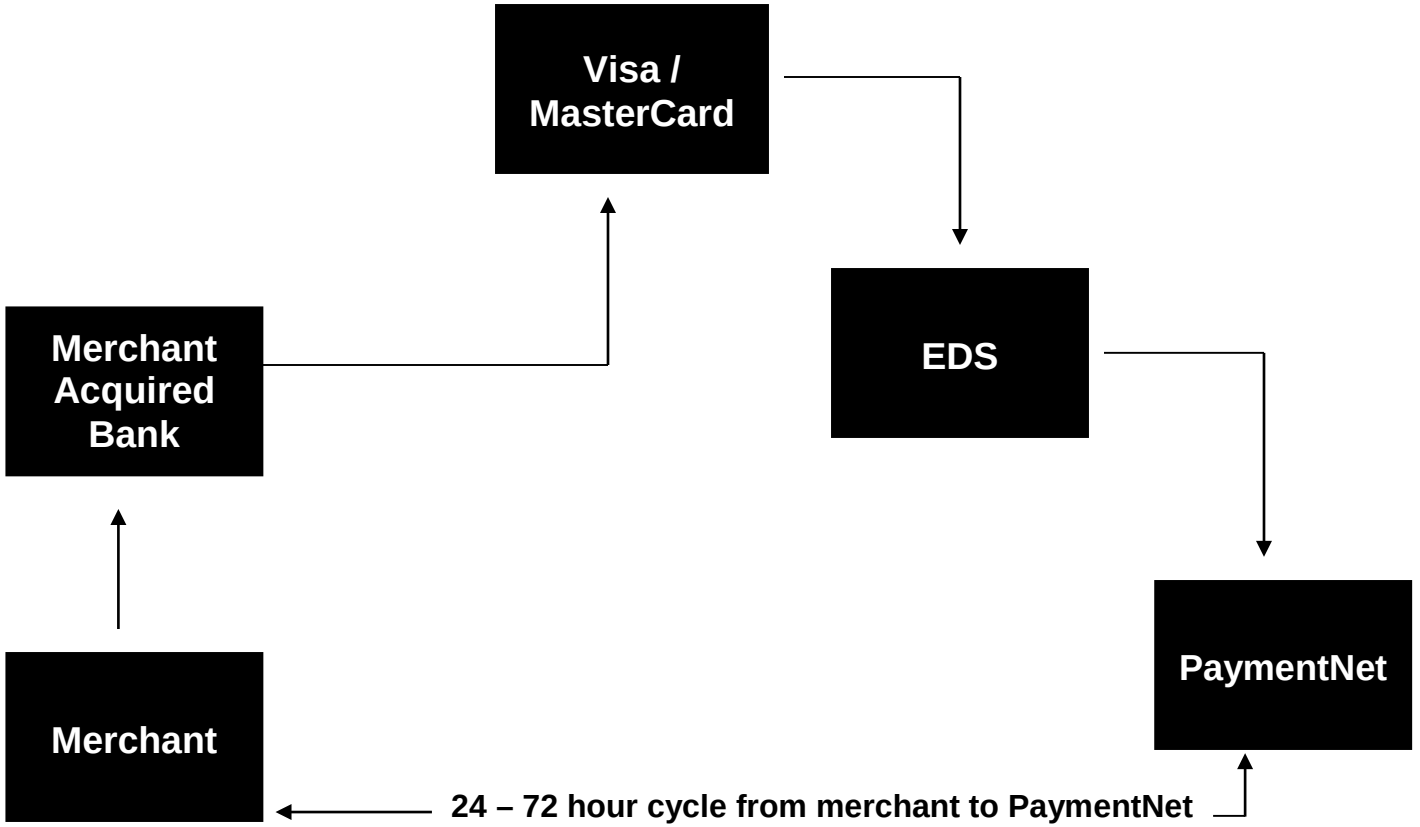
S H A W N E E  S T A T E  U N I V E R S I T Y

# Purchasing Card / PaymentNet Training

Shawnee State University

Procurement Services

# How **credit cards** work



# **Benefits** of purchasing card program

- ✓ Card can be used anywhere Visa is accepted.
- ✓ Need for purchase orders and RFPs is reduced.
- ✓ Processing and archival of paperwork is reduced.
- ✓ Postage and mailing costs are reduced.
- ✓ Orders can be placed in person, by phone, or on the internet.
- ✓ Goods can be purchased and received in a more timely manner.
- ✓ Payments to vendors are expedited.
- ✓ Cardholders can take advantage of discounts on internet orders.

# **Two types** of cards

- **Purchasing Card**
  - Single transaction limit
  - Monthly transaction limit
- **Stored Value Card**
  - Single transaction limit
  - Life-of-card dollar limit

Both cards can be used for the same types of purchases and fall under the same policies and procedures.

## **Who may use** the purchasing card?

- Only the approved cardholder may use the PCard.
- Cards are not transferable nor may they be shared.

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## **Where and when** can the purchasing card be used?

- The purchasing card can be used anywhere Visa is accepted.
- It is the preferred method for making small dollar purchases and for travel.

# Purchasing card **limitations**

- $1,000 swipe limit
- 12 swipes per day
- $10,000 per month

# Purchasing card **restrictions**

## **Blocked** transactions include . . .

- ⃠ Cash advances
- ⃠ Alcoholic beverages
- ⃠ Donations
- ⃠ Employee relocation expenses
- ⃠ Printing
- ⃠ Telecommunications (i.e., cell phones)

# **Restricted** transactions

Purchases that are **prohibited** include . . .

