

- Welcome!
- The **2024 Card Programs Forum** will start shortly
- All attendees are muted upon entry
- Please utilize the chat to submit questions
  - The team will address questions throughout the presentation
- Presentation slides will be made available by email to all attendees and posted on the SCM website



**UCDAVIS**

Supply Chain  
Management

# Card Programs Forum 2024

October 15, 2024



# Director's Welcome

## Vartan Vartkessian

Director, Business and Financial Services  
Supply Chain Management



# Your Supply Chain Staff Here Today

- **Robert Fischer**, Banking Card Program Coordinator
- **Sara Holt**, Preferred Booking Program Coordinator
- **Jennifer Thompson**, Banking Card & Expense Management Supervisor
- **Jim Hewlett**, Communications Analyst
- **Crystal Ross O'Hara**, Client Relationship Manager
- And many more!



# Agenda

- Welcome & Supply Chain Introductions
- Overview of Programs & FY24/25 Goals
- Card Program Highlights
- Preferred Payment Terms
- Best practices
- Survey results
- Open Discussion



# The Banking Card Program

- Preferred Booking Program
  - Formerly known as “CTS”
  - Direct Bill
  - Catering: Olive & Vine and UCDH Nutrition Services
  - Airfare for **all travelers** via AggieExpense
  - Local hotels for guest travelers (Davis, Sacramento, Winters)
- Procurement Card
  - Used to purchase goods, subscriptions, and *some* (limited) services
- Travel Card
  - Used to purchase UC Davis travel and/or entertainment



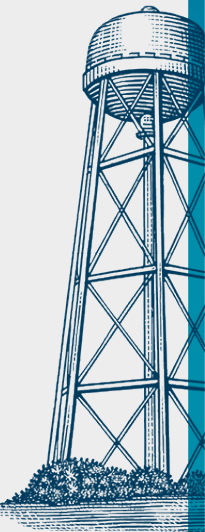
# Fiscal Year 24-25 Goals

- Card Program Departmental Reviews
  - Conversations tailored to department's specific needs
  - Quash rumors and misinformation
  - Receive feedback about card program
- Reduce out-of-pocket reimbursements
  - Expensive to UC Davis
  - Many approval steps
  - *Mostly* avoidable
- Instant Travel Card



# Instant Card Launch 2025

- **Virtual** Travel Card, available with smartphone app
- Can be issued to **employees** *or* **guest travelers**
- Request Instant Card using AggieExpense Request
- **Same procedure** in AggieExpense for reconciliation
- Merchant **must** accept touchless payments
- Virtual cards may not always work with rental car agencies and/or hotels
- Relieves travelers of most up-front, out-of-pocket expenses
- Reduces/removes need for cash advance
- Safer than carrying cash
- Much more detailed information forthcoming





# Card Program Highlights

- Award winning program
  - The Banking Card Program received FOA's **Moved Mountains** award for work in support of Aggie Fresh.
  - Customized card program to meet specific requirements in direct support of student success, positively impacting hundreds of students each quarter.
- Updated LMS Trainings
- Policy Updates
- SCM DocuSign forms rolling out soon



# New & Updated LMS Trainings

## ■ Training Requirements

- NEW! Microlearning module: Procurement Card: Sales & Use Tax
  - A short module focused on Sales Tax, Use Tax, Tax Exemptions, and how to account for each
- UC Davis Procurement Card Online Training
  - Required before getting a P-Card
  - Required annually
  - All P-Card holders, **AND APPROVERS.**
- UC Davis Travel Card Corporate Liability Online Training
  - One-time training required before getting Travel card
- AggieExpense Approvals
  - Highly recommended for **all approvers**



