Web Site Update – controllers.usu.edu

We have updated the website and added more information, please take a few minutes and review the Policies & Procedures – P-Card Procedures (ServiceNow)

https://controllers.usu.edu/teams/p-cards/pcard_procedures

Boxes across now to see different categories

Quick Reference – All Cards/Travel Cards/P-Cards

Does your department have any opposition to using the All-Card? Did you know that a regular P-card can be converted to an All Card temporarily for those once a year trips? Let us know if you have questions regarding this.

Definitions – More definitions have been added to the list. Please let us know if there is something there that is unclear or missing.

OCC’s Cards must be presented to On-Campus Vendors. We have a lot of incorrect OCC charges, taking the card with you help prevent this. OCC numbers change and lists should not be kept at the vendor site.

Sales Tax – live links to forms have been added for most forms. We will be adding USU’s W-9 as well as a blank W-9 and W-8 BEN

Procedures & Responsibilities

Level 300 must approve card limit increases, this is not spelled out but because the budgetary responsibility lies with the Level 300 Approver, we need their approval to make P-card limit increases. Business Services can make the request but the request cannot be completed until we have the 300 Level approval.
Receipt Attachers: What is the most difficult part of your job? “Getting Receipts” This seems to be the answer across the board. Some departments/colleges shared that if the cardholder has outstanding transactions at 45 days, they suspend the card. The P-card Office will fully support this action and it is simple to do and undo.

Working together within your departments with Department Heads and Deans with a strategy to put in place and maintain a standard expectation is the key to resolving this issue. We feel that 30 days is a sufficient amount of time to have transactions cleared through the system but we are also aware that situations arise where some leeway needs to be given. It is you in Business Services that know your cardholders and their individual situations.

If your current process is not working let’s talk about it and see if we can share some ideas and options that might help to alleviate the time and energy spent on collecting receipts and other needed documentation from cardholders.

Fraud—Classify Transactions as FRAUD ASAP so we can monitor and watch for the credits to come through. We connect with the bank every day and can make sure that credit are given and that fraud cases have actually been opened and in process. If we do not know that there are fraudulent transaction we cannot help you to monitor it. If transactions are classified as FRAUD and then resolved we can send the transaction back out for approval

Dashboard—would a Dashboard be helpful for you?

What would you want on it?

What do you need to be successful?
Receipts? Reports? Tools? Please let us know. We are here to help you and give you the tools you need to be successful. We are always open for suggestions, ideas, and insights.

**Future Forum Sessions:** We will continue to hold these Forums quarterly, alternating these areas.

  A/P & Purchasing          P-card & Travel

Please let us know if there are other areas you would like to have. We are open to providing whatever information you feel is needed. Argos reporting, E-prints etc. You let us know.

It was requested that we add a page into the P-card training that discusses the **Amazon Business** process so that cardholders can take advantage of the tax exemption. We will definitely get this added. If you need further explanation or understanding on this process, give me a call or you can contact Jill Ballard in Purchasing at 797-1038.