



UCDAVIS

Supply Chain Management

Procurement Card Forum

Presented by: Robert Fischer & Vartan Vartkessian

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

- ▶ **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.

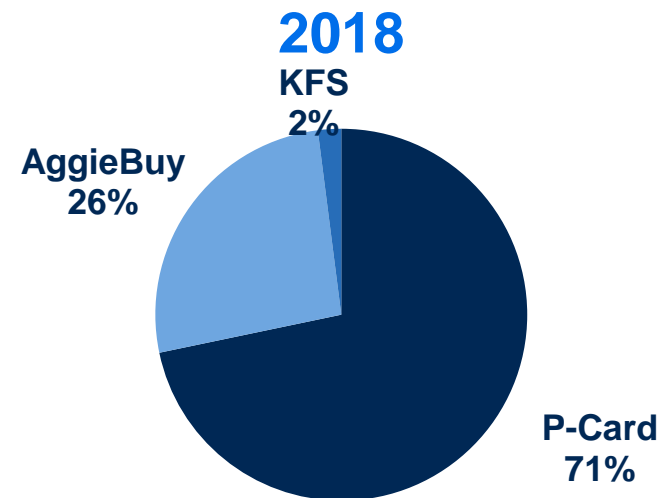
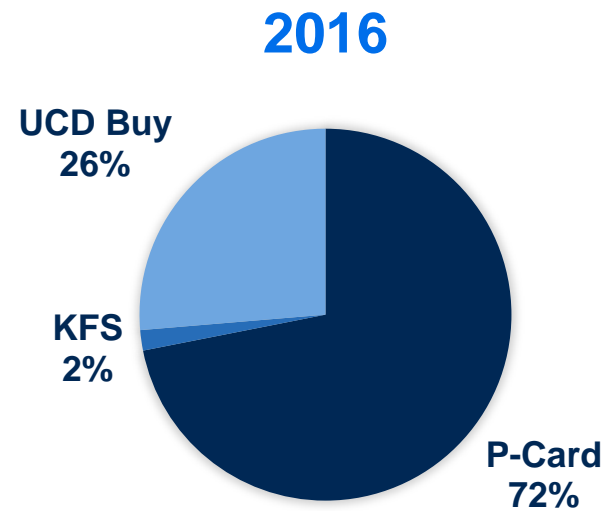
Survey Results

▶ 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.

