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
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.

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.

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.
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 transaction
- Convenient
- Quick
PCARD STATISTICS

FY14 Results

<table>
<thead>
<tr>
<th>Campus</th>
<th>Transaction Count</th>
<th>Transaction Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>105,771</td>
<td>$45,724,175</td>
</tr>
<tr>
<td>Branch Campus</td>
<td>8,166</td>
<td>3,364,591</td>
</tr>
<tr>
<td>Health Science Center</td>
<td>62,131</td>
<td>21,993,519</td>
</tr>
<tr>
<td>Grand Total</td>
<td>176,068</td>
<td>$71,082,285</td>
</tr>
</tbody>
</table>
## Preliminary FY15 Results

<table>
<thead>
<tr>
<th>Campus</th>
<th>Transaction Count</th>
<th>Transaction Total</th>
<th>Percent Increase $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>103,247</td>
<td>$49,329,524</td>
<td>7.8%</td>
</tr>
<tr>
<td>Branch Campus</td>
<td>9,976</td>
<td>4,068,790</td>
<td>20.9%</td>
</tr>
<tr>
<td>Health Science Center</td>
<td>65,627</td>
<td>24,500,857</td>
<td>11.4%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>178,850</td>
<td>$77,585,120</td>
<td>14.9%</td>
</tr>
</tbody>
</table>
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 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Item Description</th>
<th>Business Purpose</th>
<th>Amount</th>
<th>Requestor</th>
<th>Date Received</th>
<th>PCard Statement Date</th>
<th>Org Code</th>
<th>*Index &amp; Acct Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/8/2015</td>
<td>Amazon.com</td>
<td>Book</td>
<td>for Controller</td>
<td>$82.95</td>
<td>L. Putz</td>
<td>2/12/2015</td>
<td>3/5/2015</td>
<td>258B</td>
<td>258000-3100</td>
</tr>
<tr>
<td>2/8/2015</td>
<td>Staples</td>
<td>folders</td>
<td>filing</td>
<td>$87.50</td>
<td>L. Putz</td>
<td>2/8/2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/12/2015</td>
<td>Southwest Airline</td>
<td>Airfare</td>
<td>conference</td>
<td>$412.00</td>
<td>L. Putz</td>
<td>2/12/2015</td>
<td></td>
<td></td>
<td>258001-3820</td>
</tr>
<tr>
<td></td>
<td>La Plaza Hotel; Seattle</td>
<td>Hotel</td>
<td>Seattle</td>
<td>$847.42</td>
<td>L. Putz</td>
<td>2/13/2015</td>
<td></td>
<td></td>
<td>258001-3820</td>
</tr>
<tr>
<td>2/24/2015</td>
<td>Smith's</td>
<td>Stamps</td>
<td>customer mailings</td>
<td>$41.00</td>
<td>L. Putz</td>
<td>2/24/2015</td>
<td></td>
<td></td>
<td>258000-31K0</td>
</tr>
<tr>
<td>2/27/2015</td>
<td>National Science</td>
<td>Conference</td>
<td>registration</td>
<td>$500.00</td>
<td>L. Putz</td>
<td>2/27/2015</td>
<td></td>
<td></td>
<td>258001-31C0</td>
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# THE PCARD LOG

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Item Description</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>2/8/2015</td>
<td>Amazon.com</td>
<td>Financial GASB 2015, book.</td>
<td>addresses current accounting changes for Associate Controller, Laura Putz</td>
<td>$82.95</td>
<td>L. Putz</td>
<td>2/12/2015</td>
<td>258000-3100</td>
</tr>
<tr>
<td>2/8/2015</td>
<td>Staples</td>
<td>4 boxes Accordian Folders</td>
<td>For filing NSAR invoices each month</td>
<td>$87.50</td>
<td>S. Hurley</td>
<td>2/8/2015</td>
<td>258000-3100</td>
</tr>
<tr>
<td>2/12/2015</td>
<td>Southwest Airline</td>
<td>Round trip Airfare to Seattle for PreAward NSI Conference. Depart 6/2/15 return 6/6/15</td>
<td>Keep Rena Vinyard current on mandatory filing changes for NSI grants</td>
<td>$412.00</td>
<td>L. Putz</td>
<td>2/12/2015</td>
<td>258001-3820</td>
</tr>
<tr>
<td>2/13/2015</td>
<td>La Plaza Hotel; Seattle</td>
<td>3 nights at La Plaza for Rena's Conference on 6/3-5/15</td>
<td>Rena Vinyard hotel charges during conference</td>
<td>$847.42</td>
<td>R. Vinyard</td>
<td>2/13/2015</td>
<td>258001-3820</td>
</tr>
<tr>
<td>2/24/2015</td>
<td>Smith's</td>
<td>100 Postage Stamps</td>
<td>To Mail change of address information to NSAR customers</td>
<td>$41.00</td>
<td>Sean McDougle</td>
<td>2/24/2015</td>
<td>258000-31K0</td>
</tr>
<tr>
<td>2/27/2015</td>
<td>National Science Institute</td>
<td>Conference Registration for Rena Vinyard's NSI Conference on June 3-5, 2015</td>
<td>Keep Rena Vinyard current on mandatory filing changes for NSI grants</td>
<td>$500.00</td>
<td>R. Vinyard</td>
<td>2/27/2015</td>
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THE PCARD LOG - BUSINESS PURPOSE

- WHAT?
- WHY?
- WHO?
- WHEN?
- WHERE?
- HOW?
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
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)
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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**
These purchases are not generally allowable on most contracts or grants.
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
- 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
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
**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
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

PCardholder receives monthly bank statement

PCardholder submits log and documentation to department reviewer/approver

Monthly PCard Packet due to PCard Department within 30 days

PCard Department Quality Control and Compliance Review
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
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 – IMPROP RED 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)
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

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

* Through June 5th Statements
## INFRACTION STATISTICS

* Through June 5th Statements

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Calendar Year 2014</th>
<th>Calendar Year 2015*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallowable Purchase</td>
<td>134</td>
<td>89</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>273</td>
<td>80</td>
</tr>
<tr>
<td>Contract Missing/not reviewed</td>
<td>173</td>
<td>66</td>
</tr>
<tr>
<td>Personal Purchases/Possible Fraud</td>
<td>37</td>
<td>2</td>
</tr>
<tr>
<td>Missing Signatures</td>
<td>39</td>
<td>44</td>
</tr>
<tr>
<td>Travel</td>
<td>106</td>
<td>35</td>
</tr>
<tr>
<td>Log not Balanced</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>
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%)
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 purchase 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.
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
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
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
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.
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/](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)