

P-Card Forum

Presented by:

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Agenda

- Introducing the presenters
- Goals
- P-Card updates
- Best practices
- Survey results
- Question and answer

Goals for Fiscal Year 18-19

- Educating campus on the preferred payment methods
 - AggieBuy
 - P-Card
 - Paper checks
- Identifying vendors who are willing to process credit card payments
- New formatted training
- Docusign project
- Using Concur instead of KFS for reconciling P-Card transactions



Best Practices

- ▶ **Keeping Good Documentation/Require Receipts**
 - ▶ Always obtain the appropriate source documentation from the vendor for every purchase and forward to your Fiscal Officer within 5 days of receipt of goods
- ▶ **Utilize a Purchase Log**
 - ▶ In order to reconcile P-Card transactions, a P-Card log can be used to reconcile the monthly statement and to assist with any returns or disputes

Best Practices

- ▶ **Require the Business Purpose**

- ▶ Fill out the business purpose in the PCDO explanation field

- ▶ **Fiscal Officers should review purchases within 30 days**

- ▶ If the FO waits beyond 60 days we cannot dispute any transactions with the bank if necessary.



Best Practices

- ▶ **Ensure there is proper separation of duties for the purchasing card**
 - ▶ The fiscal officer should not be subordinate to the cardholder. Purchases are to be verified and properly received.
- ▶ **Enroll in US Bank Access Online**
 - ▶ Receive real time fraud alerts through text messages or e-mail. You have 15 minutes to respond if a transaction is valid.





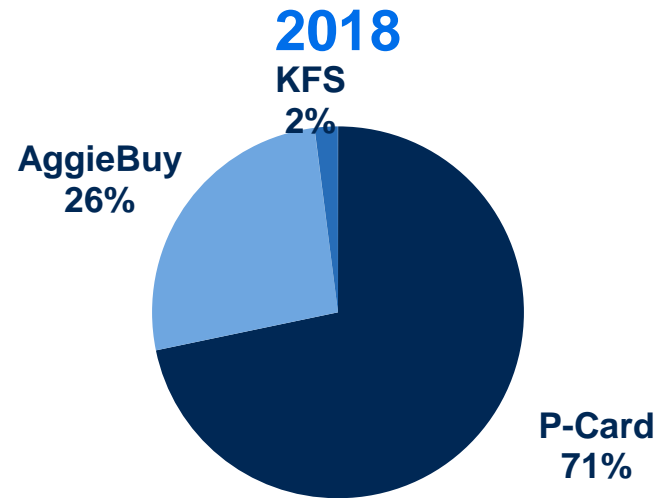
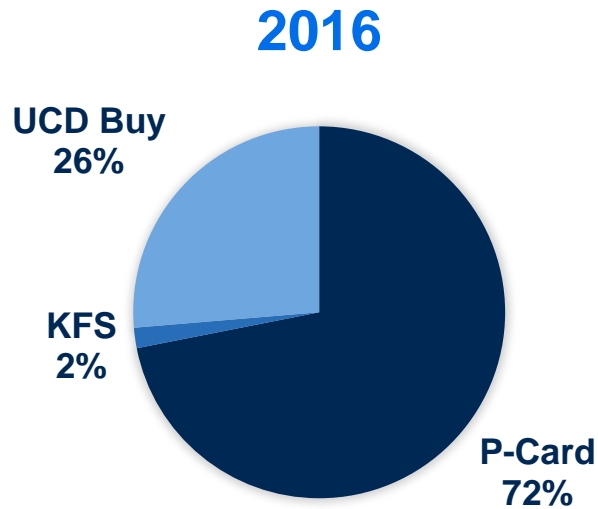
Survey Results

- Purpose:
 - Nearly 400 responses
 - Determine what is working
 - Share some of your “pain-points” related to the program
 - Adjust and improve our services
 - Better serve you and the UC community.