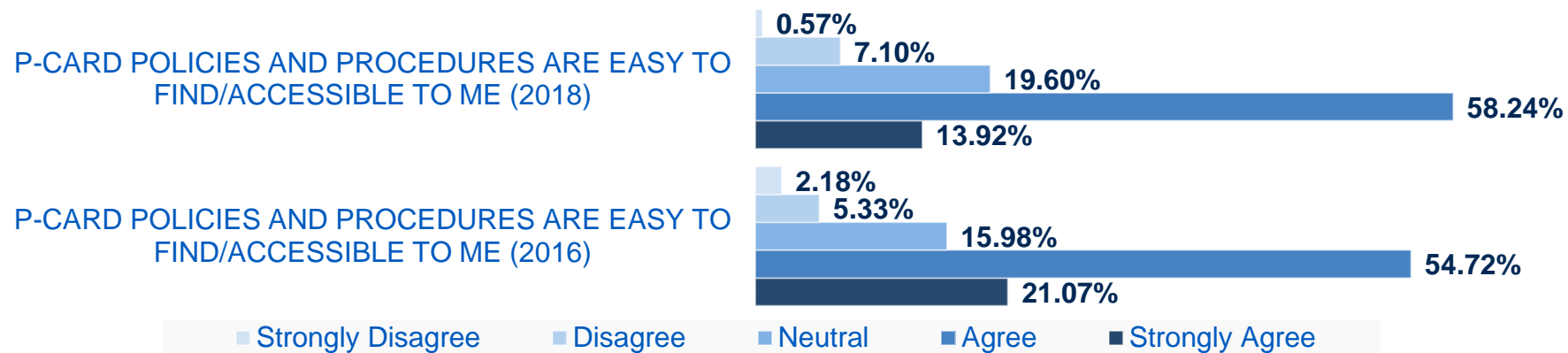
Survey Results

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



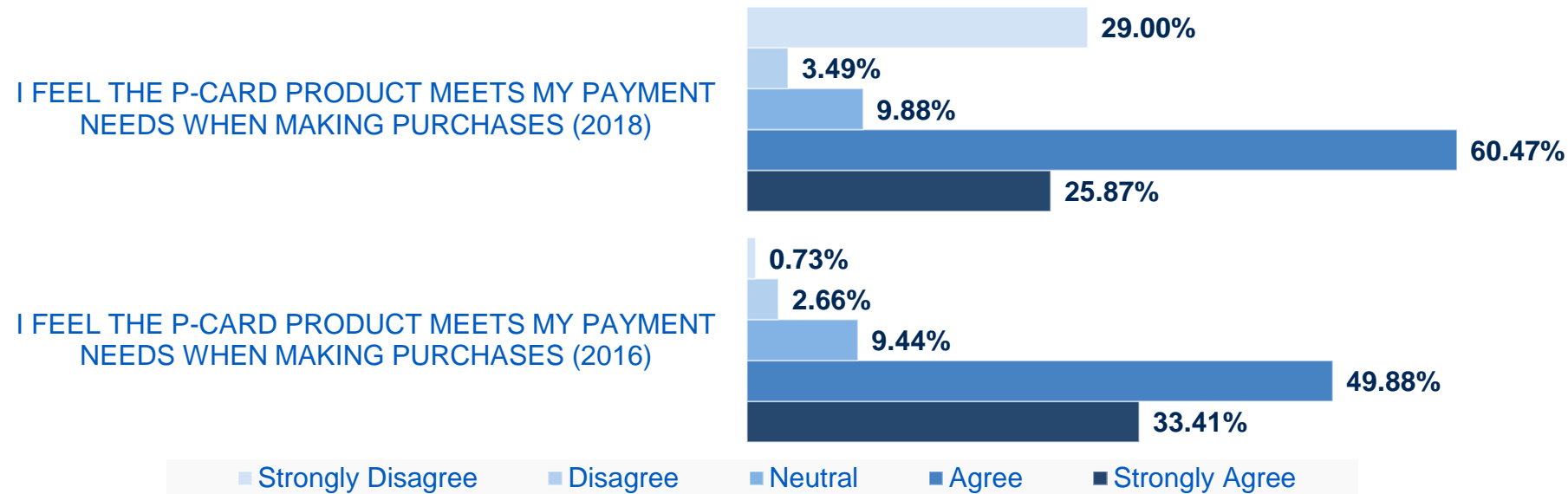
Survey Results

► Procurement card policy and usage:



