Purchasing Card
Refresher Training Series

Hot Topics:
Common Mistakes and
Frequently Asked Questions
Don’t forget to Sign the Roll Sheet!
Agenda

• Common Mistakes
• Tips for Avoiding Violation Points
• Frequently Asked Questions
• Q & A
COMMON MISTAKES

Tips for Avoiding Violation Points
85% of all violations fall in to the top 4 categories. These violations carry the lowest number of points per instance.

- Late Packets: 10 points
- Missing Receipt: 10 points
- Sales Tax: 5 points
- Off-Contract Purchase w/o Buyer Approval: 10 points
Late Packets

• Give receipts, statement, and additional documentation to the reconciler immediately.
• Reconcile throughout the month.
• Don’t hold on to the packet to clear up problems (tax credits, missing receipts).
• Know who your next level approver should be.

Contact P-Card if there is an extenuating circumstance.
Itemized Receipt is Missing

• Stay organized.

• Work quickly! Many vendors can create a duplicate if it is requested close to the point of sale.

• Credit card authorization slips are not the same thing as an itemized receipt.

Request a duplicate receipt prior to submitting the packet.
Sales Tax

• Be proactive at the point of sale.
• Check the receipt before you leave the store.
• Contact online vendors prior to placing your order to find out how to proceed.
• Use the right website for contract vendors.
• Exceptions must be explained.

Request a tax refund BEFORE the packet is due.
Not Using Standing Contracts

- Most commonly purchased items are available on a standing contract.
- Get familiar with the standing contracts for items you use on a regular basis.
- Shop the contract vendors first.
- Contact the buyer if the contract vendor cannot meet your needs.

Obtain buyer approval in writing before going “off-contract”.

OOPS!!
FREQUENTLY ASKED QUESTIONS
How much explanation is really needed?

- The reason for each purchase must be easily understood by an outside party.
- Each packet must stand on its own.
- Food requires additional explanation.
When is food allowable?

• **Who** is attending?
• **What** is the source of funds?
• **When** is the meal taking place?
• **Where** is the meal taking place? Is this a travel related meal?
• **Why** is it necessary to provide food?
• **How** does it benefit the University?
• **Does** it comply with University Spending policies?
Can I purchase gifts/prizes?

- There are several concerns involved including:
  - Would this be 1099 reportable?
  - Does this comply with University Spending Policies?
  - Is this allowable for the source of funding?
  - Would this comply with state law?
  - Would this pose an ethics problem?
  - Would this involve human research subjects?
  - Could this be considered financial aid to a student?

- Contact P-Card or Accounts Payable FIRST!
### What method of payment should I use?

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<tr>
<th>Payment Method</th>
<th>Description</th>
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| Departmental Transfer (DTA)     | - Paying another UA department  
                                 | - CCS classes are an exception                                              |
| Misc. Disbursement Voucher (MDV)| - Reimbursement for out-of-pocket exp.  
                                 | - Items not allowed on P-Card                                              |
| Travel Voucher                  | - In-State (PER DIEM!)  
                                 | - Out-of-State  
                                 | - International                                                           |
| Purchase Order (PO)             | - Requisition: Items $5,000 to $14,999.99  
                                 | - Bid: Items greater than $15,000                                         |
| Purchasing Card (P-Card)        | - Items less than $4,999.99  
                                 | - Allowable/Prohibited                                                     |
Is it OK to let someone else use my card?

- A Cardholder may share his/her card with another individual in limited circumstances.
  - Ex. Picking up ordered items locally.
- It is **NOT** a good idea to let others store your card number in their online accounts to use at will.
- The Cardholder remains directly responsible for the proper use of the card.
How do I reduce my violation points?

- Points reduce automatically over time.
  - If a cardholder goes violation-free for one year, accumulated points will be reduced by half.
  - After two violation-free years, points are eliminated.
  - Points older than three years do not count.

- Cardholders have the option of reducing points by 50% by attending a retraining session.
  - This option is only allowed one time in a 3 year period.
Quick Questions

• May I purchase office décor with state funds?
  – No. Decorative lamps and art for private offices are considered personal items.

• What should I know about purchasing uniforms?
  – Fan apparel is not considered to be a uniform.

• How do I purchase a cell phone?
  – Cell phones may be obtained through the Telecommunications Department or in accordance with the Wireless Communications Stipend Policy.

• What should I know about international travel?
  – Notify Bank of America two days in advance of traveling internationally to prevent transactions from being flagged as potential fraud.
  – There is an international transaction fee charged by Bank of America for each transaction that is processed through another country.
Questions?
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<td>Reconciler Tips, Tricks, and Shortcuts</td>
<td>September 25th 3:30 p.m.</td>
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<tr>
<td>Things Every Approver Should Know</td>
<td>October 30th 3:30 p.m.</td>
<td>Seats Available</td>
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