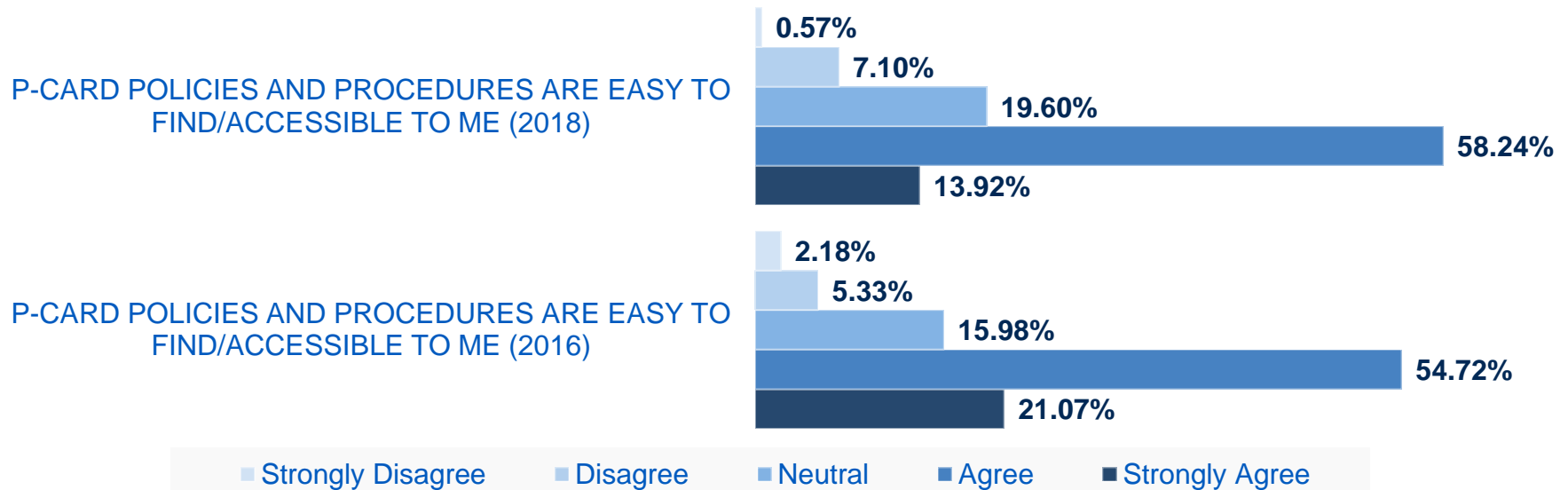
Survey Results

What is your preferred payment method for making low-dollar purchases?