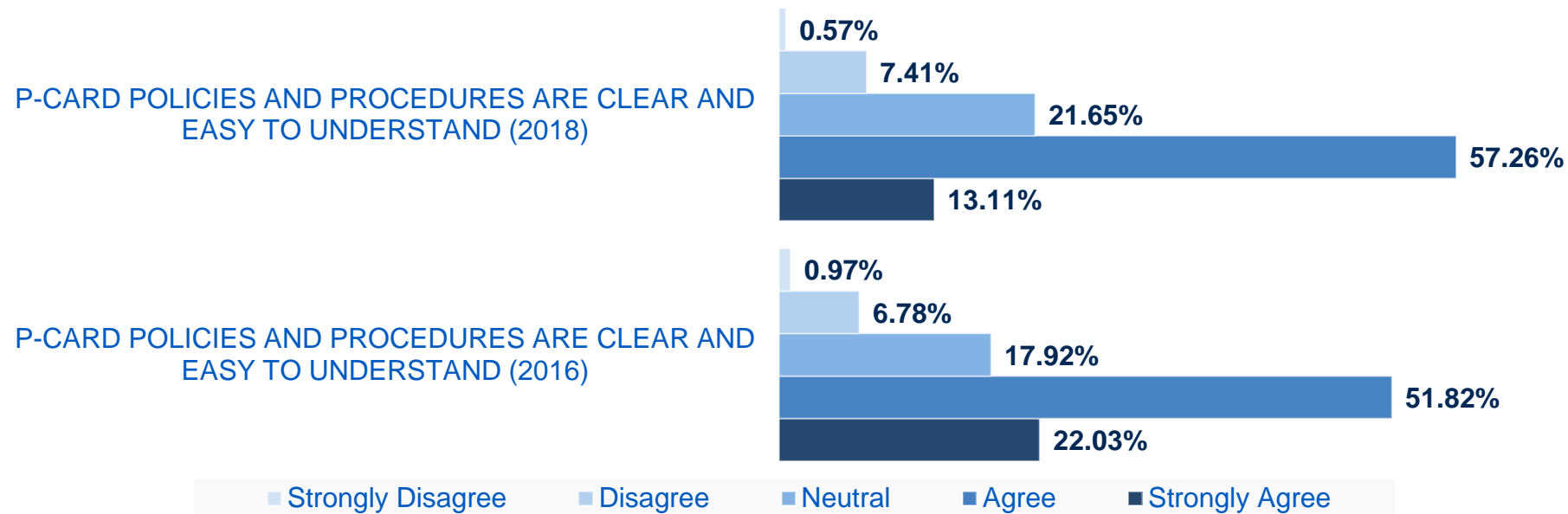
Survey Results

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