2017 State Liability Purchasing Card Program
Email Training

- Purchases must be pre-approved by the cardholder’s supervisor / approver prior to processing a transaction. The approval is granted on a [Pre-Approval Form](#).

- An itemized receipt is mandatory for all charges and credits.

- Purchases and credits must be recorded on a [P-Card Log](#), along with the exact amount of the transaction listed. The log is signed by the cardholder verifying they processed the charge, and signed by the approver confirming the charge is for UNO business. The items below must be included with the log:
  - The itemized receipt matching the purchase(s) / credit(s) listed on the log
  - Signed Pre-Approval Form
  - Any supporting documentation necessary to assist in reconciling (SFE, emails, etc.).

- P-Card transactions are reconciled in PeopleSoft. User manuals for both Cardholders and Approvers, along with a Cheat Sheet for both roles, are listed below. Charges must be reconciled and approved within one week of the charge generating in PeopleSoft.
  - [Cardholder’s Guide](#)
  - [Approver’s Guide](#)
  - [Purchasing Card Cheat Sheet](#)

- When reconciling in PeopleSoft, all supporting documentation must be scanned into PeopleSoft. This includes the approved Pre-Approval Form, signed P-Card Log, itemized receipts, and all documentation related to the purchase. A comment is required and must describe what the purchase is for. The same process is required for credits.

- After the documents are scanned into PeopleSoft and a comment is saved, submit all original copies to Accounts Payable immediately. Once a charge is reconciled / approved in PeopleSoft, and the original documents are received, Accounts Payable can create a voucher charging the speed key and account number. All documentation is needed to process a payment for the monthly billing statement as well.

- Bank of America will now mail paper statements monthly to each cardholder’s campus / work address. The cardholder and approver must sign the statement, and submit to Accounts Payable prior to the next billing cycle’s start date.

- Please respond to all email inquiries and requests by the deadlines requested. Many times, a response is required to send to the Louisiana Office of State Purchasing for monthly state audit reports and reviews, or additional information is needed to process the statement’s monthly payment.

- If a cardholder leaves UNO or the cardholder’s approver / supervisor changes, please let Accounts Payable know as soon as possible so we can update our internal records and Bank of America’s system accordingly.
• If a cardholder’s P-Card is canceled, or if the cardholder separates from UNO, the credit card must be submitted to Accounts Payable immediately. Our office has to track the shredding and cancelation of cards.

• Below are purchases **not allowed** on the P-Card. If you have any questions regarding a purchase, please contact Accounts Payable prior to processing the transaction.
  
  • Personal purchases
  • Transactions processed by someone other than the cardholder.
  • Any purchase at or above $1,000.00, including shipping. This includes split purchases to exceed the $1,000 single purchase limit.
  • Louisiana state sales tax. Please submit a [Louisiana State Sales Tax Exempt Form](#) to remove state tax. If state tax is charged, the taxable amount is owed back to UNO.
  • Computers, tablets, and computer software.
  • Travel, except conference registration fees. Professional memberships are not allowed, even when combined with the conference registration fee payment.
  • Food, including meals, catering service, snacks, candy, and coffee.
  • Prizes, gift certificates, or any purchase made with the intention to donate to someone or another entity.
  • Entertainment
  • Stamps
  • Greeting cards
  • Professional and contractual services / honorariums, due to limited system controls for 1099 MISC IRS reporting.
  • Payments made to an individual / non-company
  • Third party processing sites, including PayPal, unless the vendor’s only method of payment is through PayPal.
  • For online purchases, always use a business account not a personal account, to avoid mistakenly charging a personal expense to the P-Card.