



THE UNIVERSITY OF NEW MEXICO

HEALTH
SCIENCES
CENTER



PCARDS

Presented by: HSC Unrestricted Accounting
Laura Putz, Associate Controller

TOPICS FOR REVIEW

- Purchasing Cards -The Basics
 - Pcard Log
 - Reallocations
- Special Exceptions
- Review Process
- Infractions
- Workflow

PCARDS – THE RISKS

Investigations uncover misuse of University funds; former employee arrested

Vanderbilt University in 2012; the amount is “substantial” The employee’s responsibilities included initiating and processing financial transactions. The University immediately strengthened its controls.

Misuse of Funds

State employee and business owner convicted of bribery. One employee received a **7 day jail sentence**, **the other received 3 years probation**. The business owner received **14 days in jail**. Loose controls contributed to the thefts.

California Auditor Investigations

- A supervisor ... spent an additional \$5,000 **without being able to show that the expenditures were for a state purpose.**
- 23 employees were paid **travel benefits** of \$55,000 for commutes and expenses incurred near their homes or headquarters.
- Calif. University official **wasted \$6,000** on improper travel; conference was in Birmingham, hotel for 3 days was in London. He said he stayed there to get a better airline fare home.

PCARDS – THE REWARDS

The Purchasing Card Program is intended to simplify the procurement and payment process and reduce total acquisition cost. Additionally, it provides users with greater flexibility.

- Goods, materials, supplies and non-capital equipment up to \$10,000 per transaction
- Approved services not exceeding \$5,000 per transactions
- Convenient
- Quick



PCARD STATISTICS

FY14 Results

Campus	Transaction Count	Transaction Total
Main Campus	105,771	\$45,724,175
Branch Campus	8,166	3,364,591
Health Science Center	62,131	21,993,519
Grand Total	176,068	\$71,082,285

PCARD STATISTICS

Preliminary FY15 Results

Campus	Transaction Count	Transaction Total	Percent Increase \$
Main Campus	103,247	\$49,329,524	7.8%
Branch Campus	9,976	4,068,790	20.9%
Health Science Center	65,627	24,500,857	11.4%
Grand Total	178,850	\$77,585,120	14.9%

INTERNAL CONTROL RESPONSIBILITIES

Purchases are controlled through a combination of external controls and internal Policies and Procedures. The bank's Card Processor checks the following criteria for each transaction prior to giving the vendor approval to accept the transaction.

- Card status
- Dollar limit of individual transaction
- Monthly dollar limit
- Merchant Commodity Code (MCC) number not blocked
- Daily dollar limit
- Daily limit on number of transactions
- Monthly limit on number of transactions



THE PCARD RECONCILIATION LOG

- The Cardholder will reconcile the Transaction Log, bank statement, and supporting documentation. Examples of supporting documentation include original sales slips, cash register receipts, paid invoices, order forms, and receiving reports that provide line item information, item description, quantity, and dollar amounts. Purchasing Card charge slips/sales drafts, faxed copies, photocopies, or online order forms are not adequate support alone.
- A valid business purpose is required for every transaction and must be entered on the log

THE PCARD LOG

Cardholder Name:		Terry Shoebbotham		Org Code:		258B	
Department:		Fiscal Services		PCard Statement Date:		3/5/2015	
Date	Vendor	Item Description	Business Purpose (How does this purchase benefit UNM?)	Amount	Requestor	Date Received	*Index & Acct Code
2/8/2015	Amazon.com	Book	for Controller	\$82.95	L. Putz	2/12/2015	258000-3100
2/8/2015	Staples	folders	filing	\$87.50	L. Putz	2/8/2015	258000-3100
2/12/2015	Southwest Airline	Airfare	conference	\$412.00	L. Putz	2/12/2015	258001-3820
	La Plaza Hotel; Seattle	Hotel	Seattle	\$847.42	L. Putz	2/13/2015	258001-3820
2/24/2015	Smith's	Stamps	customer mailings	\$41.00	L. Putz	2/24/2015	258000-31K0
2/27/2015	National Science Institute	Conference	registration	\$500.00	L. Putz	2/27/2015	258001-31C0