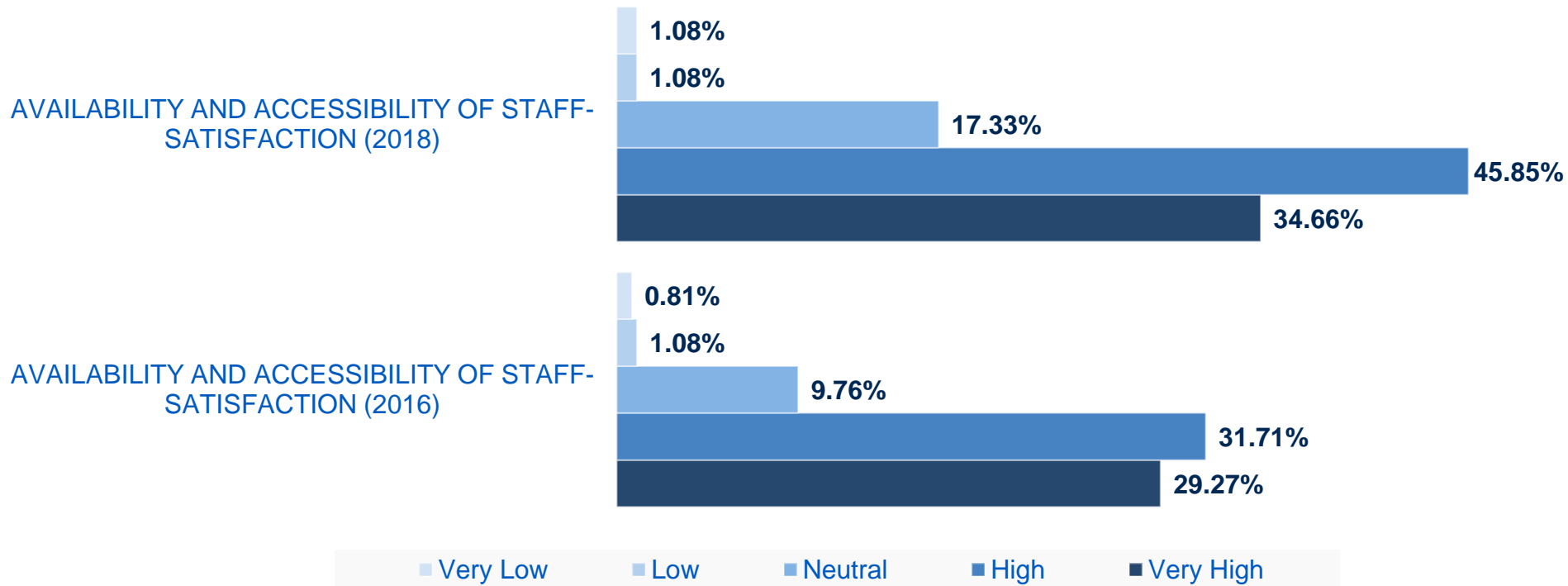
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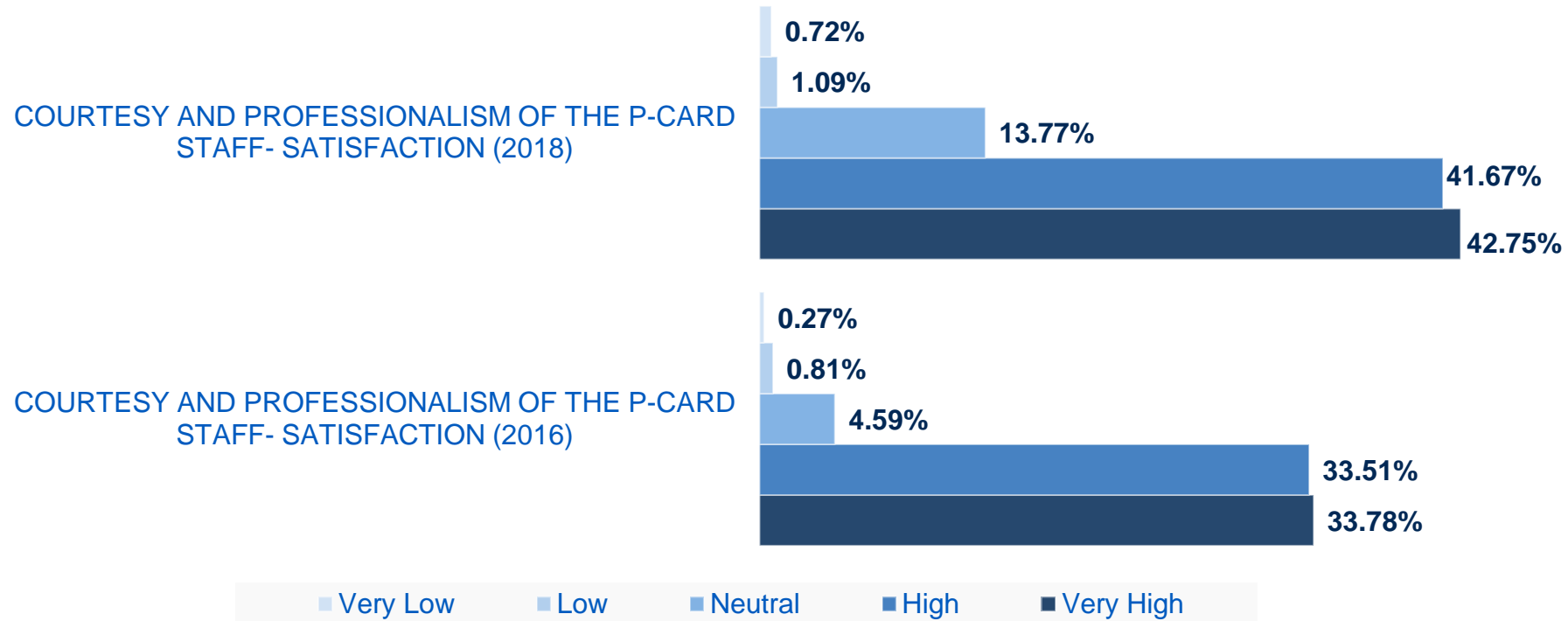
Survey Results