- Personal purchases
- Pyramiding (splitting a transaction to avoid the swipe limit)
- Purchases for the Development Foundation*
- Fuel for privately-owned vehicles (mileage reimbursement)
- Purchases that involve a signed agreement
- Purchases delivered to non-university addresses
- Gift certificates and gifts (flowers for Administrative Assistant's Day, birthday cakes)
- Purchases that represent a conflict of interest

**The Ohio Ethics Law and Conflicts of Interest**

******If there is a question or uncertainty whether a conflict of interest exists with the vendor, contact the General Counsel's Office******

*The Foundation's preferred method is to pay from invoice. If the supplier is unwilling or unable to ship and bill later, the Foundation may transfer the funds into your university account **before** the purchase is made.

# **Restricted** transactions

Purchases that require **advance permission** include . . .

- Computers, printers, software (UIS approval via online form)
- Purchases made using lab fee accounts (dean's approval required)
- Furniture (Procurement Services' approval)
- Hazardous chemicals (Procurement Services' approval)
- Radioactive materials (Procurement Services' approval)
- Professional services (Procurement Services' approval)
- Live animals (Procurement Services' approval)
- Memberships (Procurement Services' approval)
- Recreational establishments (Procurement Services' approval)

# **Department** responsibilities

There are four areas of responsibility within each department:

- Cardholder
- Independent Reviewer
- Department Contact
- Budget Manager

The four areas of responsibility do not, necessarily, equate to four separate people.

# **Before using** your card

① Review the Purchasing Card Policies and Procedures Manual.

② Activate your PCard by calling the toll-free number on the sticker on the face of your card.

③ Sign the back of your card.

# **How to use** your PCard

- Ask the merchant if they accept Visa.
- Tell the merchant you're tax exempt.
- Specify your campus address for shipment and mailing of receipt. Be sure your name, building, room number, and the word 'Visa' are included on the mailing label.
- Confirm total cost, including shipping and handling.
- Request an itemized receipt.

# **Receipt defined** for the PCard

An invoice, cash register receipt, sales slip, or packing slip that contains **all** of the following:

- Name and address of supplier
- Date of purchase
- Quantity
- Description
- Dollar Amount

# Receipt **tips**

| | |
|---|---|
| In Person | Obtain an itemized receipt. |
| Phone | Ask merchant to mail, e-mail, or fax an itemized receipt. |
| Fax | Request an itemized receipt from the merchant. In addition, keep a copy of the order form and the packing slip. |
| Internet | Screen print the completed order form and attach the packing slip and the confirming email you receive from the vendor. |

# **After** the purchase

- ✓ Enter your transaction on the PCard transaction log.
- ✓ Give your reviewer your substantiating documentation within 48 hours.
- ✓ Review your transaction in PaymentNet.
- ✓ Reconcile your monthly statement.
    - Attach receipts.
    - Sign, date, and attach the Approval of Purchasing Card Expenses form.
    - Forward everything to the budget manager for approval.

# PCard as a **travel card**

- An Official Authorization for Overnight Travel form must be completed prior to overnight travel.
- The traveler's PCard may **only** be used for his or her own expenses.
- The purchasing card may be used for all travel expenses **except** meals and the purchase of fuel for personal vehicles.
- Do **NOT** use the PCard for personal charges on a hotel bill.
- Travel must be in accordance with SSU Travel Policy 4.10.

# **Before** traveling

① Review the current SSU policy on in-state/out-of-state travel (4.10).

② Review the per diem allowance for your destination.

③ Review the travel section of your PCard manual.

④ Contact the PCard administrator in Procurement Services at least three working days prior to travel if your limit needs to be adjusted.

# **During** travel

- Save all receipts.
- Save meeting and conference agendas.
- Obtain an itemized hotel bill.
- Save the rental car agreement.

# **After** travel

- Collect all receipts.
- Update the PCard transaction in PaymentNet, being sure to enter “who, when, where, and why” in the *Transaction Notes* section.
- Attach receipts to your monthly PCard statement and reconcile.

# **What is** PaymentNet?

PaymentNet is the web based software application that simplifies expense allocation and makes using Shawnee State's purchasing card easier.

**It will allow you to:**

- View transactions and allocate expenses online on a daily basis.
- Approve transactions monthly.
- Create reports for management and analysis.

# **Cardholders** and PaymentNet

When you log on, you will see the transactions screen, which displays all of your transactions.

**From this screen you may:**

- Compare transactions with your receipts.
- Review account numbers and object codes.
- Add information to *Transaction Notes.*
- Reallocate and split transactions, as needed.

**Your responsibilities in PaymentNet:**

- Verify that it's your transaction.
- Verify that your transaction is charged to the correct account.
- Review each transaction for appropriateness.
- Add *Transaction Notes*, as appropriate.

# **Managers/Approvers** and PaymentNet

When you log on, you will see a list of your transactions if you're a cardholder, and the transaction of all the cardholders that report to you. From this screen you may approve all transactions of the cardholders who report to you and perform all the functions that the cardholder can perform, including reallocating charges.

Indicating in PaymentNet that a transaction has been approved acknowledges:

- That you have verified that the goods/services have been acquired within guidelines, policies, and procedures.
- That you have verified that the cardholder has reviewed the transactions.
- That you have approved and authorized the expense and payment.

# Conclusion

- The PCard does not replace the current purchasing process.
- All proper documentation must be submitted by the appropriate deadline.
- Review and approval of transactions is required.
- All *original* receipts must be reconciled and attached to the signed PCard statement.
- If you have any questions, please call the PCard administrator at 740.351.3536