



- Welcome!
- This presentation will be recorded
- The 2022 Card Programs Forum will start shortly
- All attendees are muted upon entry
- Please utilize the Q&A Tool to submit questions
 - The team will address questions throughout the presentation
- Presentation slides will be made available by email to all attendees



UCDAVIS

Supply Chain
Management

Card Programs Forum 2022

October 6, 2022

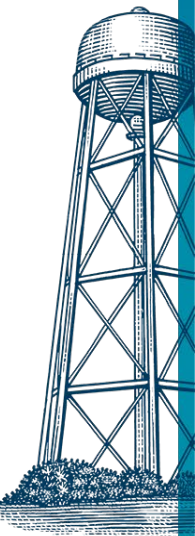


Welcome

Mike Kuhner

**Assistant Vice Chancellor and
Chief Procurement Officer**

Supply Chain Management

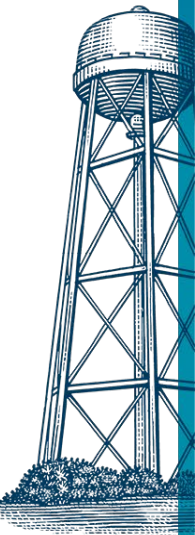


Welcome

Vartan Vartkessian

Assistant Director, Business and Financial
Services

Supply Chain Management



Agenda

- Welcome
- Introduction
- FY 22-23 Goals
- Card Program updates
- Best practices
- Survey results
- Preferred Payment Terms
- Question and answer session



Your Supply Chain Staff Here Today

- **Mike Kuhner**, Assistant Vice Chancellor and Chief Procurement Officer
- **Vartan Vartkessian**, Assistant Director, Business & Financial Services
- **Robert Fischer**, Banking Card Program Coordinator, Business & Financial Services
- **Jennifer Thompson**, Banking Card & Expense Management Supervisor, Business & Financial Services
- **Jim Hewlett**, Communications Analyst
- **Crystal Ross O'Hara**, Client Relationship Manager



Card Programs Overview

■ Preferred Booking Program

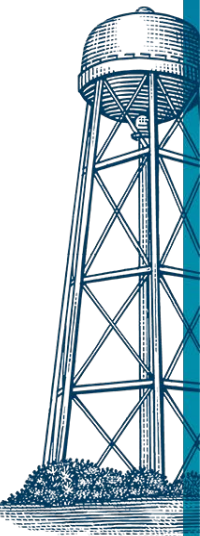
- Formerly known as “CTS”
- Direct Bill

■ Procurement Card

- Used to purchase goods and some limited services

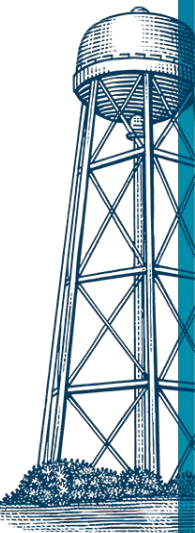
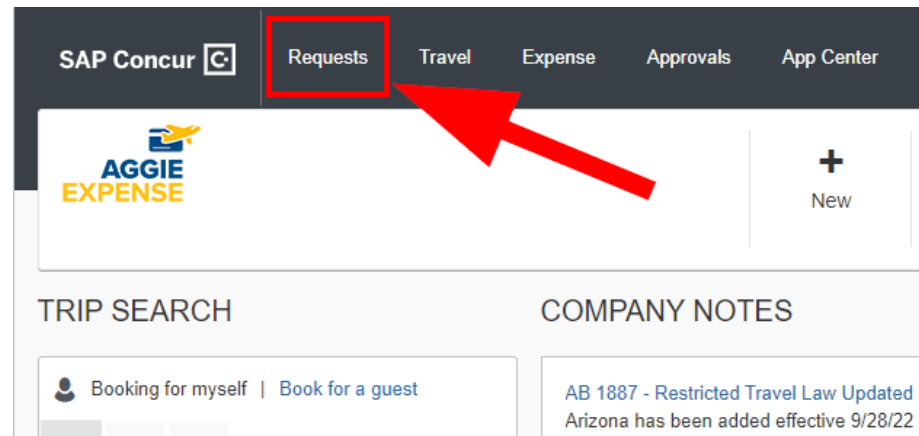
■ Travel Card