► Procurement card staff:



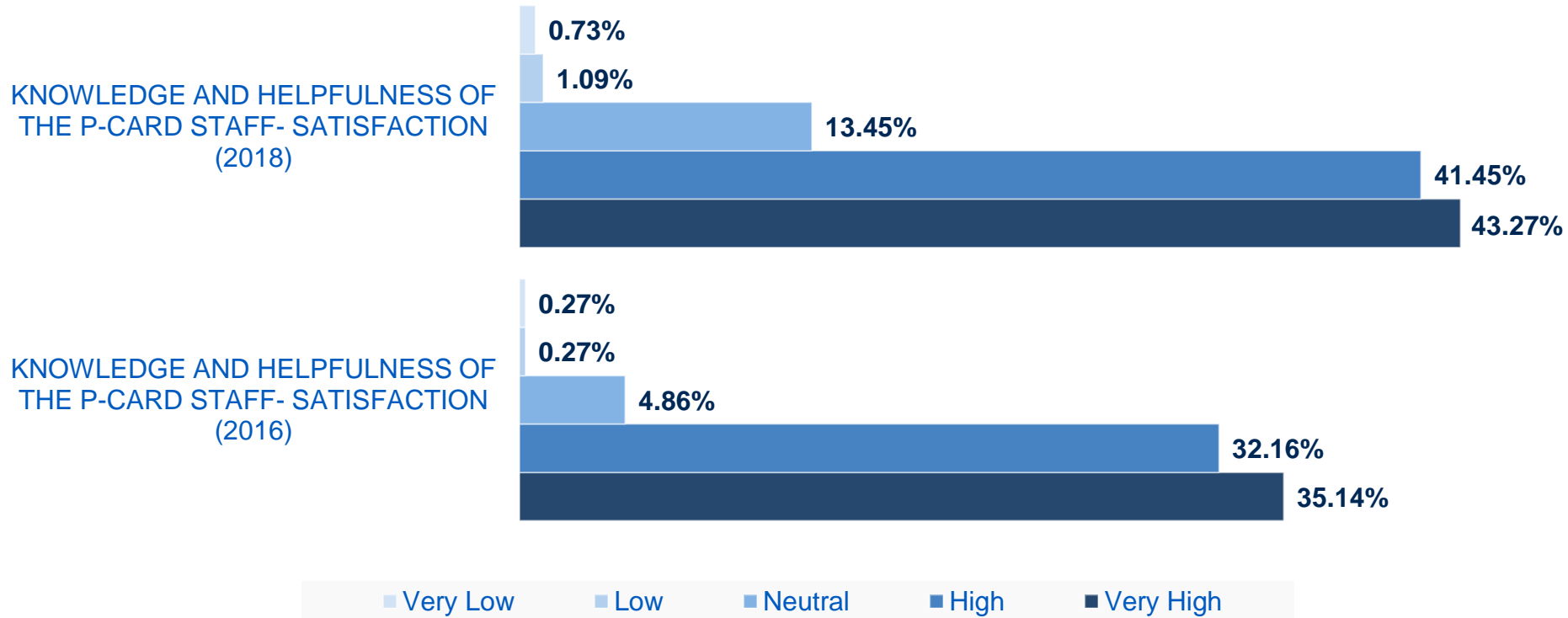
Survey Results

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Survey Results

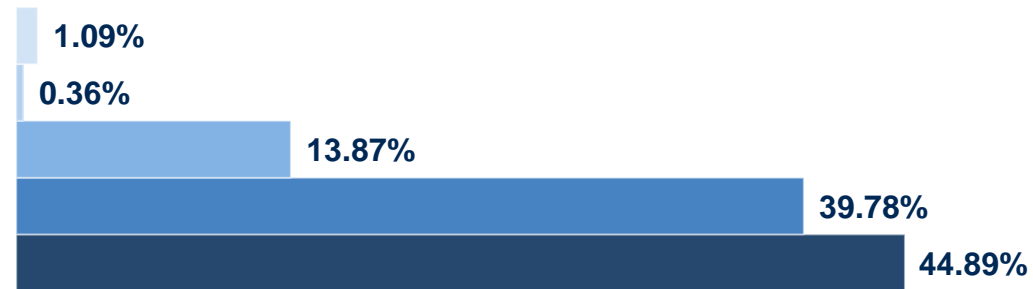
► Procurement card staff:



