

**UCDAVIS**

Supply Chain  
Management

# P-Card Virtual Forum 2021

May 12, 2021



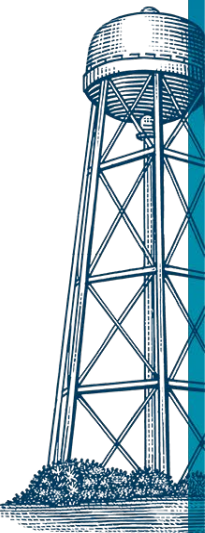
# Agenda

- Introducing the presenters
- Goals
- P-Card updates
- Best practices
- Survey results
- What is allowed/prohibited on the P-card
- Question and answer



# Goals for Fiscal Year 21-22

- Preferred Payment Project- Identifying suppliers who are willing to process credit card payments
- AggieDash and P-card- Hiring a student intern to work with AggieDash P-card data and set up meetings with departments to discuss findings
- New interactive training
- DocuSign project
- P-card reconciliation moving from KFS to Concur



# Best Practices

## **Keeping Good Documentation/Require Receipts**

Always obtain the appropriate source documentation from the supplier 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.



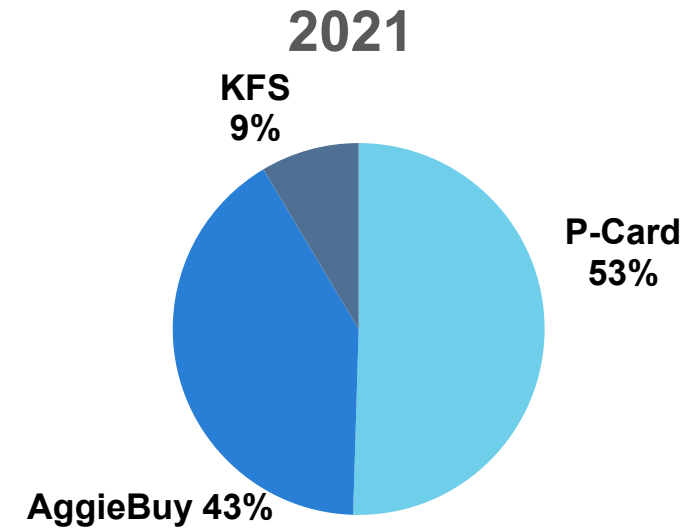
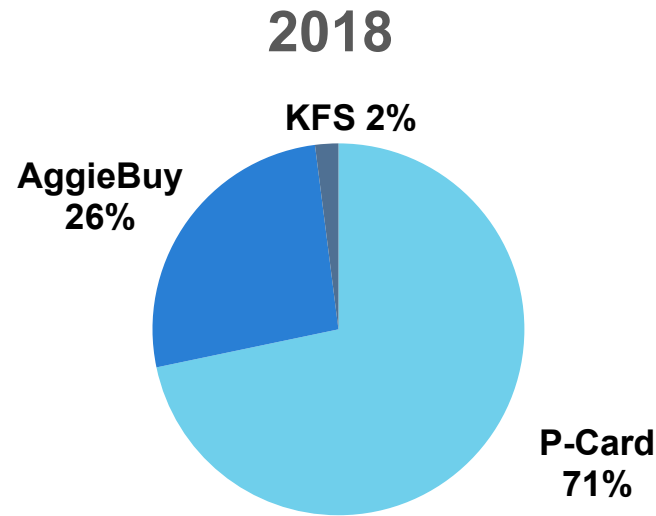
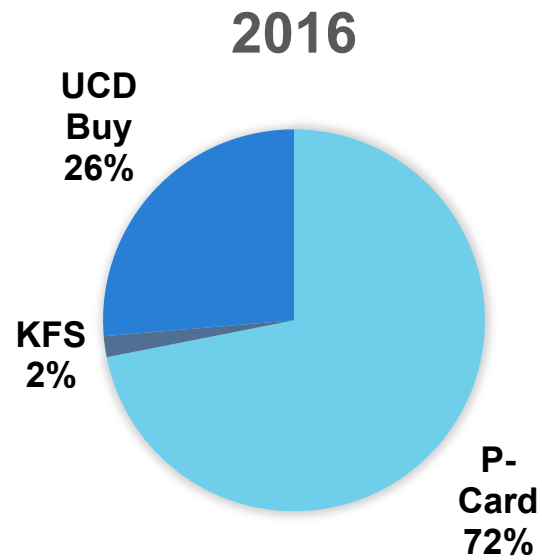
# Survey Results

- Purpose:
  - Nearly 300 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.