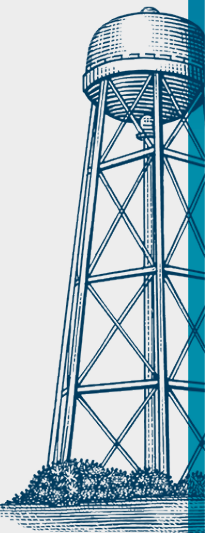
# Policy Updates

- PPM 350-22 Procurement Cards
  - Updated 7/12/2024 – previously updated in 2020.
  - Minor verbiage updates
  - Removed 10-card restriction from Financial Department Approver (fiscal officer/account manager)
- BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management
  - Last updated: 6/24/2021
- G-28 Travel Regulations
  - Last updated: 4/11/2024 – updated lodging rate to reflect highest rate available for all UC locations as published by U.S. General Services Administration
  - Previous update: 2/12/2024: Effective January 1, 2024, change in mileage reimbursement rate in accordance with IRS Notice 2024-08. Also, technical updates to Insurance for University Travelers (Section V.C.1) and Appendices A and B



# DocuSign Coming Soon

- Supply Chain Management currently transitioning all forms, requiring a signature, into DocuSign
- Lodging Limit Justification (November 2024)
  - Routes electronically for signature
  - Traveler attaches fully approved form to AggieExpense report
- Preferred Booking Forms (December 2024)
  - Routes electronically and automatically goes to the hotel
  - Used only for **local hotel** PBP partners
  - Two Forms – Individual and Group



# 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 30



## Aggie Enterprise Amazon Punch-Out Catalog

- Pre-approved
- Completely reconciled at time of purchase

## P-Card & UC Davis Amazon Business Account

- Does not route for pre-approval
- Reconciled in AggieExpense
- To enroll, email: [procure-help@ucdavis.edu](mailto:procure-help@ucdavis.edu)

## P-Card & Personal Amazon.com Account

- Not taking advantage of negotiated pricing
- No UC oversight
- Risk of accidental personal purchase on P-Card

Item not available in Enterprise Punch-Out? Contact the procurement help desk.

Don't have access to Aggie Enterprise? Consult with your local business office to gain access.

Feel like Aggie Enterprise is challenging to use? Visit the UC Davis Service Hub Knowledge Base Articles for step-by-step instructions.



# Best Practices: Preferred Booking Program

- Use the PBP Reservation form to make **local hotel reservations**
- Use AggieExpense Travel to purchase airfare
  - Choose: UCD Campus CTS for Airfare (1758)
  - Enter Traveler ID if booking for a guest



# 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
- Use the favorite allocations feature in AggieExpense





# Best Practices: P-Card

- Amazon Web Services
  - Convert to **AggieCloud** through IET; or
  - Pay with P-Card AND include IET ticket in reconciliation
- Financial Department Approvers: Review purchases within 30 days
  - Cardholder **cannot** dispute transactions after 60 days
- Description
  - What did you buy?
  - How does it support the university's mission of teaching, research, and public service?
- Separation of duties
  - The Financial Department Approver should not be subordinate to the cardholder.
  - Purchases are to be verified and properly received.



# P-Card: Software Purchases

<https://kb.ucdavis.edu/?id=10131>

- Existing software agreements
  - Aggie Enterprise catalogs
- New software agreements
  - One-time purchase → non-catalog requisition
  - On-going purchases → non-catalog blanket requisition
  - Then use P-Card to pay, cite agreement number in AggieExpense report



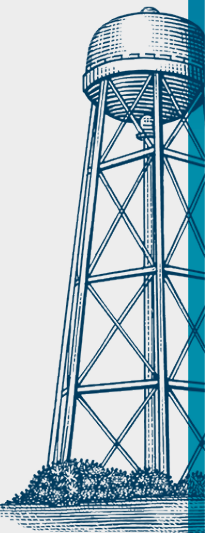
# Best Practices: Travel Card

- Use to purchase all business travel
- Can use with BCD Travel instead of billing to PBP
- Personal or accidental charges
  - **Do NOT pay U.S. Bank directly**
  - Reconcile as Personal or Non-Reimbursable
  - Cardholder reimburses through [mybill.ucdavis.edu](https://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
Description	Business Purpose
Financial approval	Financial approval
Change department = new application	Change department = new application
US Bank Online	US Bank Online
Subscriptions	No subscriptions
<b>For purchasing low value supplies &amp; paying PO invoices</b>	<b>For Travel or Entertainment</b>