- Used to purchase UC Davis travel and/or entertainment



Fiscal Year 22-23 Goals

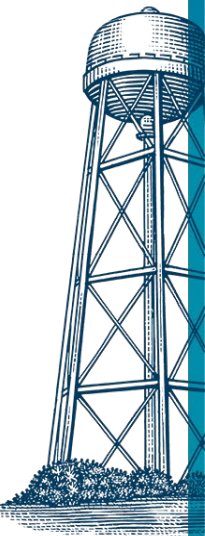
- Encourage card program growth through continued outreach
- AggieExpense (formerly AggieTravel) **Request** updates for card administration
 - All applications and changes will use **AggieExpense Request**
 - Applications
 - Increases/Decreases
 - MCC's/Declined cards
 - Name change
- Q1 2023



Card Program Updates



- Use AggieExpense for all card reconciliation
- U.S. Bank Paperless statements
 - Unlimited access to statements
 - Sustainability!
 - Contact cardprogramhelp@ucdavis.edu for assistance with online access



Best Practices: Preferred Booking Program

- Ensure you are billing to the correct card
 - Use the PDF form to make **local hotel reservations**
 - Use AggieExpense Travel to purchase airfare
 - Choose: UCD Campus CTS for Airfare (3138)
- <https://supplychain.ucdavis.edu/travel-entertainment/travel/preferred-booking-program>



Best Practices: P-Card

- Utilize a Purchase Log
 - Useful to track expenses as card is used; compare to imported expenses ready for reconciliation
- Reconcile **multiple** expenses on a **single** AggieExpense report
 - At minimum, one report per month (unless no expenses)
 - Depending on card usage, submit one report each week, or every other week
 - Do NOT submit one expense per report (unless you only had one for the whole month)
- Attach ALL receipts to AggieExpense reconciliation



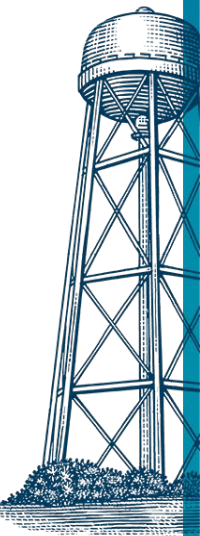
Best Practices: P-Card

- Amazon Web Services: Include IET ticket in reconciliation
- Fiscal officers should review purchases within 30 days
 - Cannot dispute transactions after 60 days
- Business Purpose
 - How does the trip or event support the university's mission of teaching, research, or public service?
- Separation of duties
 - The fiscal officer should not be subordinate to the cardholder.
 - Purchases are to be verified and properly received.



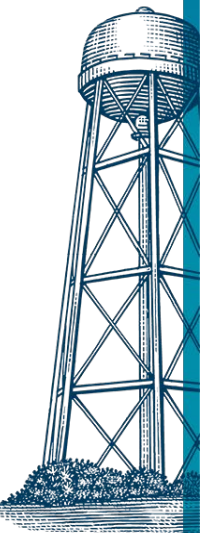
P-Card: Software Purchases

- Purchase through KFS; Pay with P-Card
- User submits **No-Cost Agreement** (NCA) in KFS to have Terms & Conditions reviewed for the software they wish to purchase
- The [Approval Form for Software and Related Services](#) must be attached to that KFS NCA
- Once the NCA is fully approved, the cardholder may use P-Card to remit payment
- Cardholder will reference the KFS PO/PA number in the AggieExpense reconciliation report
- KFS doc must include all the proper 'back-up'