THE PCARD LOG

Cardholder Name:		Terry Shoebottom		Org Code:				258B
Department:		Fiscal Services		PCard Statement Date:				2/6/15-3/5/15
Date	Vendor	Item Description	Business Purpose (How does this purchase benefit UNM?)	Amount	Requestor	Date Received	*Index & Acct Code	
2/8/2015	Amazon.com	Financial GASB 2015, book.	addresses current accounting changes for Associate Controller, Laura Putz	\$82.95	L. Putz	2/12/2015	258000-3100	
2/8/2015	Staples	4 boxes Accordion Folders	For filing NSAR invoices each month	\$87.50	S. Hurley	2/8/2015	258000-3100	
2/12/2015	Southwest Airline	Round trip Airfare to Seattle for PreAward NSI Conference. Depart 6/2/15 return 6/6/15	Keep Rena Vinyard current on mandatory filing changes for NSI grants	\$412.00	L. Putz	2/12/2015	258001-3820	
2/13/2015	La Plaza Hotel; Seattle	3 nights at La Plaza for Rena's Conference on 6/3-5/15	Rena Vinyard hotel charges during conference	\$847.42	R. Vinyard	2/13/2015	258001-3820	
2/24/2015	Smith's	100 Postage Stamps	To Mail change of address information to NSAR customers	\$41.00	Sean McDougale	2/24/2015	258000-31K0	
2/27/2015	National Science Institute	Conference Registration for Rena Vinyard's NSI Conference on June 3-5, 2015	Keep Rena Vinyard current on mandatory filing changes for NSI grants	\$500.00	R. Vinyard	2/27/2015	258001-31C0	

THE PCARD LOG – BUSINESS PURPOSE



PCARD REALLOCATIONS

- Pcards have a default index and account (i.e.: 258000/3100)
- All charges will go to this default index and account unless re-allocated to another index/account
- The correct index and account for a charge are the index/account listed on the P-card log for that charge
- Charges must be re-allocated within 10 days of purchase to the correct index/account or they will automatically go to the default index/account
- If this re-allocation does not occur timely, bad things happen:
 - More work. A JV must be done reallocating the charge from the default index/account to the correct index/account
 - The cardholder incurs a Pcard infraction

PCARD REALLOCATIONS

Purchase Card Transaction: Document Information FWAINVT 8.9.1.4 (BANP)

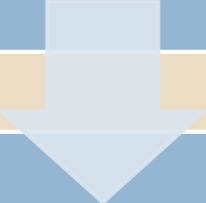
Cardholder ID:	<input type="text"/>			Responsible Organization:	<input type="text"/>	
Account Manager ID:	LPUTZ		Business Manager ID:	LPUTZ	Type:	Not Fed Transactions

Cardholder ID:	<input type="text"/>	<input type="text"/>				
Card Account Number:	<input type="text"/>	Start Date:	<input type="text"/>	Expiration Date:	<input type="text"/>	
Card Type:	<input type="text"/>	Card Status Code:	<input type="text"/>	Card Description:	<input type="text"/>	
Account Manager ID:	<input type="text"/>					
Business Manager ID:	<input type="text"/>	Responsible Organization:	<input type="text"/>			

Vendor:	<input type="text"/>				<input type="checkbox"/> One Time	
Check Vendor:	<input type="text"/>				<input type="checkbox"/> Credit Memo	
Address Type:	<input type="text"/>		Sequence:	<input type="text"/>		
Street Line 1:	<input type="text"/>		City:	<input type="text"/>		
Street Line 2:	<input type="text"/>		State or Province:	<input type="text"/>	ZIP or Postal Code:	<input type="text"/>
Street Line 3:	<input type="text"/>		Nation:	<input type="text"/>		
Reference Number:	<input type="text"/>		SIC:	<input type="text"/>	Document:	<input type="text"/>
Bank Post Date:	<input type="text"/>		Feed Date:	<input type="text"/>	Payment Due Date:	<input type="text"/>
Invoice Date:	<input type="text"/>		Transaction Amount:	<input type="text"/>		

PCARD REALLOCATIONS


Vendor charges PCard and transmits to VISA (may not be immediate – can take up to one week)




VISA transmits data to Bank of America (daily during work week)



Bank of America data loads into Banner Finance (daily during work week)



Cardholder reallocates from default to actual index / account code in FWAINVT (10 days to reallocate)



Transaction posts in Banner Finance to index/account code (posts frequently during work day)

THE PCARD LOG – WHAT TO REALLOCATE?