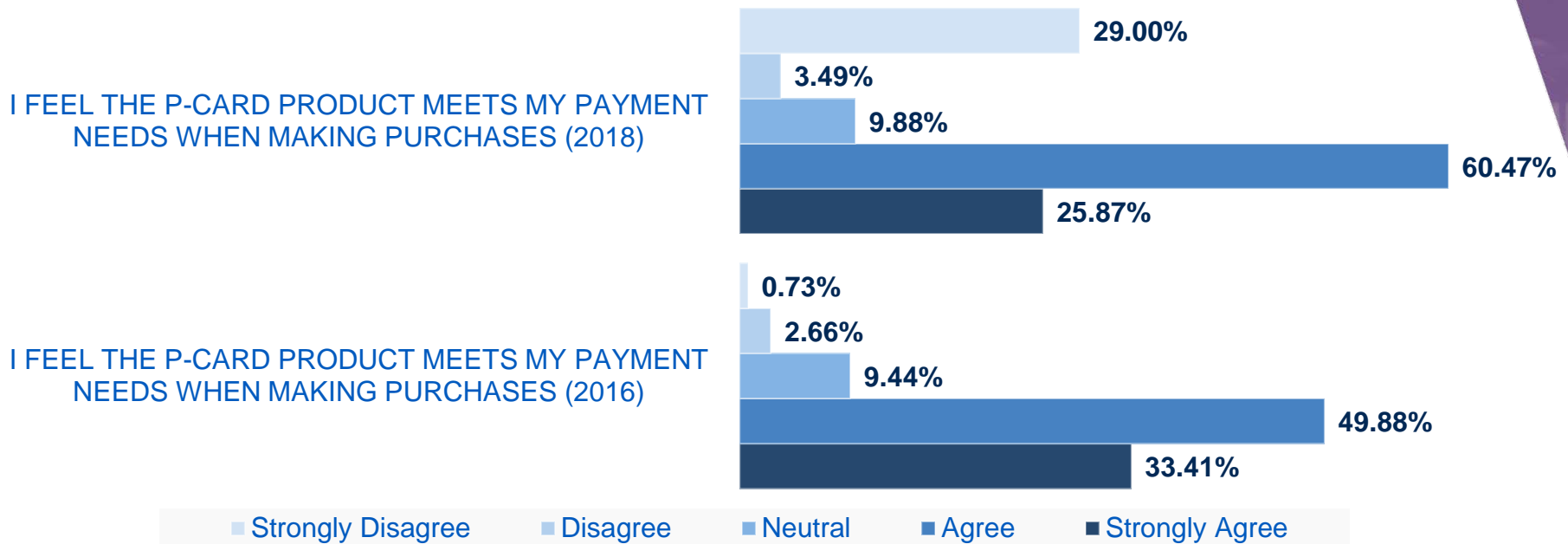
Survey Results

P-Card Policy and Usage



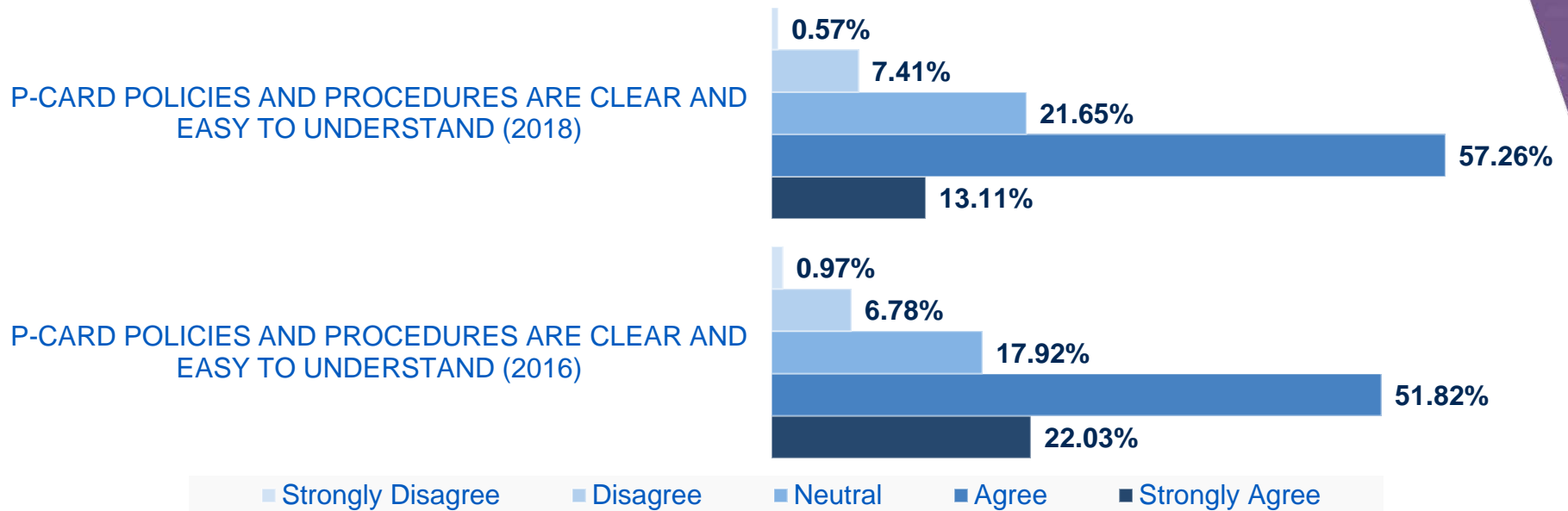
Survey Results

P-Card Policy and Usage