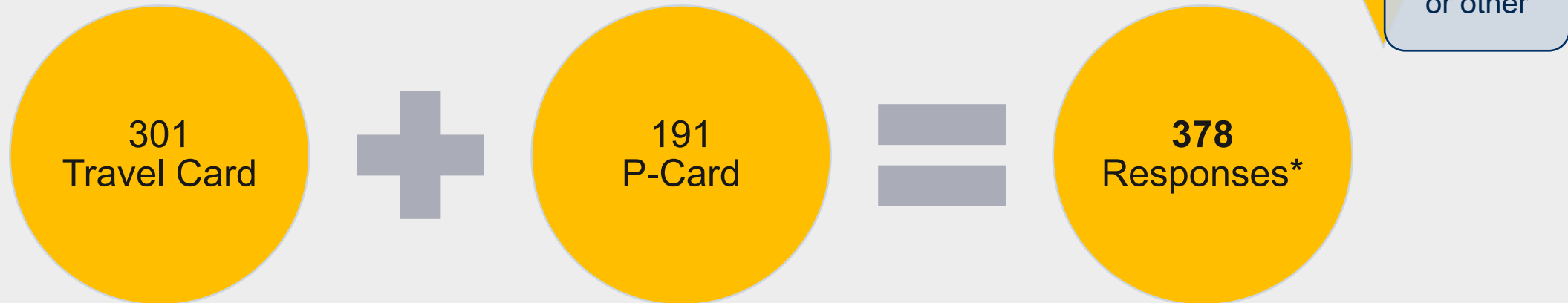
# Survey Results

- What we learned
- Survey comments
- Areas for improvement



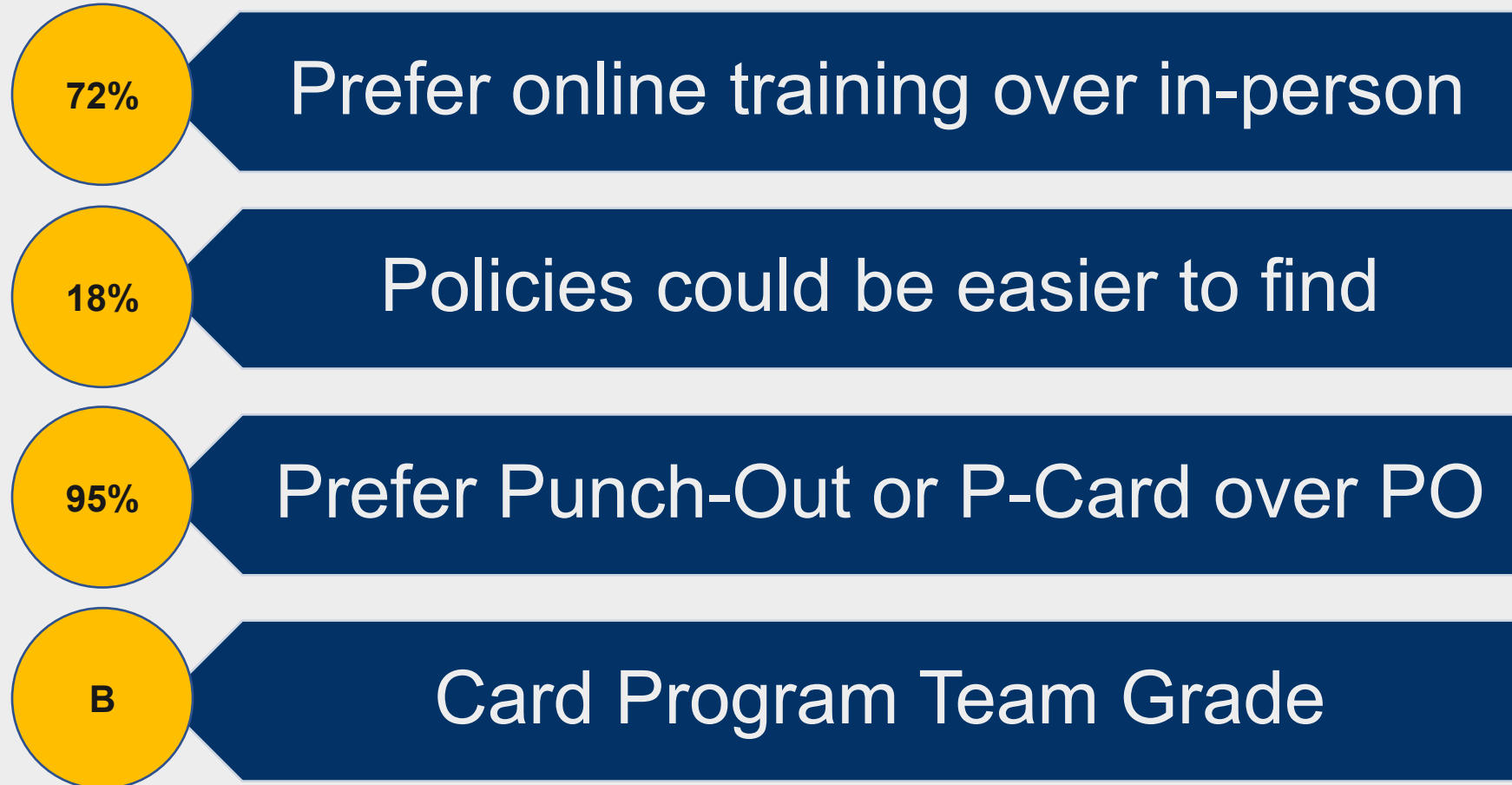
# Survey Results

## 378 Responses



\*Respondents may have both cards or no cards.

# Survey Results – What we learned



# Survey Comments

- How do I pay for sponsorships?
  - Aggie Enterprise Non-Catalog Requisition & Sponsorship Form
  - Pay with Travel Card
- My card gets flagged for possible fraud.
  - Register for Access Online
  - All verification information is available in Access Online
  - Note information in safe place in case card is stolen
- Reconciling Reports





# Reconciling Reports

- SCM Office Hours
  - Tuesdays, Wednesdays and Thursdays
  - Visit [SCM Events](#) for times and links
- [Online Resources](#) help using AggieExpense
- [AggieExpense Help Desk](#)
- [Banking Card Program Help Desk](#)



# Survey Results – Areas for Improvement

- One-page “cheat sheets” or similar tools
- Update web content
- Make policies easier to understand
- Offer department-specific training

# Q&A



# Contact Information

[cardprogramhelp@ucdavis.edu](mailto:cardprogramhelp@ucdavis.edu)

<b>Campus Program Coordinator</b> <ul style="list-style-type: none"><li>• General questions about the purchasing card program, including the application process, status of an application, or satisfying training requirements</li><li>• Card charge/credit disputes</li><li>• Report lost/stolen cards</li></ul>	Robert Fischer (530) 754-1361 <u><a href="mailto:cardprogramhelp@ucdavis.edu">cardprogramhelp@ucdavis.edu</a></u>
<b>Preferred Booking Program Coordinator</b>	Sara Holt <u><a href="mailto:cardprogramhelp@ucdavis.edu">cardprogramhelp@ucdavis.edu</a></u>
<b>Campus Card Programs Administrator</b>	Jennifer Thompson (530) 752-2091 <u><a href="mailto:jenthompson@ucdavis.edu">jenthompson@ucdavis.edu</a></u>
<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	(800) 344-5696 <u><a href="#">Online Customer Service</a></u>
<b>Campus Police Department</b> 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