Cardholder Name:		Terry Shoebottom		Org Code:		258B	
Department:		Fiscal Services		PCard Statement Date:		2/6/15-3/5/15	
Date	Vendor	Item Description	Business Purpose (How does this purchase benefit UNM?)	Amount	Requestor	Date Received	*Index & Acct Code
2/8/2015	Amazon.com	Financial GASB 2015, book.	addresses current accounting changes for Associate Controller, Laura Putz	\$82.95	L. Putz	2/12/2015	258000-3100
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SPECIAL EXCEPTIONS

Three Categories

- 1) Always required from Core Accounting Office and PCard Department REGARDLESS of funding source (Restricted or Unrestricted indices)
- 2) Required from Restricted Accounting offices and PCard Department (Restricted Indexes)
- 3) Required from Pcard Department only

CATEGORY 1 - REVIEWED BY ACCOUNTING (BOTH UNRESTRICTED AND RESTRICTED INDICES)

- Alcoholic Beverages
- Awards and Prizes
- Gifts
- Promotional Items
- Tuition, including UNM
Tuition

**Required for Policy Compliance and
determine if allowable**

- Participant Incentives
- Postage stamps
- Pre-Paid Phone Cards
- Prescription
Drugs/Controlled
Substances

**Required for Internal Control and
determine if allowable**

CATEGORY 2 - REVIEWED BY RESTRICTED ACCOUNTING

- Advertisements
- Animals
- Food Catering
- Refreshments (including paper goods)
- Services
- Rentals (facilities, etc.)

These purchases are **not** generally allowable on most contracts or grants.

CATEGORY 3 - REVIEWED BY PCARD DEPARTMENT ONLY

- **Agreements/Contracts**
- **Catering Agreements/Contracts**
- **Maintenance Contracts**

Required for Signature Authorization Compliance

- **Computers or Servers not purchased in LoboMart**
- **Construction Projects, including mounted furniture or paid for office maintenance**

Required for Inventory/Property Accounting

CATEGORY 3 - REVIEWED BY PCARD DEPARTMENT ONLY

- Copier/Fax/Printer/Scanner
- Key Duplicating
- Vehicle Repair
- Software available for purchase through ITS and/or >\$2,500
- Telephones/telecommunications Services. Includes cell phones and cell phone service

Policy/Services provided by UNM Departments

CATEGORY 3 - REVIEWED BY PCARD DEPARTMENT ONLY

- **Insurance – Policy compliance**
- **Photos/Electronic Images to be published or reproduced - Legal considerations**
- **3rd Party Checkout Vendors (PayPal, Google, etc.) - Internal Control**
- **Payments to Foreign Entities – Tax reporting compliance**
- **Services listed in the Prohibited Service List**

PROHIBITED SERVICES LIST

- Archeologist
- Architects
- Certified Public Accountants
- Consultants
- Contractors
- Engineers
- Land Surveyors
- Landscape Architects
- Lawyers
- Legal
- Management & Systems Consultants
- Planners
- Psychologist

PROHIBITED SERVICES LIST

- Medical Arts Practitioner
- Researchers
- Scientists
- Service workers
- Security Services
- Teachers and other instructors
- Telephone solicitors
- Childcare Services
- Computer consultants and programmers
- Employment Services
- Plumbing
- Electrical repairs
- Individuals or business providing typing, data entry or other clerical office duties

PROHIBITED SERVICES LIST REASONS

- **IRS Compliance**
 - 1099 Reporting Complexities
 - Employee versus Independent Contractor
- **New Mexico Constitution**
 - Legal representation of institution
 - NM State Audit Rule
- **Information Technology**
 - HIPAA Compliance
 - FERPA Compliance
- **Services provided by UNM Departments**