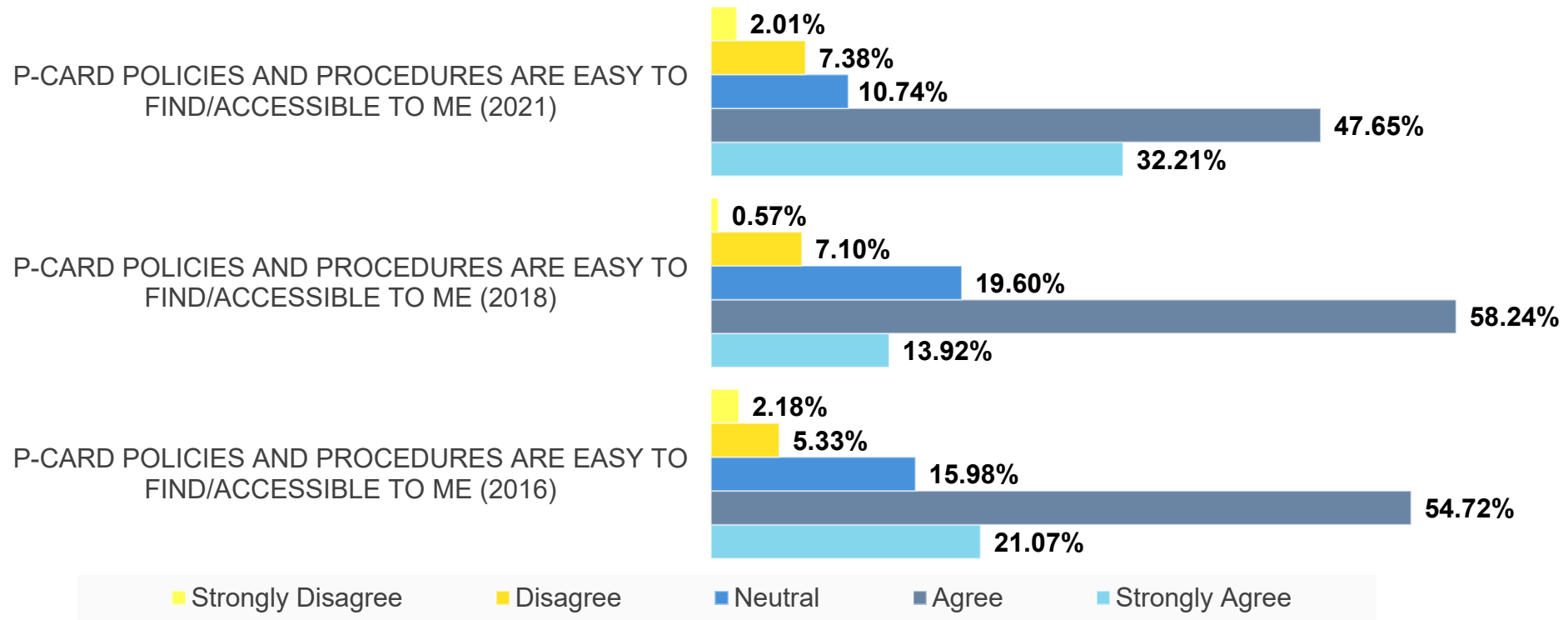
# Survey Results

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

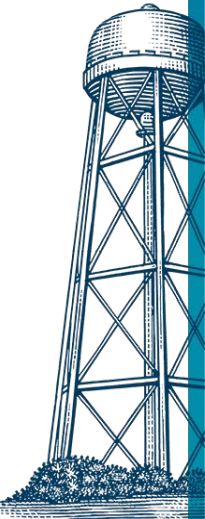
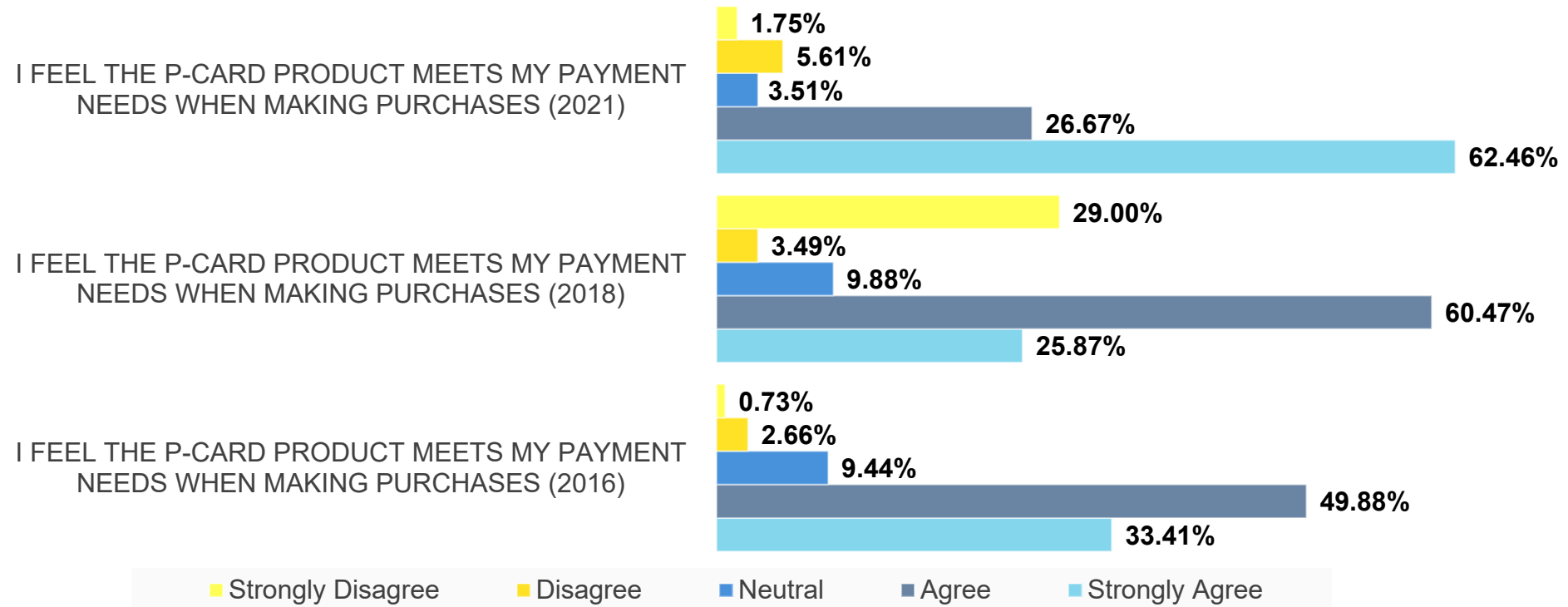