Best Practices: P-Card

ALLOWED	NOT ALLOWED
Advertisements (7361 commonly blocked)	Animals
Books, Dues, and Journals (not to publish)	Split purchases
Classroom/Cleaning/Lab supplies	Travel expenses, including Parking
Computer accessories	Catalog items in Aggie Buy, campus contracts
Gift Cards (6540 commonly blocked)	Firearms, ammunition, and/or explosives
Internet/Online payment mechanisms (e.g., PayPal) where payee can be identified	Hazardous material
Landscaping supplies	Internet/Online payment mechanisms (e.g., eBay) where payee cannot be identified
Non-inventorial equipment	Purchases with large agreement vendors (other billing mechanisms are in place)
Professional Memberships	Personal charges
Training materials	Outbound USPS or other carrier shipping – Use AggieShip





AGGIESHIP

- AggieShip is available to UC Davis departments, as well as School of Medicine, Hospital, and ANR staff on UC Davis payroll.
- AggieShip provides options to use FedEx, UPS or DHL.
- AggieShip provides shippers the ability to ship internationally (documents and books, UC Davis promotional items, course materials) and certain hazardous materials, after completing the requisite training.
- <https://aggieship.ucdavis.edu>



Mail Services

- P-Card and Travel card should not be used for shipping or mail
- Mail Services is a division of SCM's Distribution & Logistics
- <https://supplychain.ucdavis.edu/shipping/mail-services>
- USPS Mail Services available on campus!
- Very few reasons to use shipping and mailing services outside of Supply Chain Management
 - Remote locations
- Contact mailservices@ucdavis.edu for more information



Best Practices: Travel Card

- One trip or event per report
- Attach REQUIRED receipts to AggieExpense reconciliation
- Business Purpose
 - How does the trip or event support the university's mission of teaching, research, or public service?
- Fiscal Officer and Department Approval required
 - Chart H differs
- Notify US Bank when traveling abroad



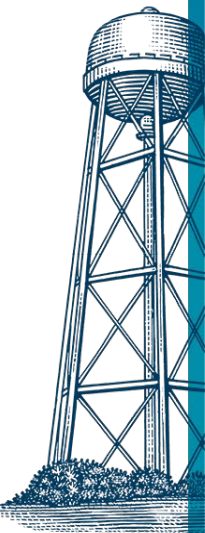
Best Practices: Travel Card

- Personal or accidental charges
 - Do NOT pay U.S. Bank directly
 - Reconcile as Personal or Non-Reimbursable
 - Cardholder reimburses through mybill.ucdavis.edu



Best Practices: A side-by-side comparison

Procurement Card	Travel Card
Multiple transactions on one report	One trip or event per report
Attach ALL receipts	Attach only REQUIRED receipts & documentation
Business Purpose	Business Purpose
Fiscal approval	Fiscal approval
Change department = new application	Change department = new application
US Bank Online	US Bank Online
Subscriptions	No subscriptions
For purchasing low value supplies	For Travel or Entertainment



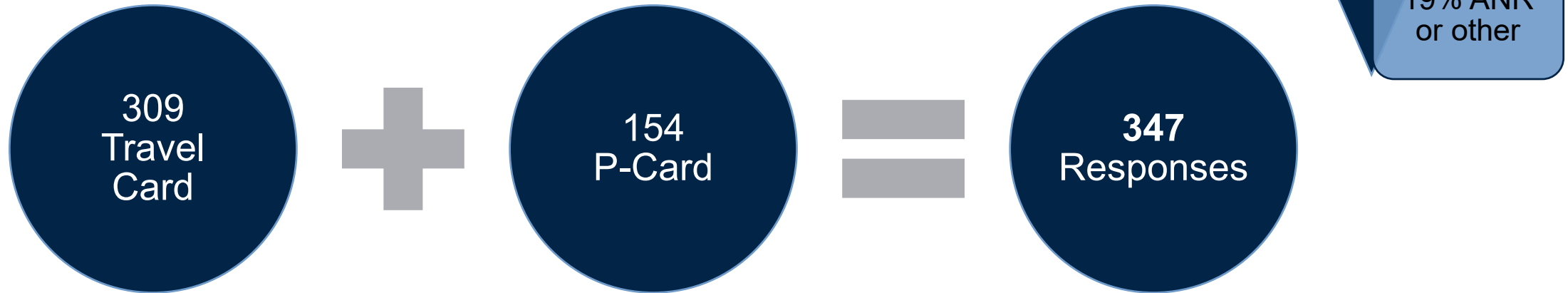
Survey Results

- What we learned
- Questions & answers
- What is working
- Areas for improvement