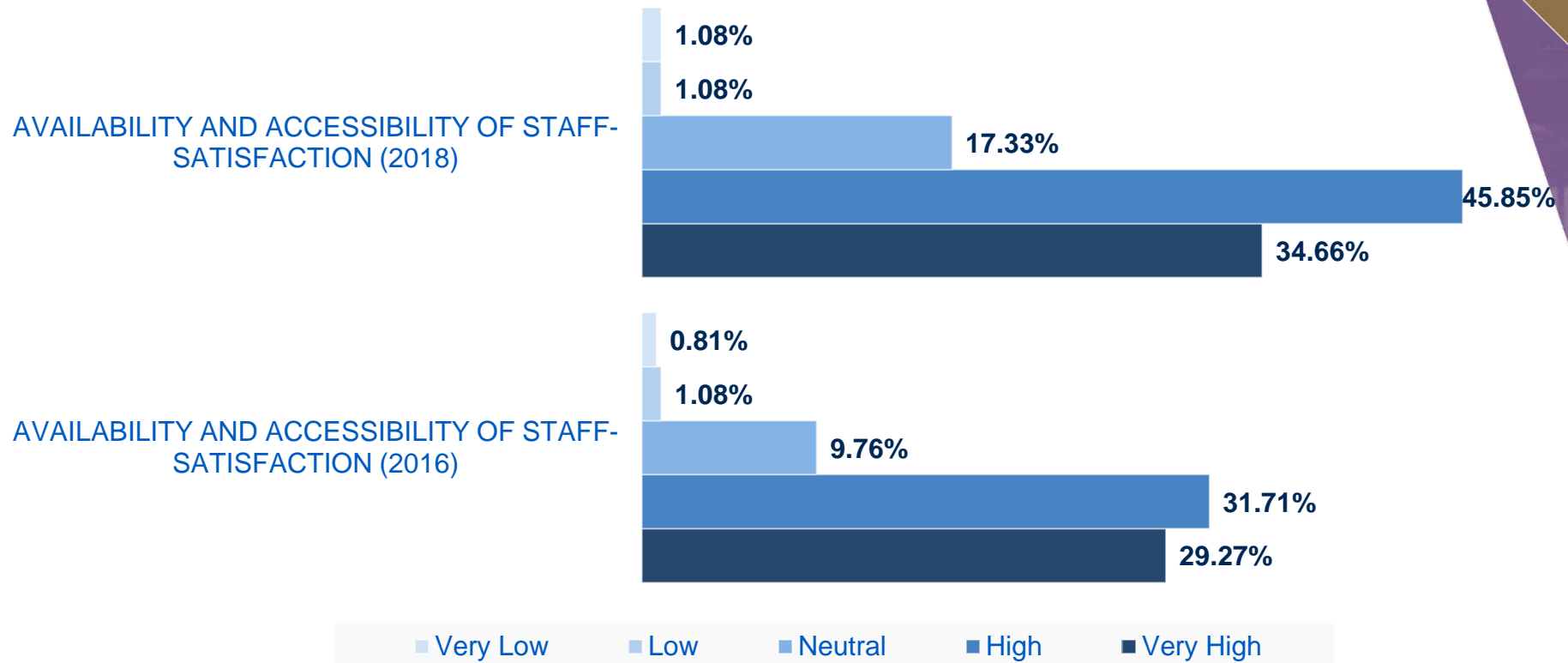


Survey Results

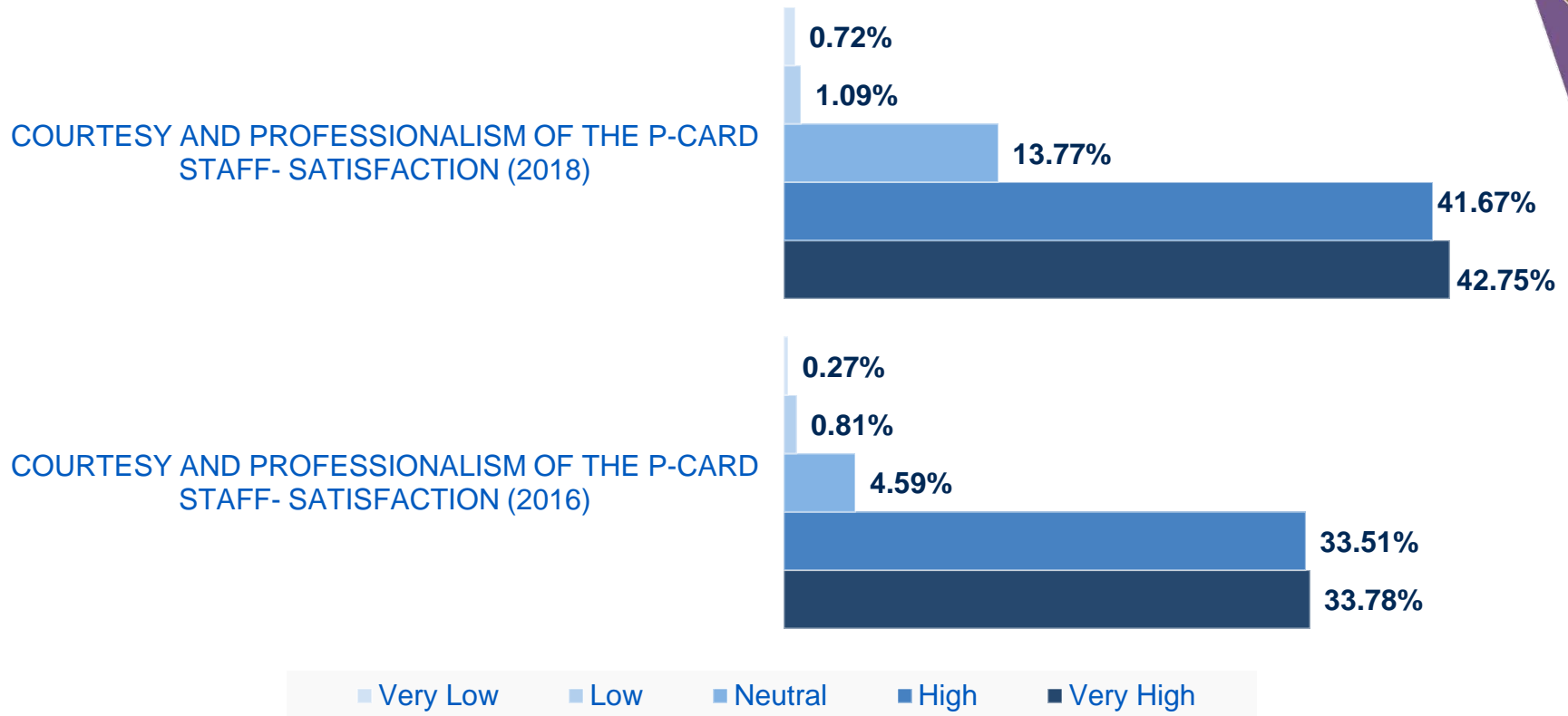
P-Card Policy and Usage



Survey Results (P-Card Staff)