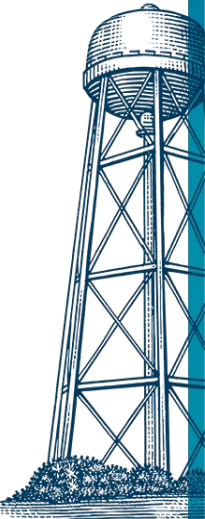
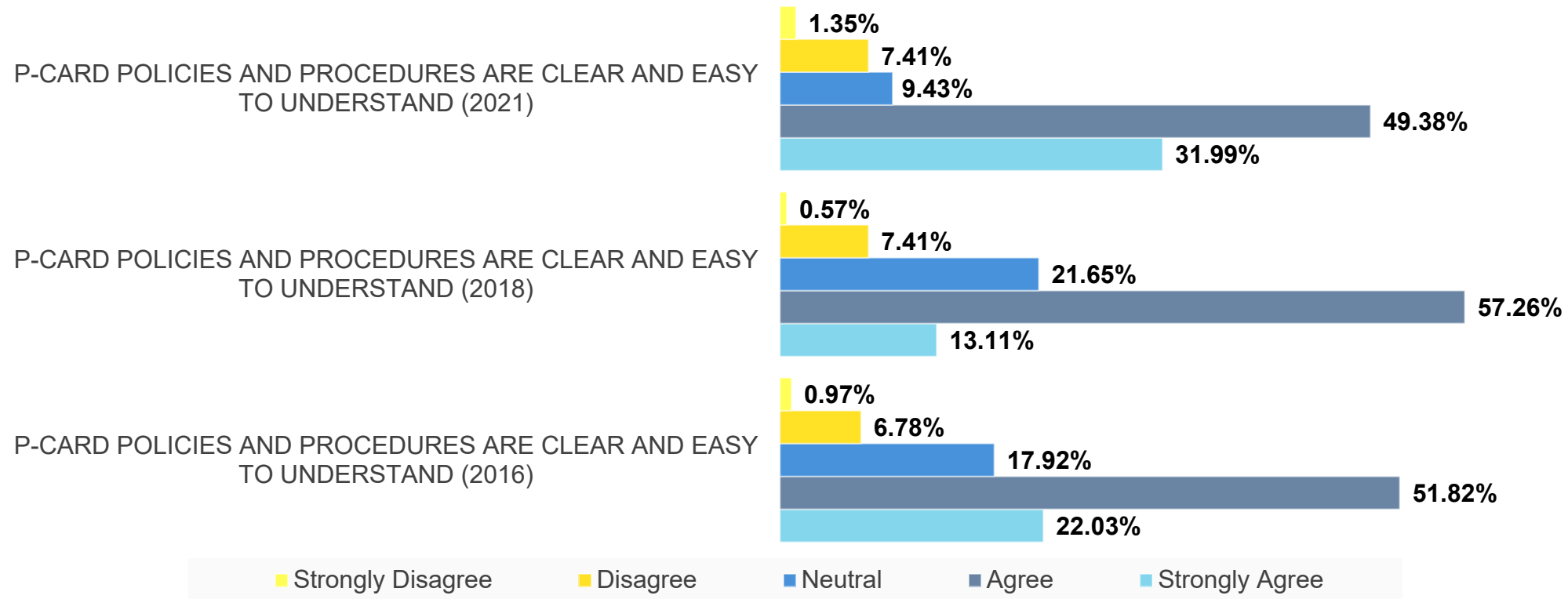
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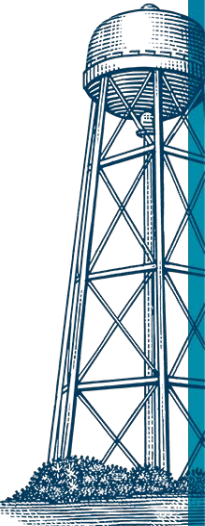
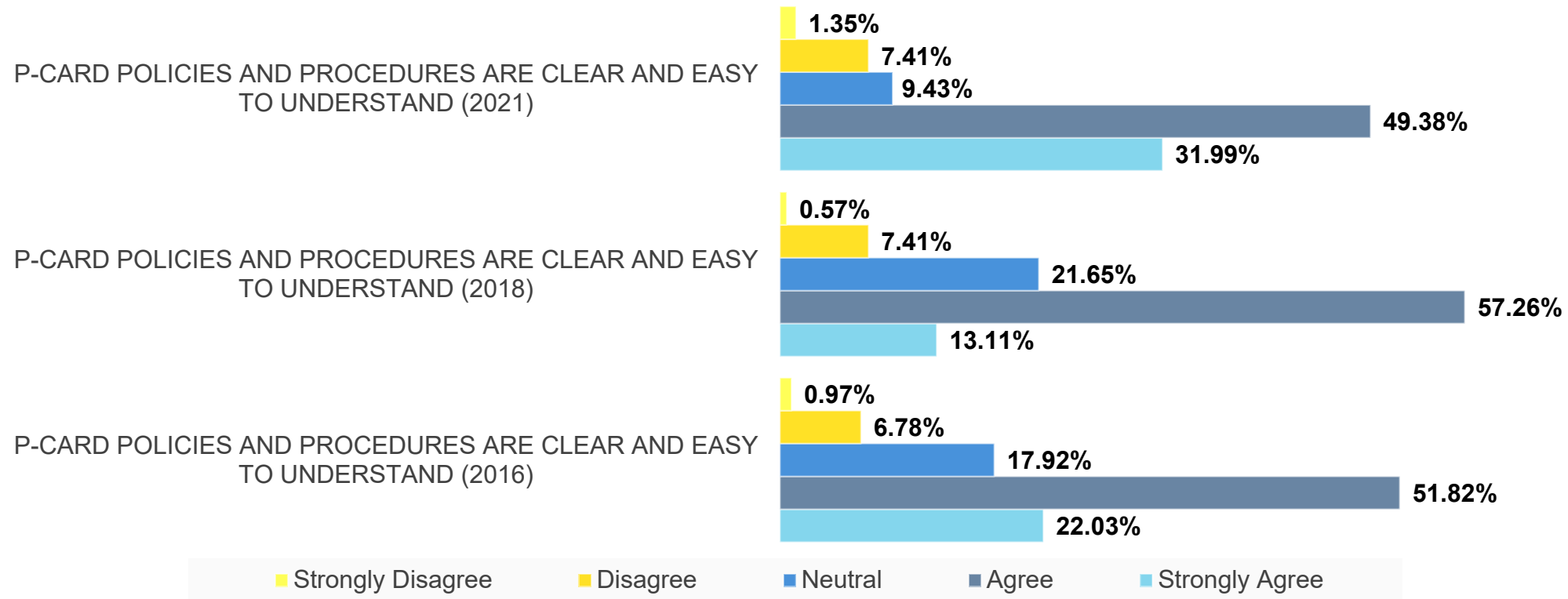
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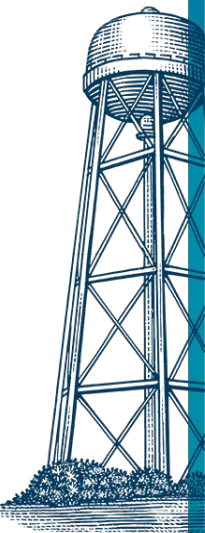