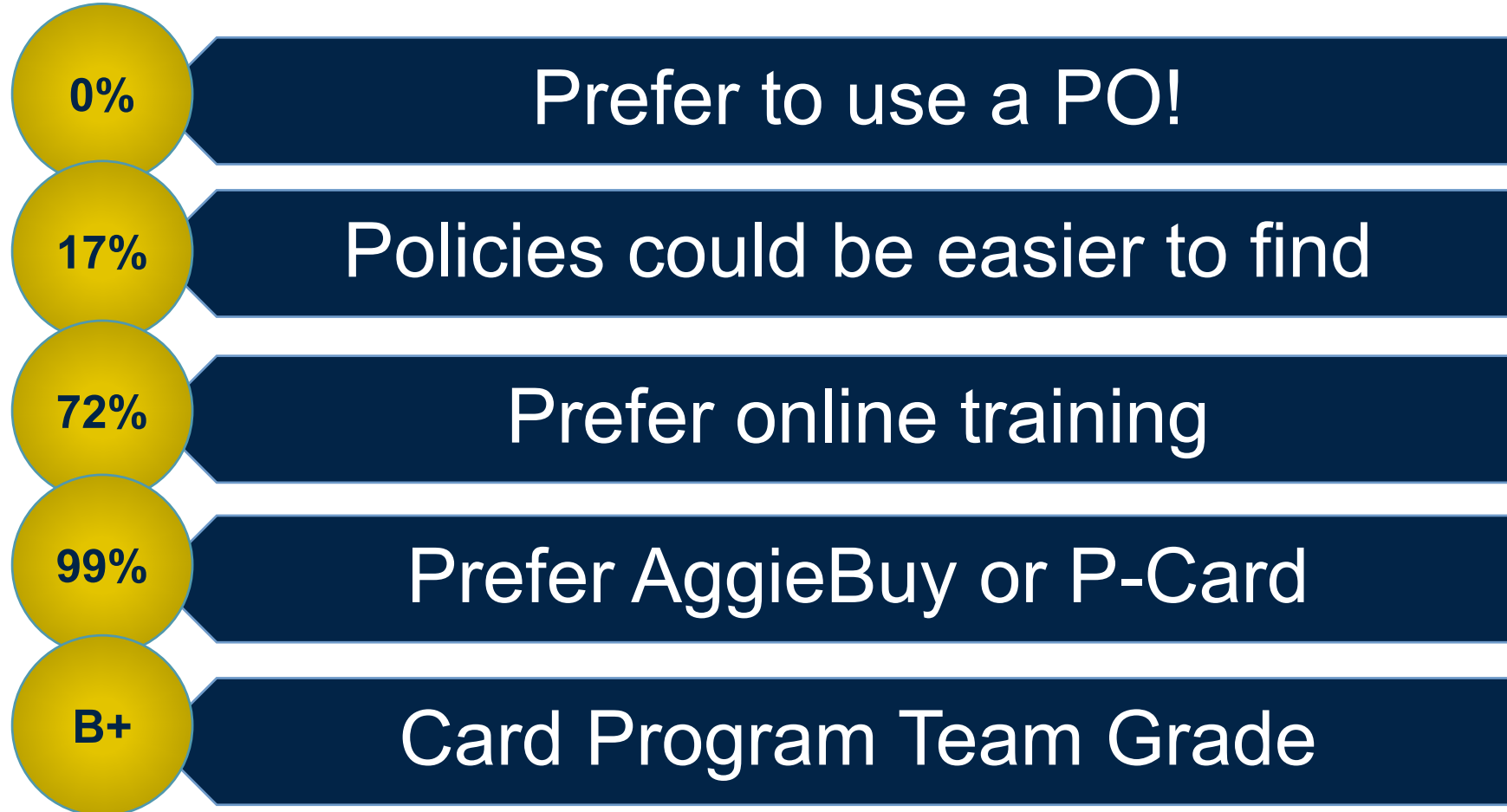


Survey Results – the fine print


Responses



Survey Results – What we learned



Survey Results – Your Questions



Which card do I use?