Survey Results

► Procurement card staff:

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

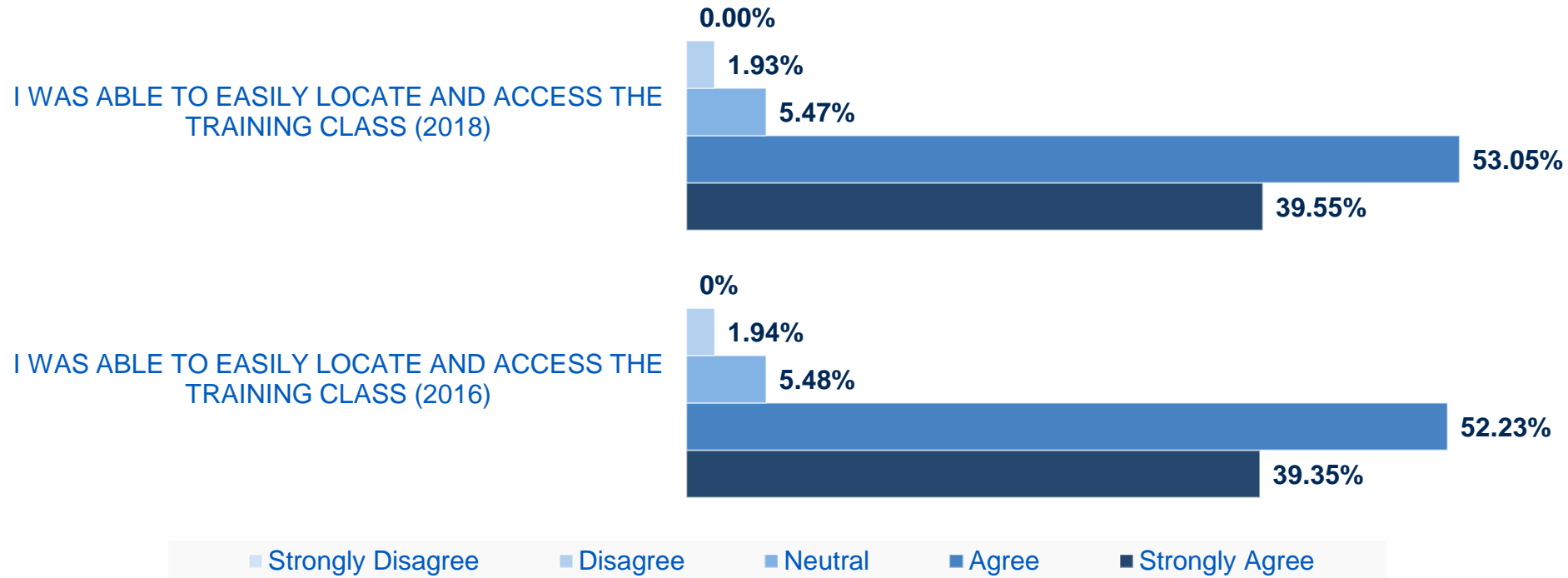


THE P-CARD STAFF PROVIDING THE ANSWERS YOU NEED/SOLVING P-CARD ISSUES-SATISFACTION (2016)