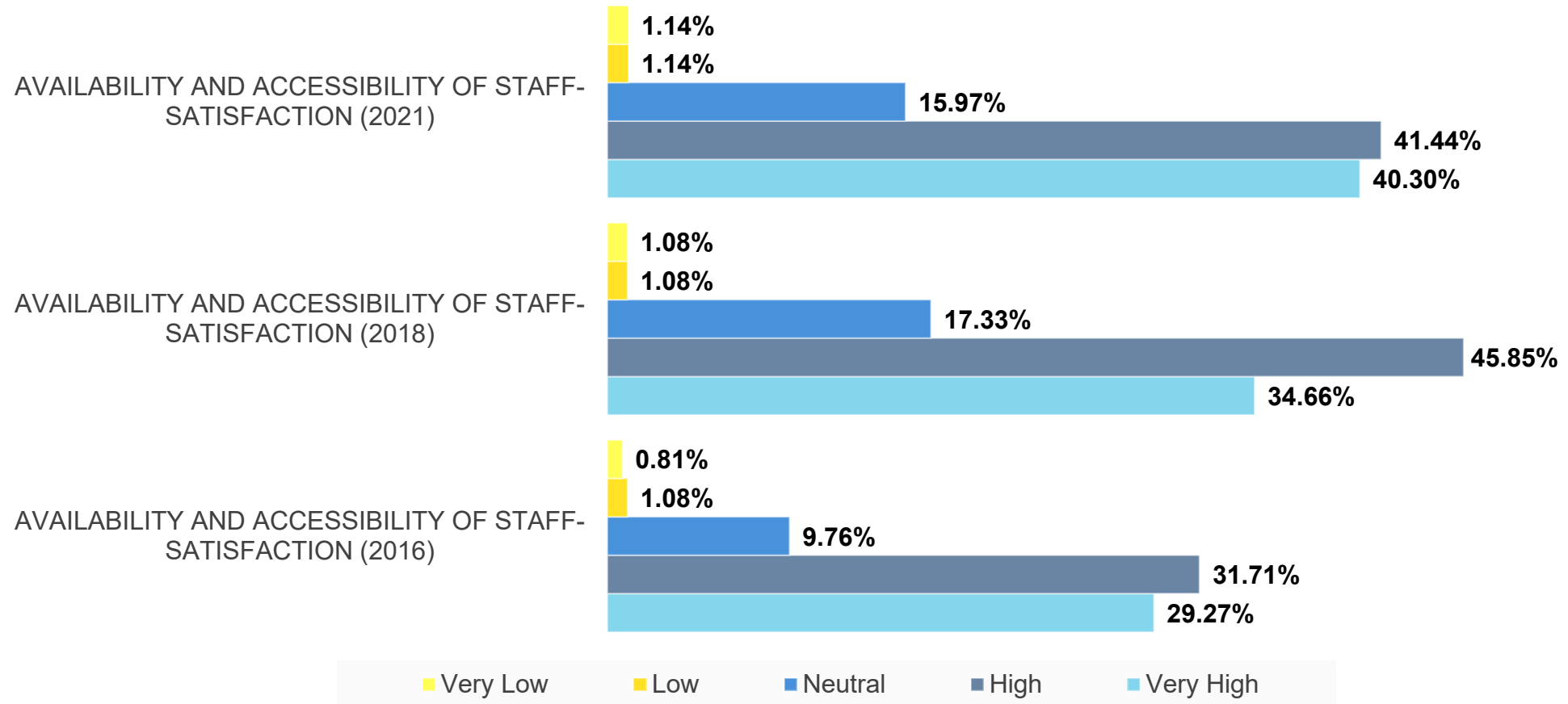
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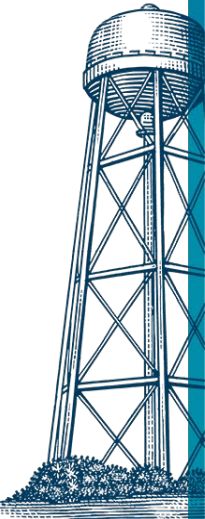
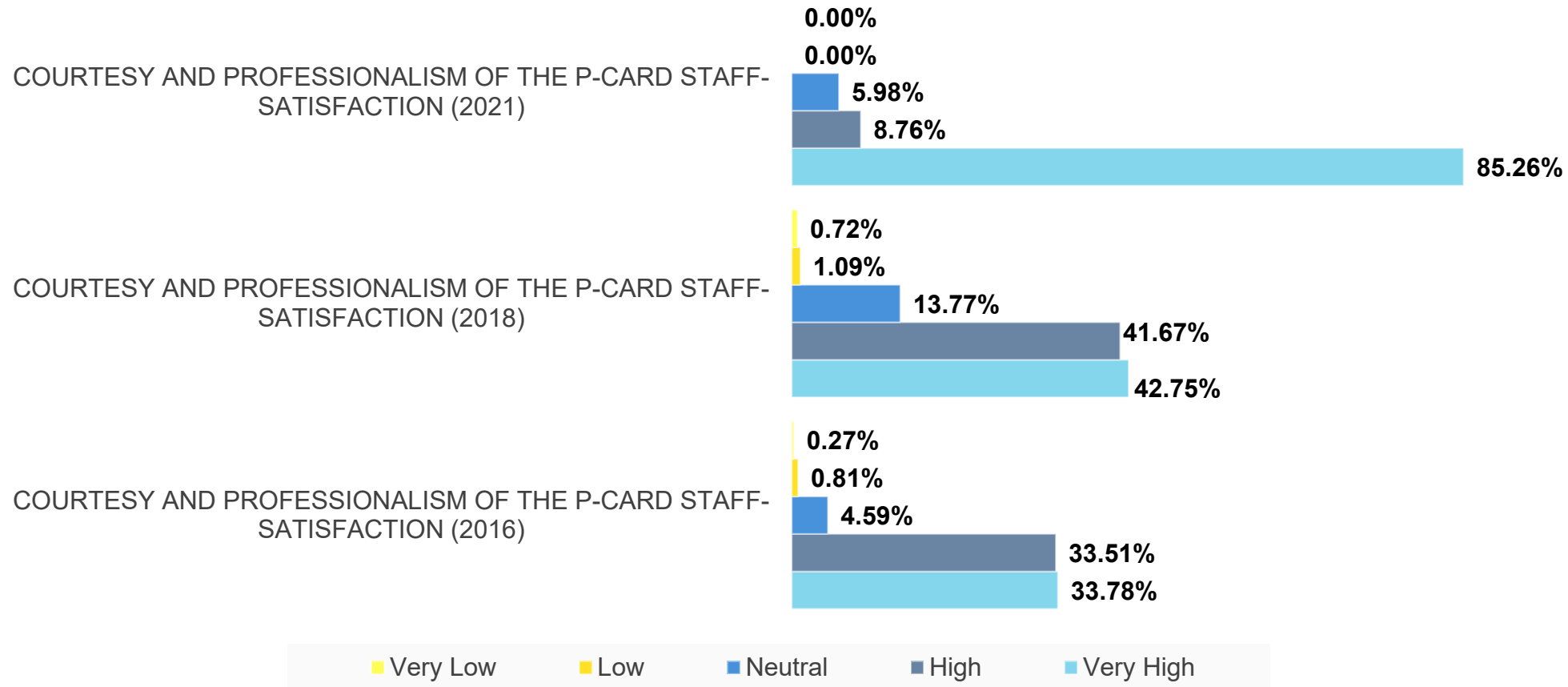
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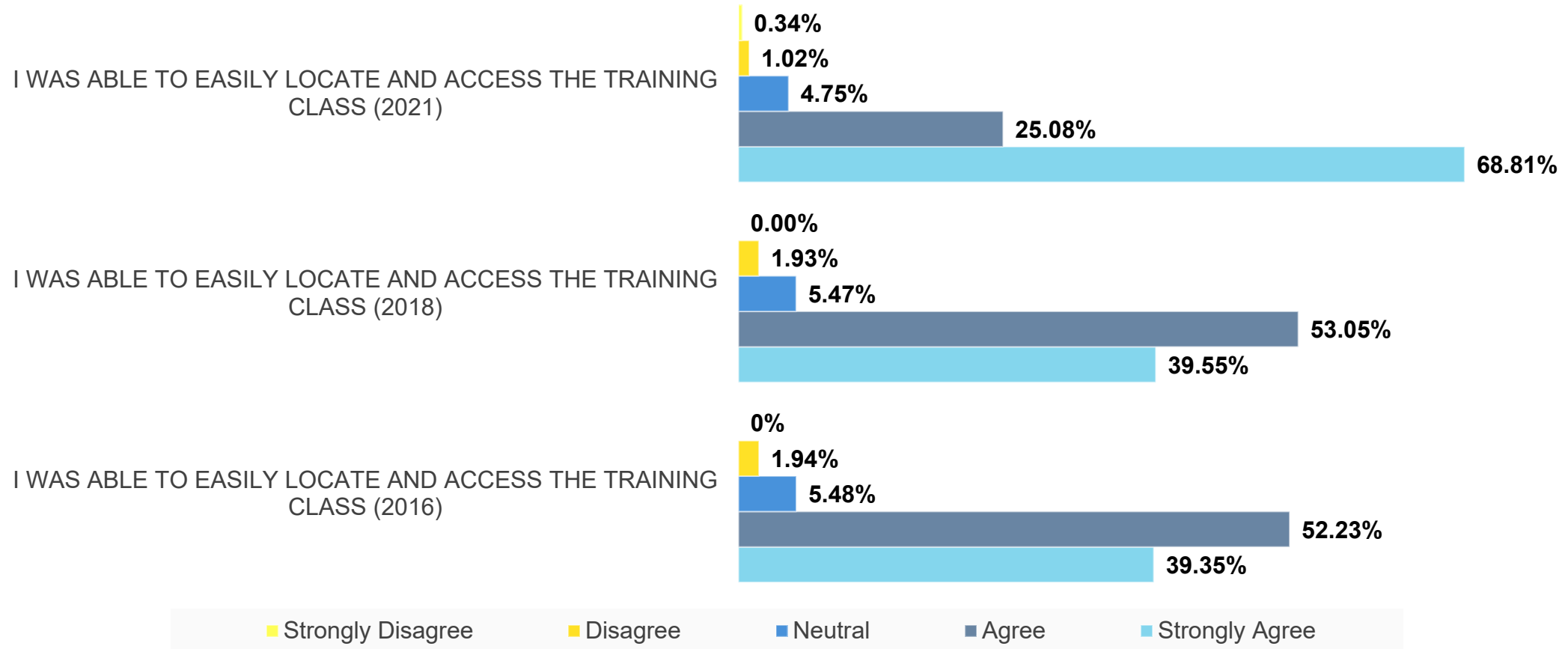
# Survey Results (P-Card Staff)



