

**West Virginia State University
Purchasing and Budget Accounting
Purchasing Card (P-card) Procedures
Updated November 2019**

- P-Card Coordinator inputs P-card transactions and performs the monthly reconciliations of P-cards
- The Purchasing and Budget Accounting Department also follows the procedures listed here.
 - WV State Auditor's Purchasing Card Policy and Procedures
 - WVSU Purchasing Policy and Procedures

Potential Cardholders

Upon approval by a department supervisor & the P-Card Coordinator, an employee can have a P-card. Their transaction limit is also determined by the department supervisor and P-Card Coordinator. Each potential cardholder must go to the West Virginia State Auditor's Office (WVSAO) web site and view the training material relating to Higher Education P-cards. There are two tests that the potential cardholder must pass in order to obtain a P-card: one on policy and procedures and one on ethics. Potential cardholders are given two opportunities to pass each test and they cannot miss more than four answers on each test.

Once a potential cardholder passes their training tests and signs a cardholder agreement, the P-Card Coordinator enters a PCC document into Oasis for WVSAO to issue the P-card. The cardholder's P-card is sent to the P-Card Coordinator who activates the card in a meeting with the cardholder. The P-Card Coordinator and/or WVSAO P-Card division representative reviews the policies and procedures with the cardholder and the cardholder signs the back of the card. The cardholder is the only one permitted to use the card. He/she is prohibited from delegating their card to another person for the purposes of completing a transaction.

Cardholder or department determines there is a need for good/service

The cardholder must first have authorization to purchase goods/services. An internal P-Card Approval form is completed before any purchase of goods/service can be made with a P-Card. This form must have the signatures of the department head, Provost and Vice President of Business & Finance. This form must accompany the receipt for which the authorization was given when submitting statements at the end of the billing cycle.

The cardholder must follow guidelines of the WVSAO Purchasing Card Policy and Procedures and of WVSU Purchasing Card and Purchasing Policy and Procedures. The cardholder documents each purchase on a required log sheet. The cardholder or the department for which he/she works must receive the goods/services.

- If the cardholder receives the goods/services, there must be an itemized receipt for the purchase and goods have to be verified. Their log sheet serves as the receiving report.
- If an individual other than the cardholder receives the goods/services, the goods must be verified using a receiving report and the documentation must be forwarded to the cardholder.

Monthly Reconciliation

Cardholders receive a statement at the end of every cycle, if at least one purchase is made with their P-Card during the cycle. This statement should be reconciled against purchase receipts & the cardholder's log sheet.

Before submitting the required documentation to the Purchasing and Budget Accounting Office, all of the following must be complete.

- a) All credit card numbers marked out except for last four digits on all paperwork
- b) Invoices/receipts are itemized
- c) Invoices/receipts signed by the cardholder
- d) Invoices/receipts shows "zero balance due" or "paid by visa"
- e) USBank credit card statement signed by the cardholder
- f) Log sheet signed by the cardholder & other signatures of appropriate supervisor(s)
- g) Hospitality form required for student/guest activity
- h) If the cardholder did not "receive" the commodity, a receiving report must be completed by the receiver.

The reconciled credit card statement, all receipts and the cardholder's log sheet are forwarded to the Purchasing and Budget Accounting Office. The cardholder is responsible for having all documentation submitted to the P-Card Coordinator by the specified date each cycle. If the proper documentation is not received by due date, the card may be frozen.

- i) First offense—the cardholder receives a warning
- ii) Second offense—the department supervisor is notified
- iii) Third offense—the card is cancelled; to reactivate, the cardholder must go through training again

Purchasing Department's Process

The P-Card Coordinator reviews each of the cardholder's individual transactions against the cardholder's statement, first ensuring that every transaction is for official state business and all required documentation is present. The P-Card Coordinator will then verify each receipt has the correct Banner accounting code. The P-Card Coordinator will make changes to the Banner accounting code, if necessary. The cardholder will be

notified if there were missing receipts, tax or other charges that should not be on card. (i.e. membership dues)

The P-Card Coordinator will then reconcile each cardholder's transaction in OASIS for that month. The entry in OASIS is Banner coding based. Interfaces are used to download OASIS activity to Banner. If any receipts or the credit card statement is missing at time of reconciliation, that receipt or statement will be marked as a Disputed Item in OASIS.

Cardholders occasionally may turn in just the log sheet. In these cases, all transactions will be entered in as a dispute for not having all of the proper documentation attached. Once the P-Card Coordinator receives the missing receipts, he/she will revise the OASIS entry to Reconciled.

Once all transactions have been entered and reconciled for that billing period in OASIS, the P-Card Coordinator will run a report to download the file into Banner. Various processes are run to check for any accounting errors or negative accounting codes. If there are errors, the entry is identified and possibly recoded to another Banner code so as not to create a negative posting line. A P-Card correction will be processed to correct this accounting adjustment. Once the accounting errors and the negative funding have been corrected the report is rerun to balance each fund. The P-Card Coordinator will run additional processes to generate the completed invoices in Banner.

P-Card Corrections

P-Card corrections occur when a transaction was posted against a funding source not specified by the cardholder. This happens when the cardholder has submitted their statement after the due date specified by P-Card Coordinator. If the funding source does not cross funds, this is done internally in Banner. If the funding source does cross funds then a document in OASIS is created.