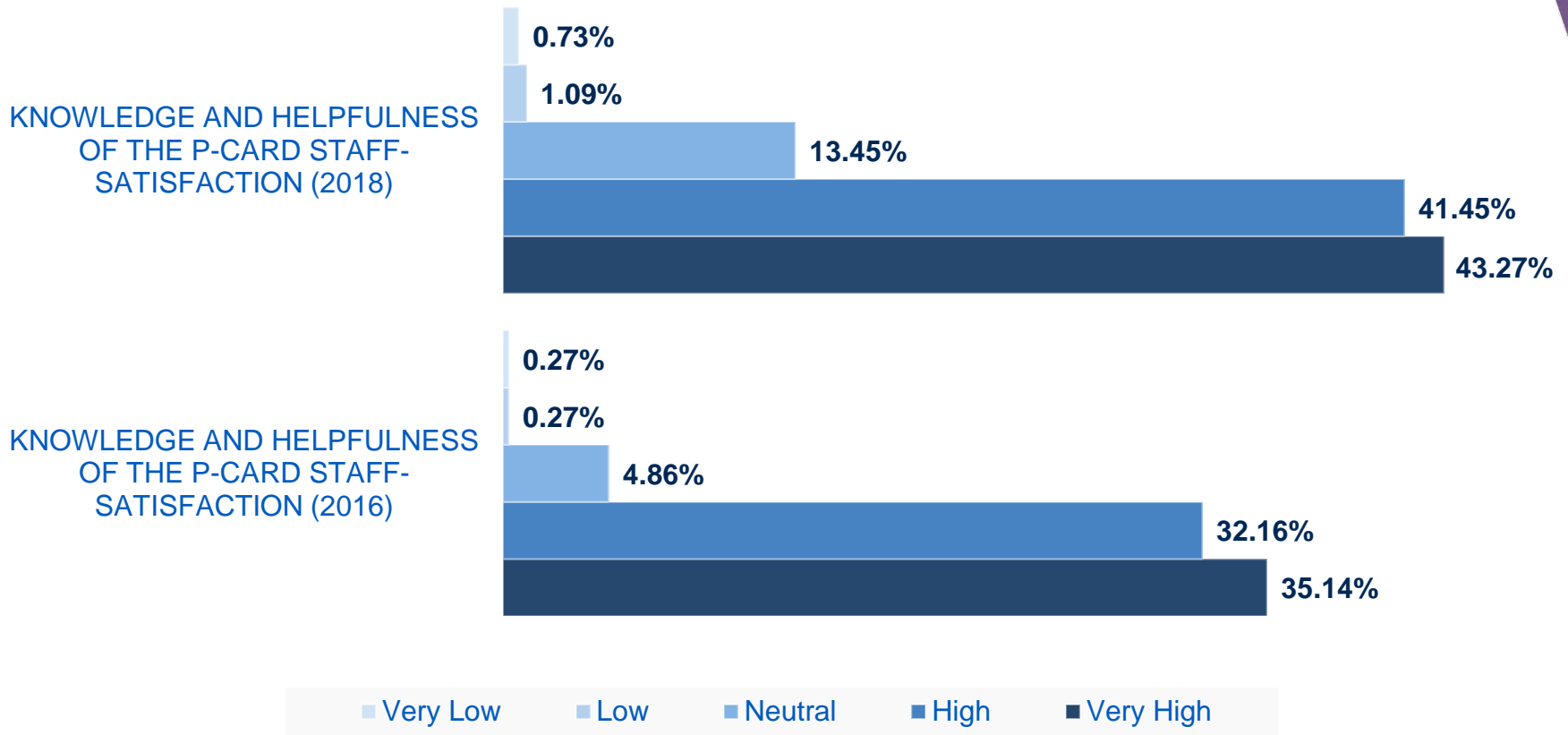


Survey Results (P-Card Staff)



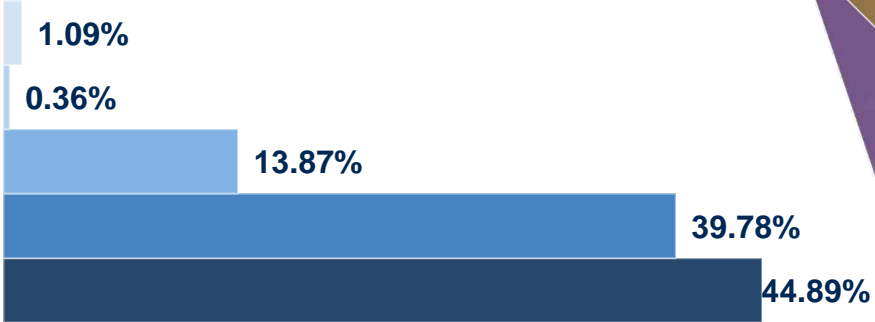
Survey Results (P-Card Staff)

Knowledge and Helpfulness of the P-Card staff



Survey Results (P-Card Staff)

THE P-CARD STAFF PROVIDING THE ANSWERS YOU NEED/SOLVING P-CARD ISSUES-SATISFACTION (2018)