APPROVED SERVICES LIST

- Routine or one time maintenance
- Repairs
- Technical Services
- Printing
- Photocopying
- Duplication
- Film Development

DETAILS THAT TRIP YOU UP

- Food
- Promotional Items
- Awards
- Get approval before purchase
- Improper or late reallocation



ADDITIONAL CONSIDERATIONS PCARD SPECIAL EXCEPTIONS

FOOD

- The department is responsible for following [Policy UAP 4000-Allowable and Unallowable Expenditures](#)
- Generally, food only requires a Special Exception when purchased on a Restricted index, UNLESS
 - If a contract is involved, request a special exception from Pcard (<http://pcard.unm.edu/>) website if using an Unrestricted index
 - If a contract is involved, request a special exception from your Contracts and Grant office (<http://pcard.unm.edu/>) website if using a Restricted index
- If alcohol is involved, request a special exception from Unrestricted Accounting

ADDITIONAL CONSIDERATIONS PCARD SPECIAL EXCEPTIONS

PROMOTIONAL ITEMS

- Information to provide for consideration
 - Item(s) being purchased
 - Give cost of each item
 - Quantity of each item
 - Intended recipients



AWARDS

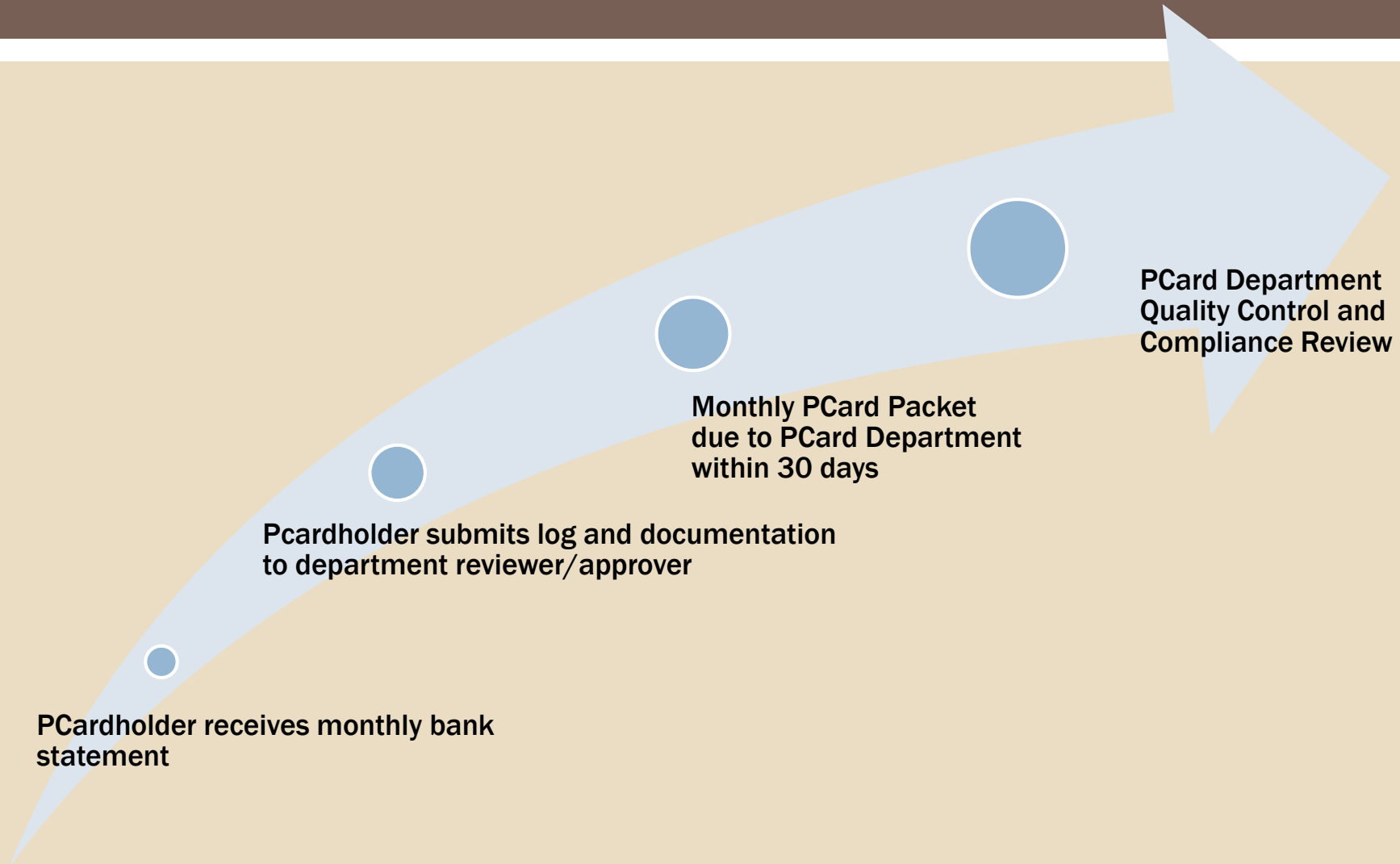
- Must have an approved Award on file before requesting the Special Exception
 - This includes Staff and Student Awards