How can I buy gift cards?




I made a mistake; how can I fix it?

Why can't we buy software with a P-Card?



Why do I need an exception to pay for shipping expenses?




How can we report unusual expenses?




My card limit is too restrictive.

Survey Results – Answers




Use the P-card for supplies and the Travel card for Travel and Entertainment expenses


Contact cardprogramhelp@ucdavis.edu to report the mistake



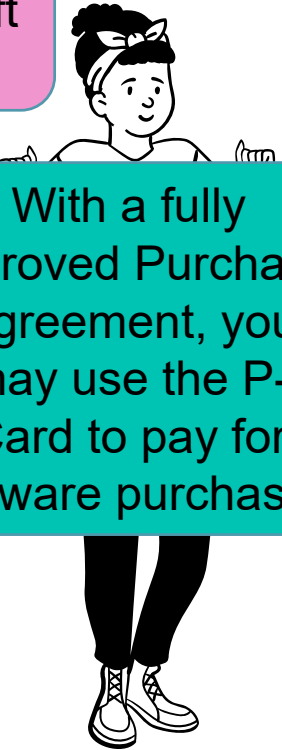
AggieShip and Mail Services are the preferred methods for outbound shipping




AggieBuy is the preferred method of purchasing gift cards



Send an email for assistance reporting unusual expenses



With a fully approved Purchase Agreement, you may use the P-Card to pay for software purchases



Speak to your fiscal officer about increasing your card limit

Survey Results – What is working

Cards

The cards meet the campus needs

- Cards are easy to obtain and use
- Cards are convenient

Team

The Card Program team

- Robert is great!
- Every team member received a shout out in the survey!

Survey Results – Areas for improvement

Communication

Rumors and Misinformation

- Some survey comments indicated cardholders are not familiar with policy
- Need more content explaining software purchases
- Need more help when card misuse occurs

Training

More Online Resources

- Policy and Procedures
- Buying Gift Cards
- P-Card for Software
- Self-Help guides

Preferred Payment Terms

Standard Payment Terms

Payment Plus (Preferred)

- NET terms

Paymode-X (ACH)

- NET 30

Paper check

- NET 60

Certified Small Business Payment Terms

Payment Plus (Preferred)

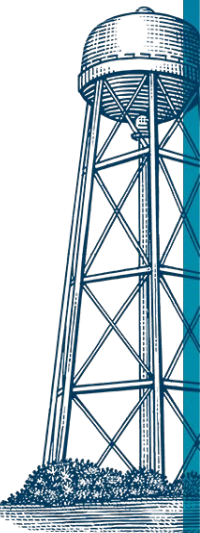
- NET terms

Paymode-X (ACH)

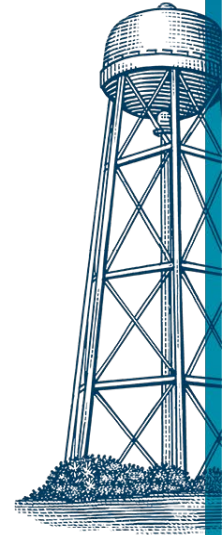
- NET 15

Paper check

- NET 15



Q&A



Contact Information

CardProgramHelp
@ucdavis.edu

Campus Program Coordinator <ul style="list-style-type: none">• General questions about the purchasing card program, including the application process, status of an application, or satisfying training requirements• Card charge/credit disputes• Report lost/stolen cards• Cancel a card when the cardholder is leaving the department	Robert Fischer (530) 754-1361 cardprogramhelp@ucdavis.edu
Campus Card Programs Administrator	Jennifer Thompson (530) 752-2091 jenthompson@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 away from campus property, report to the local police for that area	(530) 752-1230