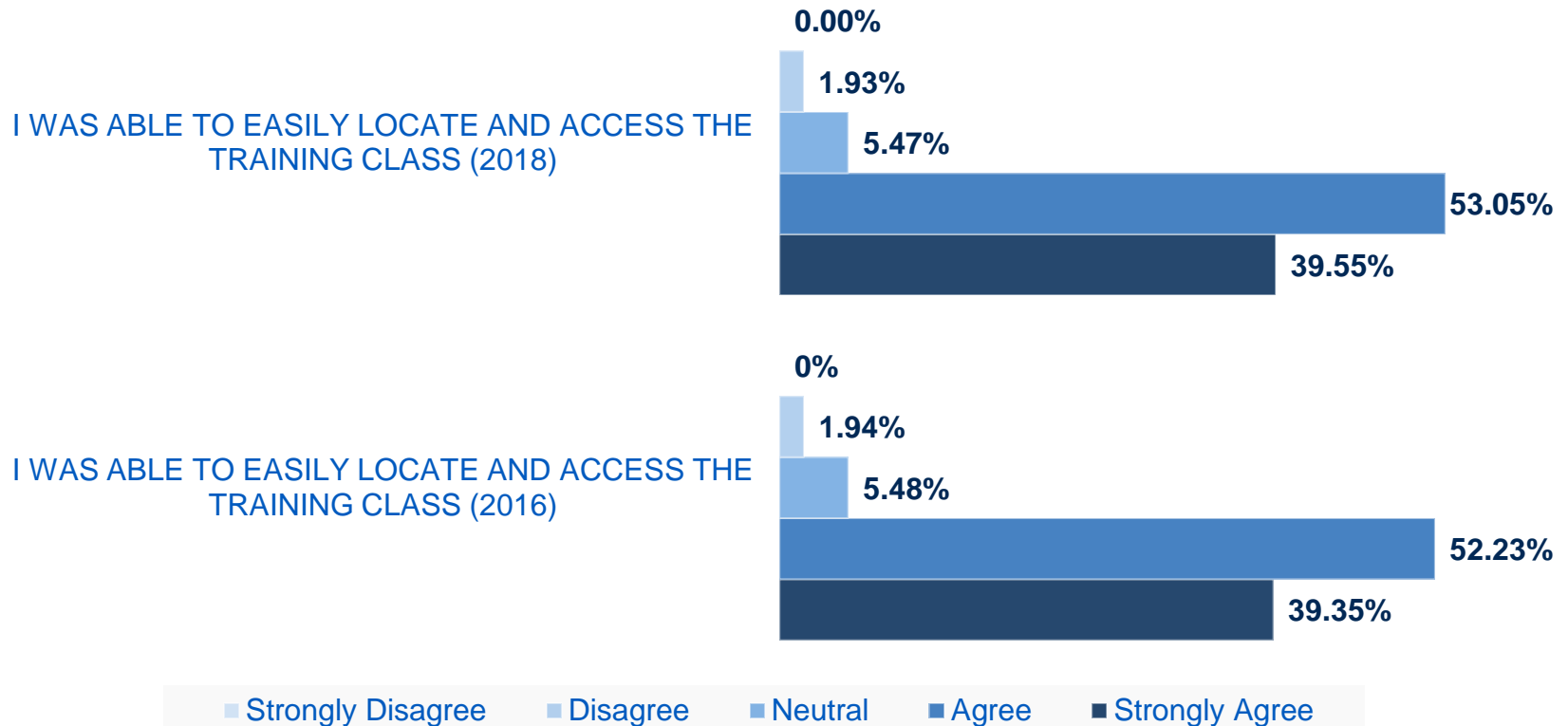


THE P-CARD STAFF PROVIDING THE ANSWERS YOU NEED/SOLVING P-CARD ISSUES-SATISFACTION (2016)