ADDITIONAL CONSIDERATIONS PCARD SPECIAL EXCEPTIONS

- Request approval BEFORE the purchase!!
 - All after the fact exceptions need to be explained.
- Reallocating charges to unrestricted indices from cards with a default restricted index is **NOT ALLOWED**.
 - Only applies to a limited number of cardholders.
- Reallocate Pcard purchases timely - within the allowed 10 days period.
 - Or earlier – change the posting date to expedite posting to Banner
- Reallocate your transactions to the correct index-account specified in the request.
 - Part of Quality Control and Compliance Review

PCARD DEPARTMENT REVIEW



UNM PCARDHOLDER SUMMARY

- Purchasing Cards : 1,100
- Fuel Cards: 250
- Average Transactions per month: 14,000
- Average Spending per month: \$5,600,000
- Average infractions per month: 620
- Statements per year: 16,200
- PCard department staffing: 3 FTE

QUALITY CONTROL AND COMPLIANCE REVIEW

- Proper completion of the Transaction Log, including necessary signatures that support each transaction
- The existence and retention of original supporting documentation
- Reconciliation of the Purchasing Card Bank Statement to the Transaction Log and supporting receipts
- Appropriate allocation (index/account code)
- Business purpose and approval of purchases
- Sales tax was not assessed and paid
- Purchases are appropriate and within the University's Policies
- Unusual activity
- Incremental/split purchases
- Services with unapproved vendors

QUALITY CONTROL AND COMPLIANCE REVIEW

- Were Hazardous Chemical(s) reported to Safety and Risk Management?
- Receipts:
 - Do the receipts include line item detail?
 - Is the receipt original? (not a fax/Copy/Online Order Receipt)
 - Are memos included for any lost/missing receipts?
 - Are receipts attached but purchase not on log?
- Were disputes resolved in a timely manner?
- Were Pcard transactions allocated within 10 days?
- Were Computer/Laptop purchases reported to Inventory Control?
- Were Special Exceptions requested when required?
- Were travel purchases made for “unallowed” individuals?
 - Foreign National Individuals require exception request
 - Cannot use PCard for rental cars for non-UNM employees

PCARD VIOLATIONS

Three Categories of Infractions:

Level I – Improper Record Keeping

Level II – Incremental/Prohibited Purchase

Level III – Personal and/or Unauthorized Purchase

Consequences:

A Cardholder that has multiple infractions may be required to be retrained. A history of non-compliance may result in Card privileges being terminated.



