

End of Month Procedures

Reconciliation

Pcard download to Banner occurs weekly and monthly.

- Weekly download capture only “approved” transactions.
- Monthly downloads capture all transactions, whether or not they have been reviewed and approved.

CARDHOLDER RESPONSIBILITY

- **Review** each of your purchase transactions in the billing cycle for accuracy.
- Assign proper account coding (Department and G/L)
- Ensure appropriate transaction documentation exists.
- Retain original documentation for audit purposes.

APPROVER RESPONSIBILITY

- Approve each of the purchase transactions in the billing cycle for legitimacy.
- **Ensure** each transactions:
 - Has an appropriate business purpose.
 - Is in compliance with University policies and procedures.
 - Has documentation supporting the transaction.

Changes

Approving Officials must notify Pcard Administrator of any of the following changes made to the Cardholders account.

- Termination
- Retirement
- Job duty change
- Separation from employment
- Administrative and
- Medical Leave

Compliance

It is the responsibility of cardholders and approvers to read the full policies, located on the Pcard web site:

- SAAM,
- University Policies and Procedures,
- Purchasing Restricted items List

JP Morgan Chase Reporting

Cardholders must immediately report lost/stolen pcards to JP Morgan.

Customer Services: 800-270-7760

Fraudulent Charges: 866-300-4908

Dispute Center: 866-491-9432



P-card Quick Reference Guide

WWU

Business Services

PH: (360)650-2080

Fax: (360)650-6810

Web Information

<http://www.wvu.edu/fs/PCard/>



Using the Card

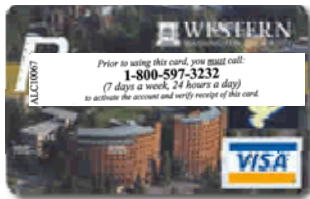
ACTIVATING THE PCARD

Call the phone number on the front of the card from any phone.

When prompted enter the

last 4 digits of your campus phone,

in lieu of your SSN.



Do Not Loan the Card to Others

This jeopardizes the security of the card and violates bank rules. If others need a card, please direct them to the website to apply.



It pays to use your PCard -

Increases efficiencies, reduce processing costs and our vendor payables file, plus speed up our internal procurement process simply by using your PCards to buy and pay within the current budget constraints.

Use your card for allowable purchases

!!! IMPORTANT !!!

Your card should be used for all allowable purchases.

Restricted Items

Your PCard CANNOT be used to purchase services provided by the University, you must contact department below:

- All printing, ext. 3914
- Facility Maintenance and Repair, ext. 3749
- Locking Devices & Reproduction of Keys: Complete e-sign form "Lockshop Maintenance/Repair and Key Request"
- Telecommunications, ext. 3600
- Vehicle Motor Pool Office, ext 3413

Unacceptable use of PCards:

- Alcoholic beverages or liquor licenses, unless permitted by statute or rule.
- Gas/fuel for automobile owned by the University.
- Gifts/donations.
- Personal use.
- Personal or Client Services: Independent contractors, performer, consultants, and speakers.
- Purchases between university internal departments, including WWU Bookstore.
- Split Purchases to circumvent the single transaction limit.

Supporting Documentation

INVOICES, RECEIPTS, CONFIRMATION AND PACKING SLIPS

Every purchase must be supported with proper documentation.

Supporting documents can consist of any of the following:

- Itemized receipt.
- Packing slip with the amount written in.
- Invoice from the merchant.
- Screen print from an Internet order.
- Conference registration form or fax order form.

Supporting documentation must contain:

- Date of purchase
- Amount
- Merchant name
- Description of items purchased

As a best practice, always include a business purpose for the purchase if it is not obvious.

Archive Retention Period:

Pcard Records are kept for a period of six years.