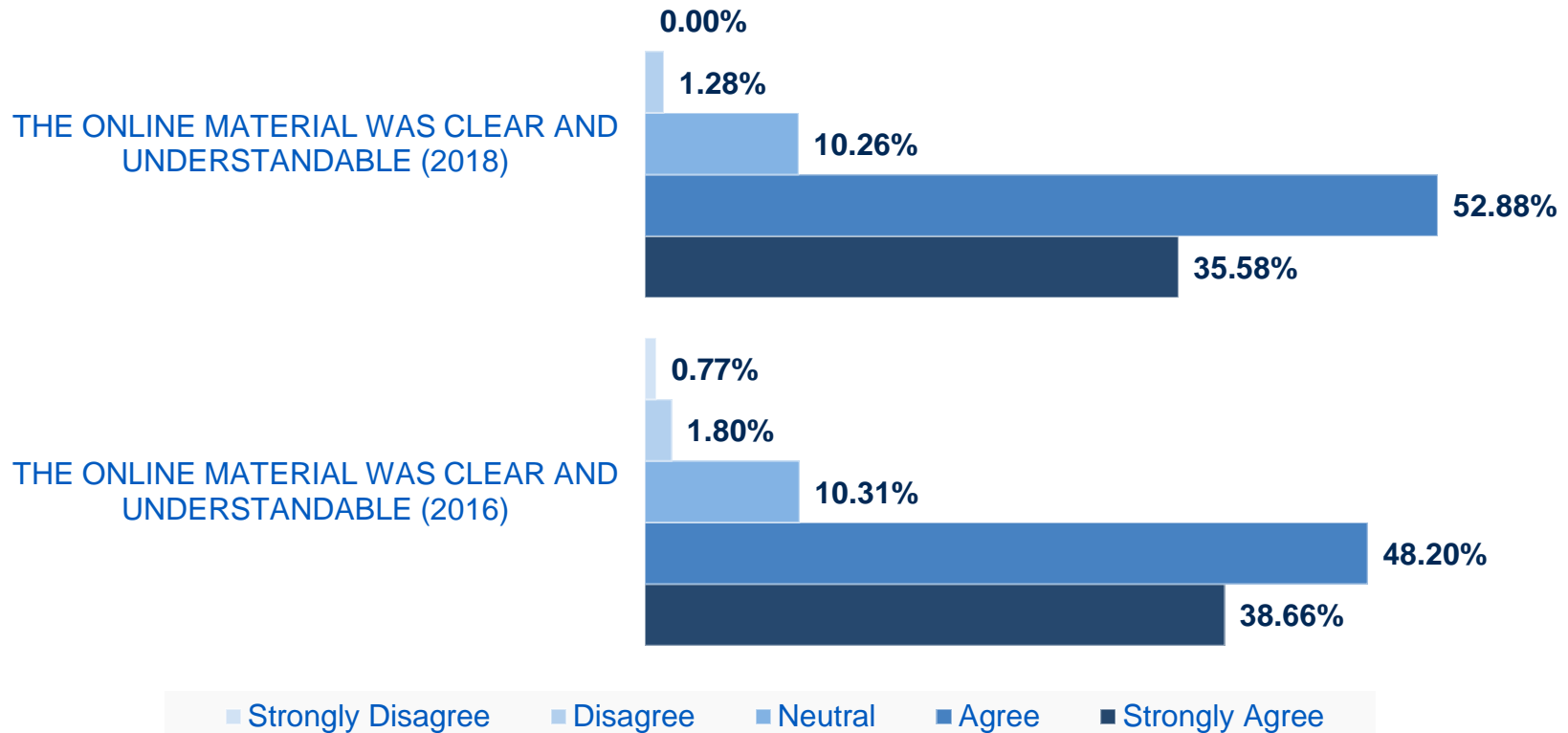
Training

Online training content



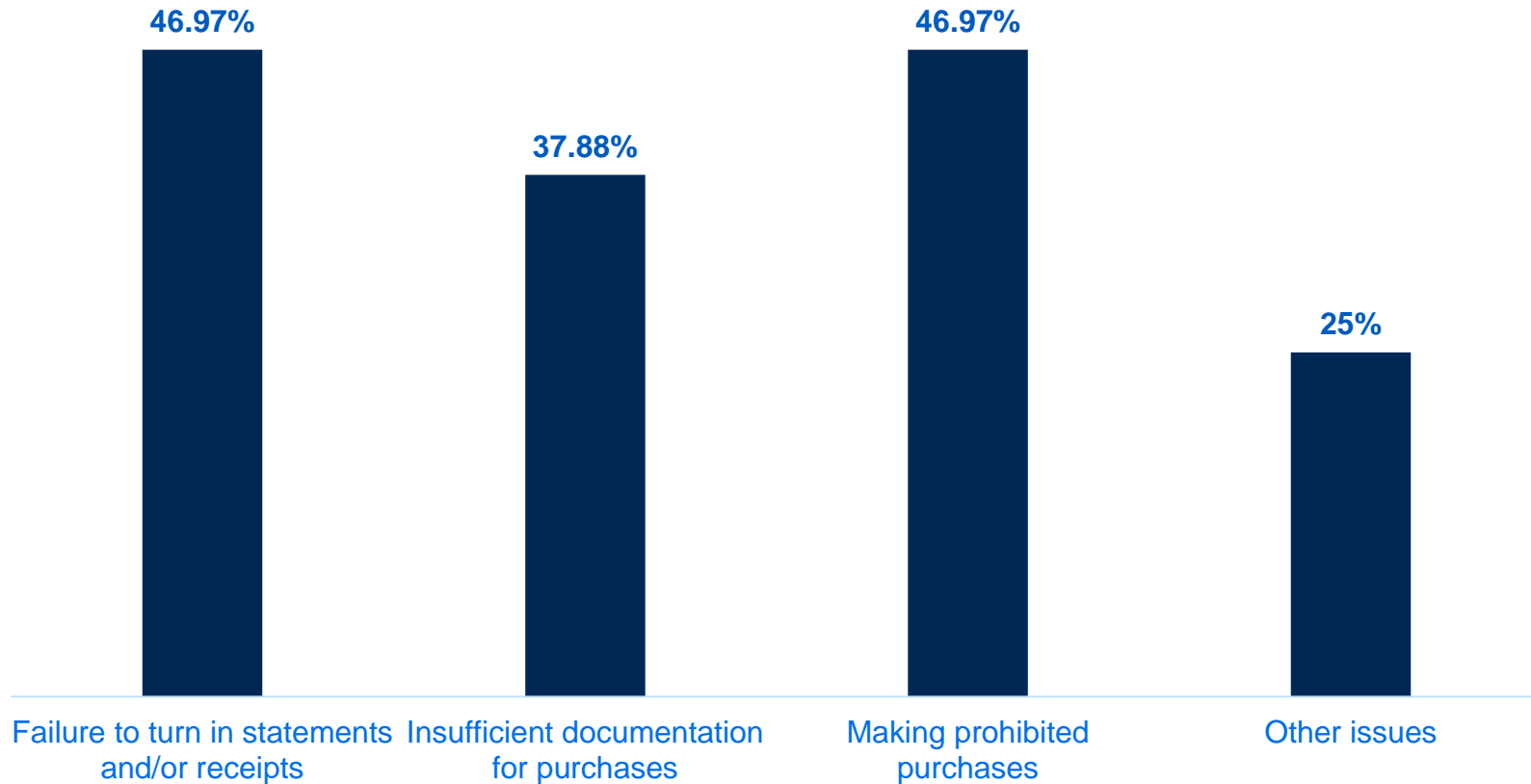
Training

Online training content



Issues/Concerns

What issues have you encountered with employees not following P-Card policies or procedures? (Select all that apply)



Uses for P-card (Under \$5000 per transaction)

- Advertisements (7361 commonly blocked)
- Books and dues
- Classroom supplies
- Cleaning supplies
- Journals (not to publish)
- Lab supplies
- Landscaping supplies
- Memberships, Professional
- Gift Card/Gift Certificate
- Computer accessories
- Internet/Online payment mechanisms (i.e. PayPal) where payee can be identified
- Training materials
- Non-inventorial equipment

Restricted Purchases for P-Card

- Personal charges
- Split purchases
- Travel expenses
- Parking
- Catalog items in Aggie Buy, campus contracts
- Firearms, ammunition, and/or explosives
- Hazardous material
- Animals
- Cash advances
- Internet/Online payment mechanisms (e.g. eBay) where payee cannot be identified
- Purchases with large agreement vendors (other billing mechanisms are in place)

Survey Comments



I hold both a P-card and a travel card, kind of wish there was a single card for both.

Currently we do not have a program in place for one card. We have done some evaluations and there is a low percentage of individuals who have both a P-Card and a Travel Card.

It would be helpful to have a list of what we can purchase with p-card. I sometimes find it difficult to determine if it is eligible for p-card purchase.

There are a list of what can and cannot be purchased on the P-Card:

http://afs.ucdavis.edu/our_services/contracting-services/p-card/using-the-card-allowable-use.html

Survey Comments



The more vendors we can get into AggieBuy, the less need for PCARDS. Let's go Amazon!!
Amazon and AggieBuy is going through a pilot program. Hoping to launch by the end of the year.

There is no justification, in my opinion, as to why the P Card reporting system has not moved from the archaic paper and pen method to something along the lines of Aggie Travel. The amount of time and resources to track purchases through the current system, particularly in larger offices with many card holders, is ridiculous

We are working on moving the reconciliation process to Concur.

With the exception of sometimes not knowing if the PCard should be used for event related items, I don't find any problems with it or the staff. This could be resolved by giving examples of where the PCard should and should not be used for event planning purposes. Thank you for finally retiring Terry and Barry from the online training.