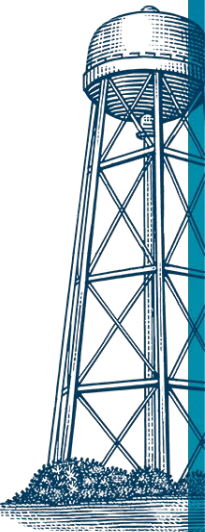
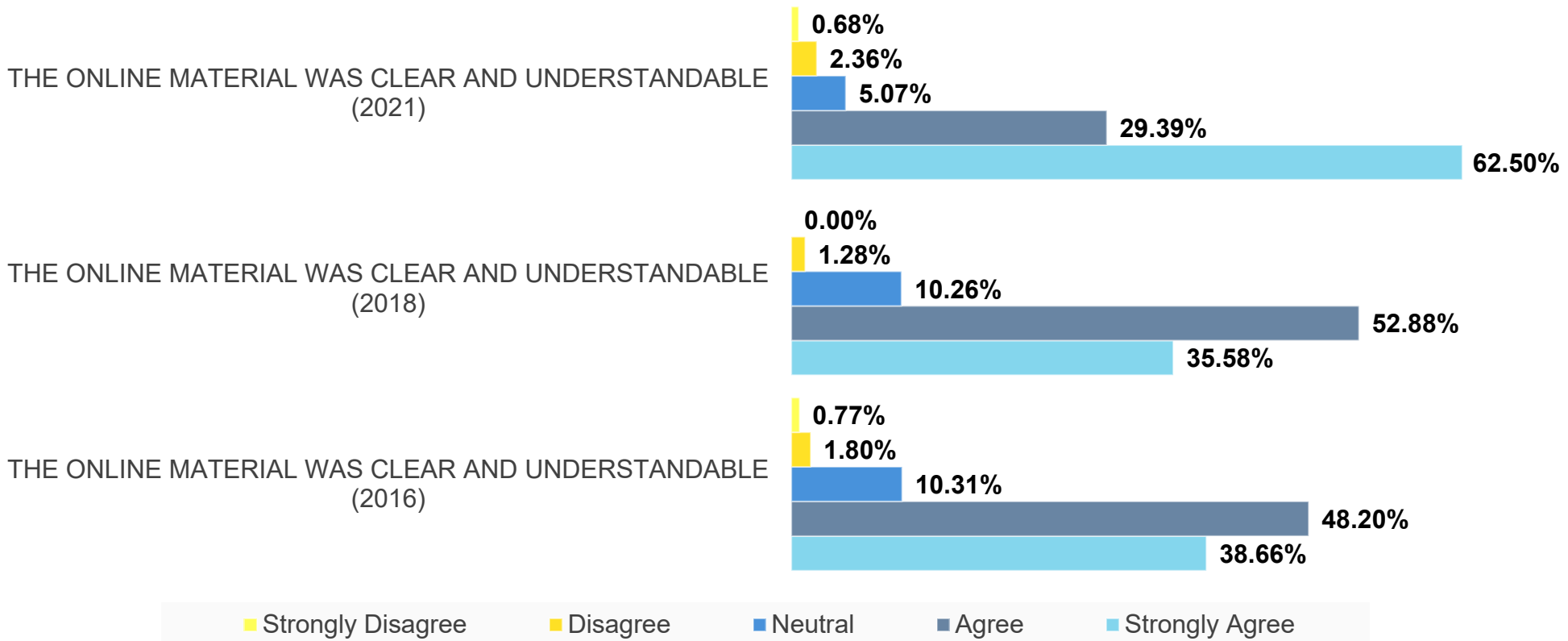
# Survey Results (P-Card Staff)