LEVEL I INFRACTIONS – IMPROPER RECORD KEEPING

- Missing Transaction Log, or Log not completed correctly
- Transaction Log was submitted without proper signatures, or the signatures were not authorized signatures
- Supporting documentation is not sorted in the correct order
- The Transaction Log and bank statement do not balance
- Missing "transferred to" Index/Account code on Transaction Log
- An attempt to reallocate a transaction to an unauthorized Index/Account code
- The purchase of hazardous chemicals/radioactive materials was not reported to Safety & Risk Services by the department



LEVEL I INFRACTIONS – IMPROPER RECORD KEEPING

- The source of supporting documentation does not provide line item information including item description, quantity, and dollar amounts
- Dollar amounts on supporting documentation were altered
- File not received within 30 days of the bank statement date
- Non-original source of supporting documentation provided (fax, photocopy, or online order form)
- The Cardholder has left the department and the PCard Administrator was not notified to close the Card
- The Cardholder has failed to respond to requests from the PCard office for vendor information
- Missing source of supporting documentation (original packing slip, paid invoice, or register receipt)



LEVEL II INFRACTIONS – INCREMENTAL/PROHIBITED

- Sales tax was assessed and paid and Cardholder has not requested a credit or submitted a personal reimbursement
- The Card was used to pay for an unallowable service
- A purchase was made for more than \$10,000.00 without prior authorization from Purchasing
- It appears that an individual other than the Cardholder used the Card
- It appears that there was an incremental/split purchase
- It appears that there was a purchase of a prohibited item
- Airline ticket purchased for unauthorized traveler



LEVEL III INFRACTIONS – PERSONAL AND/OR UNAUTHORIZED PURCHASE

- There appears to be a personal purchase made
- There appears to be an unauthorized purchase made

For the above violations:

- **A written explanation is required from the Dean, Director, or Department Chair including a statement of disciplinary action taken.**
- **Immediate cancellation of the PCard and immediate personal reimbursement. Potential disciplinary action up to and including termination of employment.**



INFRACTION STATISTICS

Infraction	Calendar Year 2014	Calendar Year 2015*
Transaction(s) not Reallocated	1,232	410
Inadequate Business Purpose	1,207	336
Receipt Detail	821	411
Log not submitted on time	796	345
Missing Exception Request	733	359
Receipt Missing	643	197
Asset Tag/Inventory	391	120

* Through June 5th Statements

INFRACTION STATISTICS

Infraction	Calendar Year 2014	Calendar Year 2015*
Unallowable Purchase	134	89
Sales Tax	273	80
Contract Missing/not reviewed	173	66
Personal Purchases/Possible Fraud	37	2
Missing Signatures	39	44
Travel	106	35
Log not Balanced	20	6

* Through June 5th Statements

PCARD TRAVEL TRANSACTIONS AND WORKFLOW

- Average monthly travel spending: \$300,000
- 4,416 items pending in department workflow
- 1,579 workflow items generated – June 2015
 - 1,109 completed (70%)
 - 470 pending (30%)
- 1,989 workflow items generated – May 2015
 - 1,744 completed (88%)
 - 245 pending (12%)

PCARD TRAVEL TRANSACTIONS AND WORKFLOW

Select one of the options listed below and complete the required information.

Option I: The department must process a DPEZ travel reimbursement for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#). When completing the DPEZ travel reimbursement, the PCard travel charge must be selected from the Payment Category* drop down list of available transactions within the Travel/Honorarium Details section of the DPEZ travel reimbursement. Do not manually enter a travel charge that was paid using PCard in this section of the DPEZ.

If the DPEZ is not processed within 7 days of this notice, you will continue to receive notices every 7 days until it has been properly selected and reconciled on a DPEZ travel reimbursement. The unreconciled PCard charge will also be recorded on a management aging report.

Using the PCard for Travel

<http://www.unm.edu/~purch/pcardtravel/index.html>

Option II: DPEZ travel reimbursement has already been processed. This transaction was not properly selected from the Payment Category drop down list of available transactions with the Travel/Honorarium Details section of the DPEZ travel reimbursement or was manually entered in error.

Please enter the previously completed and approved Travel/Honorarium DPEZ number and the business purpose and the transaction will be associated with the reimbursement and automatically reconciled, after Financial services office(s) reviews it. If you haven't already provided a copy of the receipt, please attach a copy to this workflow and it will be routed to the appropriate Financial Services Office.

Option III: Travel has not yet occurred and is not complete or funds will be used as a credit towards future travel. The department will process a DPEZ for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#).

Option IV: This charge was not for travel. This charge was a payment for other services.

