BPPM 70.08 contains a full list of these restricted items.
- An EXCEPTION REQUEST can be submitted for permission to buy any prohibited items. Exception request requires AFO approval.
- Exceptions are approved only in advance of a purchase. If transaction has posted, no exception will be approved -- Instead, Cardholder must submit DOCUMENTATION OF RESTRICTED PURCHASE
- All Templates are provided via the Knowledge Base and our Website.



Restricted Purchases

University personnel are not to authorize payment with procurement cards for:

Alcohol

- Alcohol for any purpose
- Meals served with Alcoholic beverages

Beverages


- Water for employee consumption where potable water is available. EHS determines whether available water is potable.

Entertainment

- Tickets (unless such purchases are being expensed to a Gift).

Cash advances

Employee moving expenses



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Restricted Purchases

Equipment and Furnishings

- Air conditioners (see 70.10)
- Appliances for break rooms or personal use, e.g. coffee makers, refrigerators, and microwaves
- Furnishings which must be purchased through Facilities Services, Operations, in accordance with 70.01, 70.10 and 80.45, i.e.:
 - Carpeting
 - Floor/window coverings
 - Furniture requiring connections to a building or building utilities
- Capitalized Equipment (see 20.50 for definition; see also SAAM Chapter 30, below, and 70.09)
- Equipment purchased with equipment trade in credit (see 70.12)
- Equipment qualifying for tax exemption or tax deferral (see 70.42)
- Equipment with titles and licensing, e.g., vehicles, trailers and vessels

Services


- Funds transferred to internet accounts to pay web services workers or survey respondents
- Nonemployee labor for services subject to prevailing wage (e.g., carpentry, electrical, plumbing)
- Telephone services including cellular telephone services and hardware for accounts not owned by the University...



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Restricted Purchases

- Contract payments, including leases, rentals (except short-term small equipment rental)
- Controlled substances
- Donations
- Rx/OTC Medications for first aid kits unless preapproved in accordance with SPPM 2.42
(NOTE: Rx/OTC Medications are allowable PCARD purchases without preapproval for units with dispensing pharmacies or trained medical staff.)
- Food and meals (light refreshments are allowable, see BPPM 70.31)
- Gasoline/diesel
- Gifts (unless the purchases are charged to discretionary funding, e.g., Gift funds and allowed under Gift policy, see BPPM 70.33)
- Donations / Gift Cards
- Payments to individuals, employees, students
- Personal purchases
- Prepaid cellular telephones and additional minutes, prepaid calling cards, telephone calls, payments for employee-owned cellular telephone accounts.
(NOTE: Payments for University-owned cellular telephone accounts are allowable. See BPPM 85.45)



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Declines may happen...

- SINGLE TRANSACTION LIMIT EXCEEDED
- MONTHLY CREDIT LIMIT EXCEEDED
- DAILY NUMBER OF CHARGES EXCEEDED
- ACCOUNT IS SUSPENDED
- CARD EXPIRATION DATE ENTRY ERROR
- 3-DIGIT SECURITY CODE ENTRY ERROR

WHAT TO DO:

During WSU business hours:
 call 509-335-2032 or
 email purchasing.card@wsu.edu

After hours:
 call 800# on back of PCard

Online Purchases

▪ **SHIPPING ADDRESS**

WASHINGTON STATE UNIVERSITY
 ATTENTION: YOUR NAME
 STREET ADDRESS
 BUILDING NAME/ROOM NUMBER
 CITY, STATE ZIP CODE

▪ **BILLING ADDRESS**

WASHINGTON STATE UNIVERSITY
 PO BOX 641020
 PULLMAN, WA 99164-1020

Delegated Purchases

- Cardholder may authorize and instruct another employee to make purchases.
- The card must be checked-out and checked-in on a PCard Check-out Record.
- Cardholder will provide a delegation form for the delegated employee to show merchant.
- **The cardholder is responsible for all purchases made using their PCard.**

Transaction Transparency

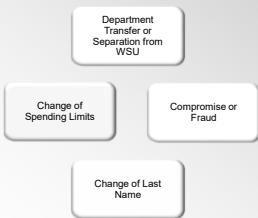
- TRANSACTIONS ARE MONITORED AND AUDITED
- ELECTRONIC RECORDS ARE CREATED AND RETAINED IN WORKDAY – PAPER RECORDS RETENTION AS DESIRED BY DEPT.
- RETENTION PERIOD FOR DOCUMENTS = 6 FULL FISCAL YEARS + CURRENT
- STORED IN DATA WAREHOUSE

What Auditors Examine:

- Practices
 - Roles and responsibilities
- Documentation
 - Itemized receipts
 - Statement and monthly reports

* A review is a test of compliance with policy and procedure

PCard Account Maintenance



- ❖ The PCard is the property of the bank.
- ❖ The cardholder is responsible for all activity on their card.
- ❖ If the cardholder leaves WSU or their department, the card is to be closed and destroyed.
 - The cardholder must notify Card Services by written notification in advance of this event.



Program Administration

The Card Services Program is administered from the Accounts Payable department.

Key contacts:

Ally Comstock 509-335-2032	Program Management	Account maintenance, training and customer assistance
Deanna Sullivan 509-335-2034	Program Coordinator	Policy, compliance, customer service, account maintenance
Jesus Mendez 509-335-2060	Accounts Payable	Expense transfers, coding at the Central level



Resource Page & Demo

Verifying Procurement Card Transactions:

<https://jira.esq.wsu.edu/servicedesk/customer/kb/view/156964932>

BPPM 70.08:

<https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-08-procurement-card/>