# Training



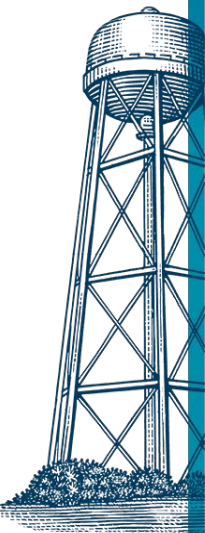
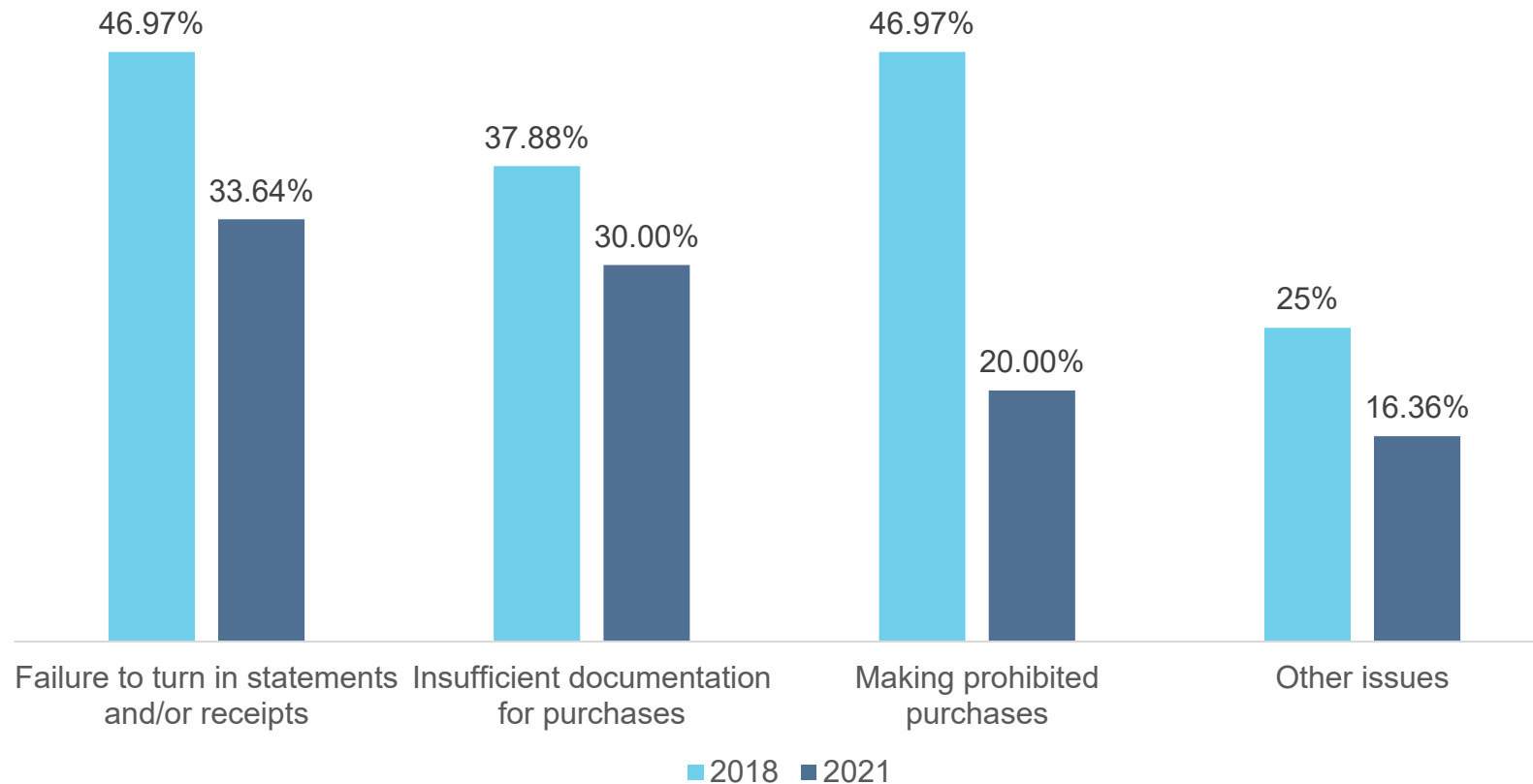
# Training