Option V: Non-employee travel not requiring reimbursement. This option can be used in lieu of creating a Zero Dollar DPEZ for non-UNM employees in order to clear PCard travel transactions in certain circumstances. This Option may only be used for US Individuals. **Please note that PCard Travel transactions purchased for Foreign Individuals must be reconciled on a Zero Dollar DPEZ**

1. From the list below, please select the appropriate description for the category of travel expenditure which does not require reimbursement to the traveler. If selecting 'Other', additional details must be provided.
2. Provide business purposes in the text field available. Information should include who, what the purpose was and how UNM benefits from this travel.
3. Attach scanned supporting documentation, such as airline or hotel receipts, interview agenda or lecture announcements.

PCARD TRAVEL TRANSACTIONS AND WORKFLOW

Please select from the options below:

- ☐ Option I: DPEZ will be completed within 7 days
- ☐ Option II: DPEZ has already been processed
- ☐ Option III: Travel has not yet occurred
- ☐ Option IV: This charge was not for travel
- ☐ Option V: No other items will be reimbursed for this traveler

Complete

Save & Close

Cancel

USE OPTION I

- Once a DPI has been created and the “S Doc” has been associated, the Pcard Workflow item will disappear.
 - You don't have to do anything!
 - The workflow will go away with an automated process even if you don't select Option I.
- Option I is used when you have not yet processed the DPI for the trip to which it belongs
 - The DPI must be created within 7 days
 - The workflow item must be properly associated (selected from the drop down menu) with the DPI

OPTION I – THE BAD PENNY

- If Option I is selected and any of the following occur, the workflow will come back to you again and again, like the proverbial Bad Penny!
 - The DPEZ/DPI was never started
 - The DPEZ/DPI was never completed (Purged after 30 days)
 - The DPI was disapproved and never resubmitted (Purged after 30 days)
 - S document was not properly associated on the DPEZ/DPI



USE OPTION II

- Option II is used when a DPEZ/DPI has already been processed for the trip where the S Document in the workflow belongs.
- Add the S Document to this DPI by following Option II instructions.
- Department must identify DZ document where transaction should have been reported.
- HSC must review original PCard transaction and DZ indicated to confirm related items.
- System “inserts” records in DZ Banner Record.

WHEN S DOC ADDED AS “PRE-PAID OTHER”

Adding a Travel S document as “Pre-Paid Other” will cause Workflow to be created
The document will appear twice on the DPI when you select Option II to clear the workflow

Use Option II to clear transaction and reference original DPI. Do not create a Zero Dollar DPEZ.

				- \$462.20
Business Purpose: Attend the Division of Community Health Evaluation Institute in Atlanta, GA 3/2/15-3/3/15				
01-MAR-2015	Prepaid Pcard Other	Hotel Accomodations for [REDACTED]	3/1/15-3/3/15	<u>\$310.50</u>
				- \$310.50

Business Purpose: Attend the Division of Community Health Evaluation Institute in Atlanta, GA 3/2/15-3/3/15				
03-MAR-2015	Prepaid Pcard Travel	S1861931		<u>\$310.50</u>
				- \$310.50
Prepaid Total:				\$0.00

OPTION V: REQUIREMENTS

- **Cannot be used for any employee travel – Must do Zero \$ DPEZ**
- **Cannot be used for any foreign traveler – Must do Zero \$ DPEZ**
- **Select Option V instead of doing a zero dollar DPEZ for:**
 - Recruits
 - Guest speaker
 - Students
 - Other – must identify/specify
 - Only when no reimbursement is being given
- **Must attach required documentation:** copy of original receipt and other documentation such as interview schedule, Lecture flyer, etc.

RESOURCES

- Pcard department website: <http://pcard.unm.edu/>
 - Key Department Contacts
 - PCard Policy and Procedure
 - Pcard Training Materials links
 - And much, much more!!

- MyReports
 - PNRPCRD – PCard Transaction Report

- Pending Workflow Reports
 - HSC – Contact Stacie Hurley (sebegay@salud.unm.edu / 272-5460)
 - Main/Branch Campus – Contact Justin Walters (jwalters@unm.edu / 277-0057)