Training has been updated and Terry and Barry are with us no longer.

Survey Comments



Sometimes there are some vendors that are blocked that I really need to order items for specialty research work

There are exceptions that can be made, contact our department if you deem necessary.

The policy and procedures are easy for me to find because I know where to look, not so much for most employees. I think most employees get confused between the P-Card and Corporate T&E card and what each card should be used for.

Please refer to the “How Do I Buy” chart.

Survey Comments



P-cards should be opened for use for repairs and small services. Almost all vendors are accepting credit style cards (Visa) as payment for service such as minor repairs.

P-cards can be used for low dollar repairs and services as long as the vendor has agreed to our terms and conditions.

The limit on the number of P-cards a department can have is too low. I would love to have just one possibly two more cards for individuals who are working with others to do the purchasing as they can not themselves.

There is a limit of 10 P-Card users per fiscal officer or reviewer. You can have two fiscal officers and have 20 P-Card users in the department.

Survey Comments



Please allow for digital signatures.

We are in the process of testing digital signatures as we speak

Refresher training could perhaps be every two years.

Per UCOP policy refresher training needs to take place once a year

Extend the allowable amount to pay invoices or whatever up to \$7,000 with department head approval. Currently as you know, it is \$5,000 cap.

We are extending limits for departments based on business needs. Please e-mail pcardhelp@ucdavis.edu to request a higher limit.

Q&A



Contact Information

Contact Us!

Campus Procurement Card Coordinator <ul style="list-style-type: none">•General questions about the purchasing card program, including the application process, the status of an application, or satisfying the training requirement•Card charge/credit disputes•To report lost/stolen cards•To cancel a card when the cardholder is leaving the department	Robert Fischer (530) 754-1361 pcardhelp@ucdavis.edu
Campus Procurement Card Program Administrator	Vartan Vartkessian (530) 754-1388 vartkessian@ucdavis.edu
U.S. Bank Customer Service To report a lost/stolen card, unauthorized charges, and disputed charges when resolution cannot be reached with the vendor	(800) 344-5696 Online Customer Service
Campus Police Department Report cards stolen while on campus property; for cards stolen off of campus property, report to the local police for that area	(530) 752-1230