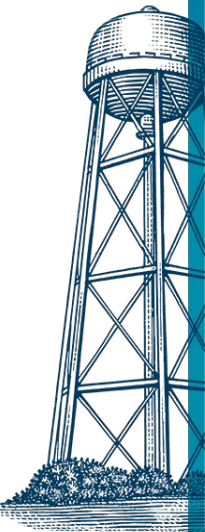
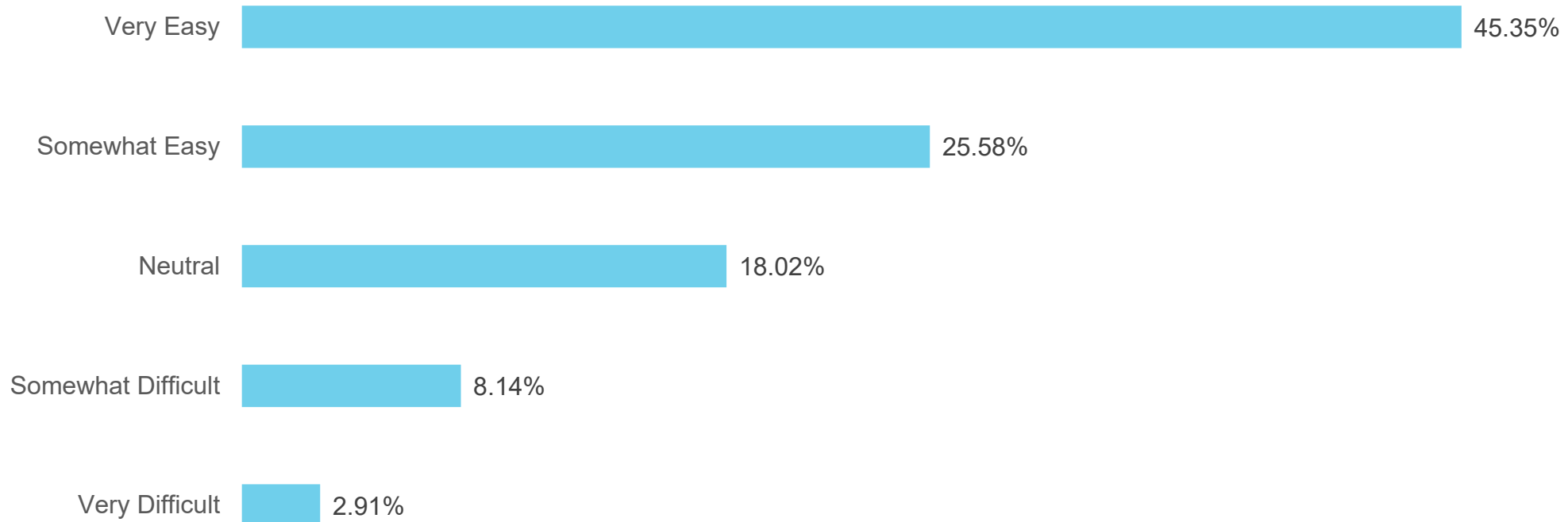


# Issues/Concerns

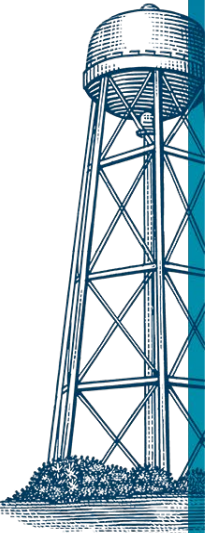
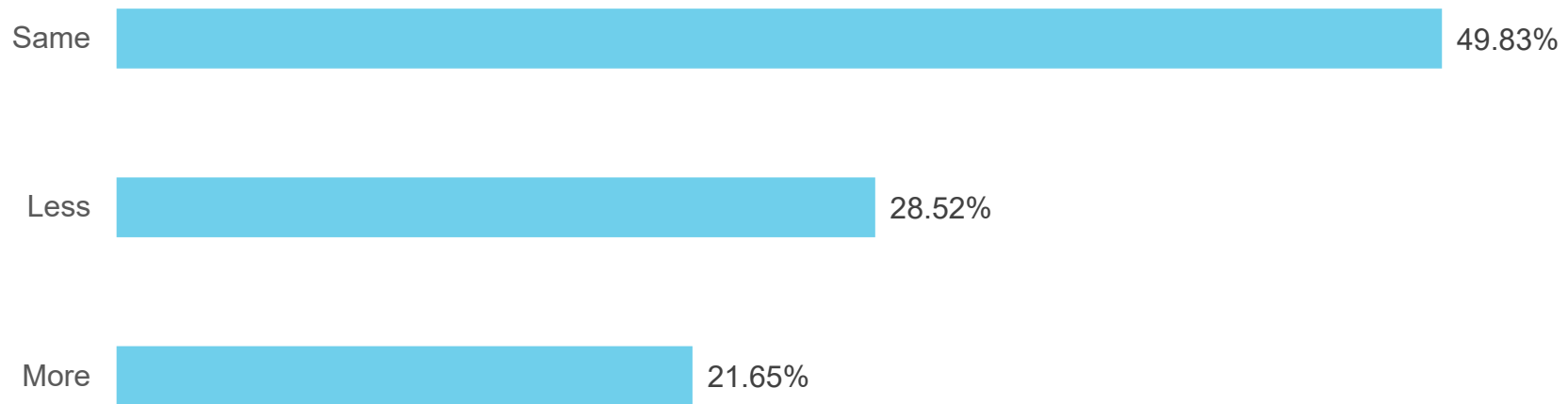
What issues have you encountered with employees not following P-Card policies or procedures? (Select all that apply)



## How easy is it to complete the P-card reconciliation process on the P-Card document in KFS?

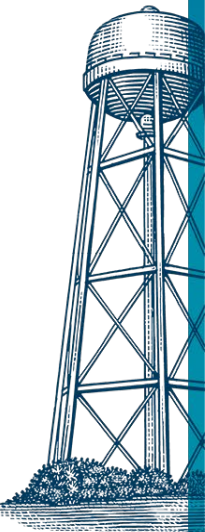
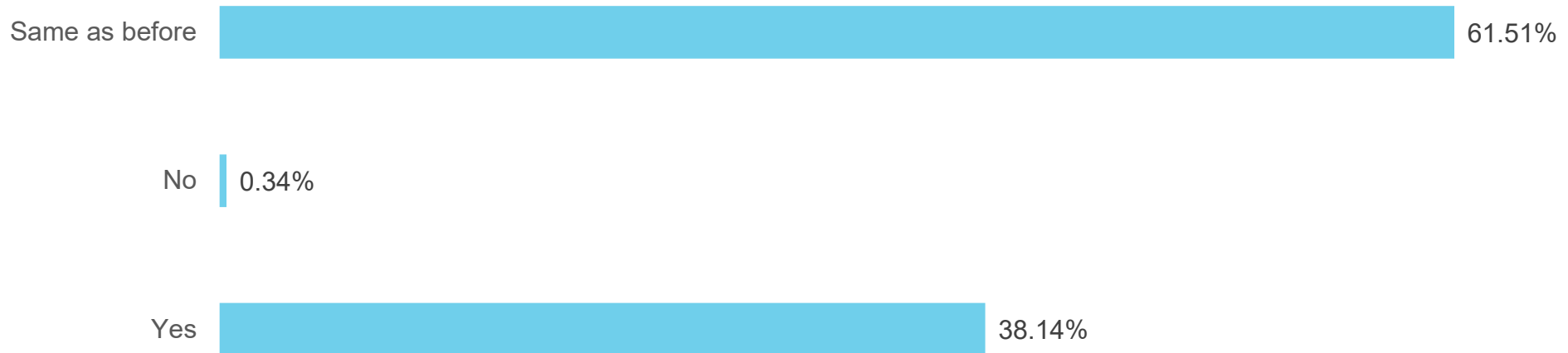


Are you using the P-card more or less since the pandemic started in March 2020?