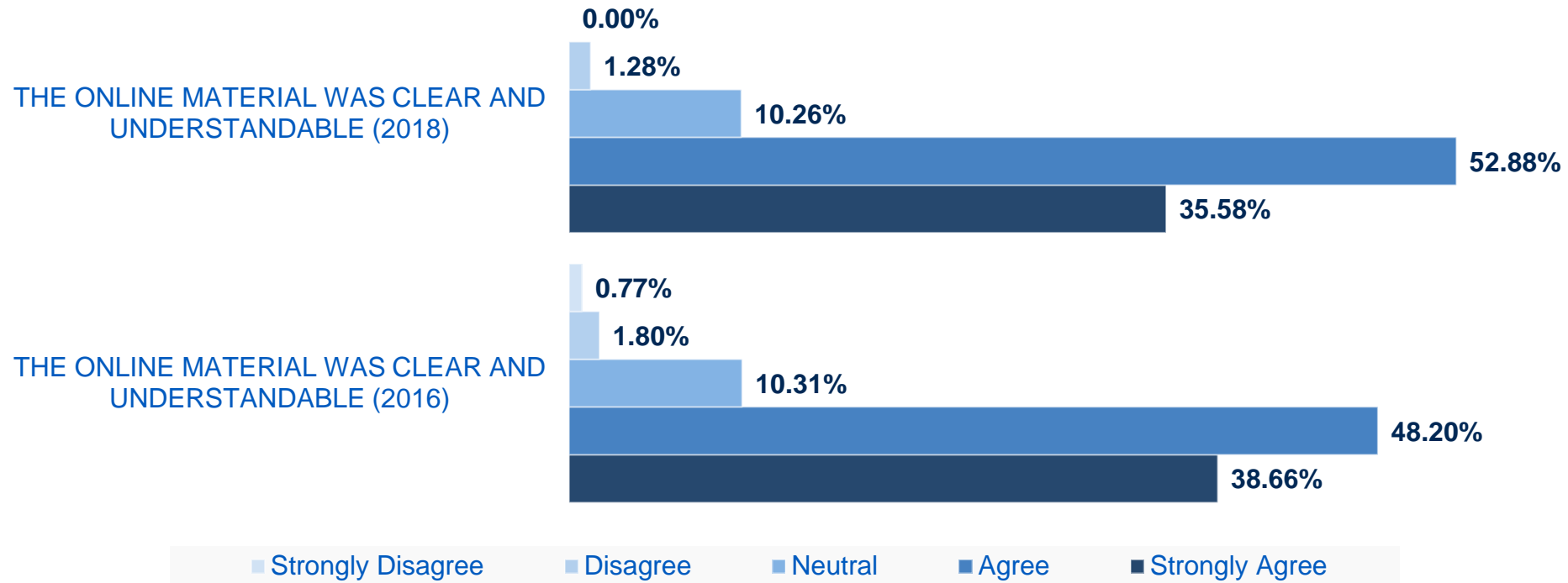
Training

► Online training content:



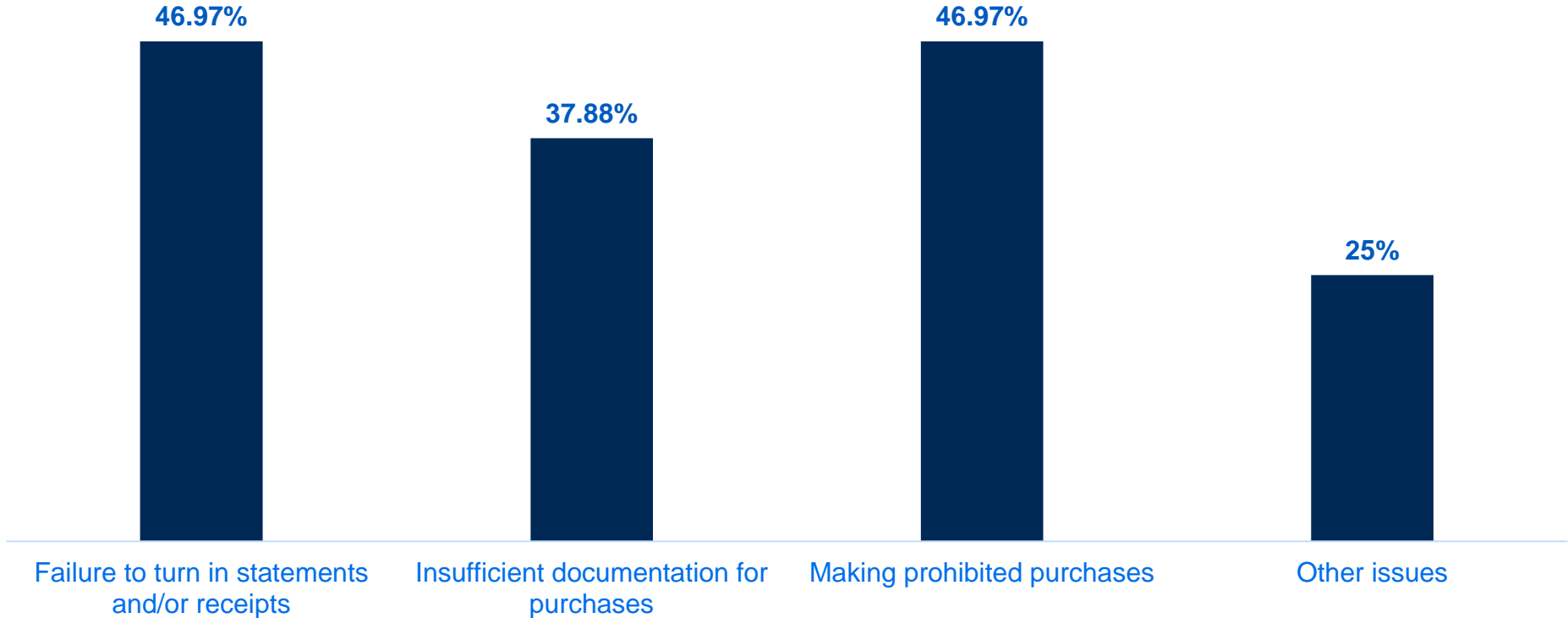
Training

► Online training content:



Issues/Concerns

► What issues have you encountered with employees not following P-Card policies or procedures?



Uses for Procurement card

- ▶ **Transactions under \$5,000: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 Using 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. Recent evaluations indicate a low percentage of individuals who have both a Procurement 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 what I can buy with my P-card.”

The Supply Chain website provides a lot of great information about the P-card. Specifically for what is allowed or not allowed, visit:

<https://supplychain.ucdavis.edu/pay-purchase/p-card/using-card>



Survey Comments

“The more vendors we can get into AggieBuy, the less need for P-cards. Let's go Amazon!!”

Amazon recently joined AggieBuy!

“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 AggieTravel. 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 currently working toward moving the reconciliation process to AggieTravel.



Survey Comments

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

Contact pcardhelp@ucdavis.edu to request an exception when you need to purchase goods from a supplier that is blocked.

“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 Travel card and what each card should be used for.”

It's a good idea to bookmark the “How Do I Buy” chart in your favorite browser.



Survey Comments

“P-cards should be opened for use for repairs and small services. Almost all vendors are accepting credit cards as payment for minor repair services.”

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 or 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 ten P-card users per fiscal officer or reviewer. You can have two fiscal officers and have twenty P-card users in the department.



Survey Comments

“*Please* allow for digital signatures.”

DocuSign is coming soon!

“Refresher training could perhaps be every two years.”

The Procurement card is governed by the Office of the President’s policy, BUS-43.

“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.



Contact Information

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- ▶ 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

U.S. Bank Customer Service

(800) 344-5696

[Online Customer Service](#)

To report a lost/stolen card, unauthorized charges, and disputed charges when resolution cannot be reached with the vendor

Campus Police Department

(530) 752-1230

Report cards stolen while on campus property; for cards stolen off of campus property, report to the local police for that area