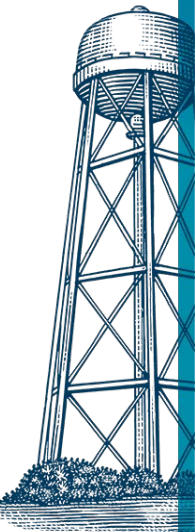
# Survey

Since the single transaction limit was increased to \$9,999.99, do you find it easier to use the P-card?

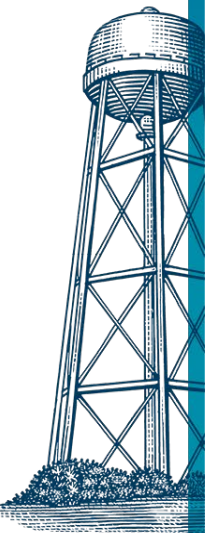


# Survey

Are you familiar with virtual payments of the Payment Plus program?

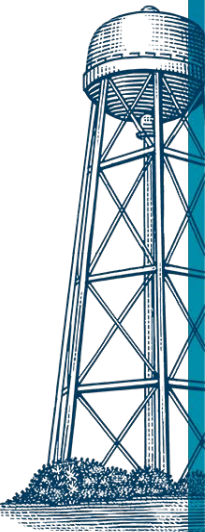


## Are you familiar with the university preferred payment methods?



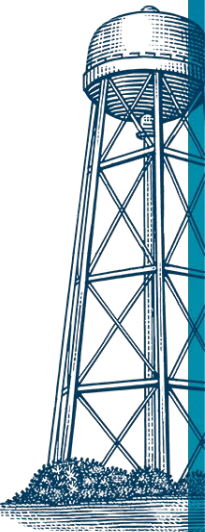
# Preferred Payment Terms

- Credit card payment through US Bank's Payment Plus program (***Preferred***)
  - NET terms – the UC will disburse payment immediately upon invoice approval
  
- ACH payment through BNY Mellon's PaymodeX Premium program
  - NET 30 terms – the UC will disburse payment within 30 days of the invoice received date
  - Only businesses (not individuals) are permitted to enroll in PaymodeX
  
- ACH payment through BNY Mellon's PaymodeX Basic program
  - 2/10 NET 30 terms – the UC will disburse payment within 10 days of invoice received date (less a 2% discount); if not paid within 10 days, the UC will disburse payment within 30 days of invoice received date (no discount taken)
  
- ACH payment through BNY Mellon's PaymodeX Basic program
  - NET 45 terms – the UC will disburse payment within 45 days of the invoice received date



# Uses for P-card (under \$9,999 per transaction)

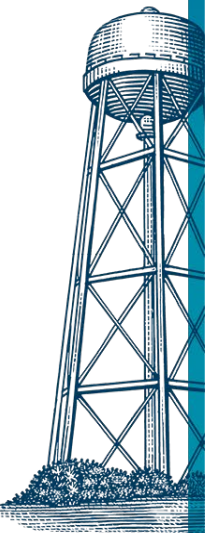
- Advertisements (7361 commonly blocked)
- Books and dues
- Classroom supplies
- Cleaning supplies
- Journals (not to publish)
- Lab supplies
- Landscaping supplies
- Memberships, Professional
- Gift Card/Gift Certificate
- Computer accessories
- Internet/Online payment mechanisms (i.e. PayPal) where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





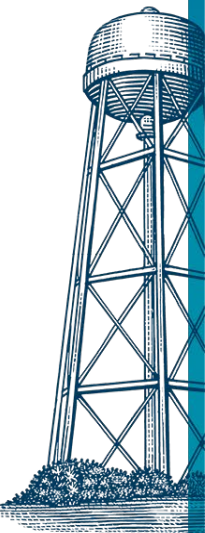
# Unallowable Purchases for P-Card

- 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)



# Software Purchases

- User submits zero dollar request in KFS to have T&Cs reviewed for the software they want to purchase
- The [Approval Form for Software and Related Services](#) would need to be attached to that KFS request.
- Once approved, user can use PCARD if they wish to remit payment.
- PCOD doc references request in KFS.
- KFS doc has all the proper 'back-up'



# Survey Comments

Please allow repair charges again.

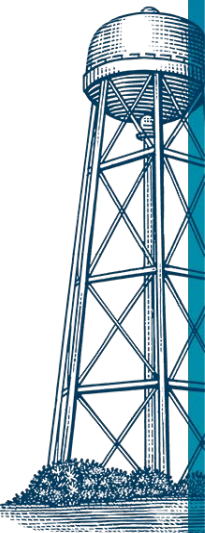
Unfortunately this is something that we cannot control. 5402, the prohibition against contracting out for covered services, is a UC policy that is strictly enforced. That being said, please ask us if you feel that a repair or service request does not fall under 5402 and we will look to see if we can make an exception.

Robert Fischer is the bomb.

We know.

I do not want the pcard to be replaced by Aggie Buy

It won't. There will always be a need for the P-card (more specifically if it is not in AggieBuy and you follow P-card policy, please use the P-card).



# Survey Comments

I am meticulous in sending in my p-card details, yet I often receive curt and unpleasant communications from P-card staff that documentation is missing.

We understand that P-card details can be considered cumbersome when reconciling transactions but because we get audited and also do self-auditing it is critical that all documentation is accounted for.

Less frequent training would be sufficient.

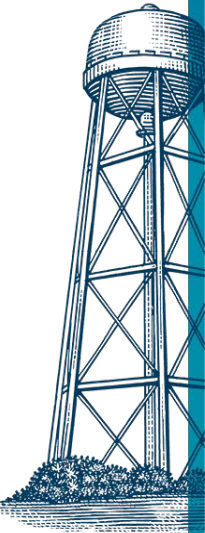
It is in UCOP policy that mandatory training takes place annually.

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.



# Q&A



# Contact Information



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

