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QUICK REFERENCE GUIDE

PCARD:

PCard Website: http://www.unlv.edu/purchasing/pcard

Primary Contacts: PCard Administrator:
Michelle Ommen, 702-774-2273 or 702-895-5986, michelle.ommen@unlv.edu
Purchasing Analyst:
Aurora Mendoza, 702-774-2273 or 702-895-0982, aurora.mendoza@unlv.edu
pcardunlv@unlv.edu

Emergency: Business14 (s)4 (4 16 d002 Tw 9.)-10.608 575.2i]TJ 0TC /CS0 cs 0 Ta117>BDC /CS1

Although the PCard is issued in the cardholder's name, it is the property of UNLV. For a Departmental Card, it is recommended that the signature space on the back of the card contain the phrase, “UNLV ID required”.

CARDHOLDER ACCOUNT APPLICATION

The Cardholder Account Application is the form used to apply for an initial PCard (Individual or Departmental) and to request changes to the cardholder’s account.

The application requires the applicant to provide pertinent information such as their name, department, mail stop, email address, phone number, default expense account (that will be used if there are unverified transactions), the requested credit limits, the signature of the applicant’s manager and the signature of the Approving Official.

The application contains a cardholder agreement signed by the cardholder and appropriate management stating they agree to comply with the terms and conditions of the agreement and the user manual. The application is also used to update any cardholder account information such as a change in the default expense accounts or changes in transaction limits.

If there are any questions, contact the PCard Team at pcardunlv@unlv.edu or 702-774-CARD (2273).

LIAISON (SECURITY ROLE: Financial Administrative Assistant - FAA) REQUEST FORM

In order for an employee to verify procurement card transactions on behalf of a cardholder, the employee must hold the FAA Role in Workday. This access must be requested through the Workday Support office. Additionally, to review charges in PaymentNet 4 the Liaison Request and Agreement Form is the document used to grant access to an existing cardholder’s transactions. The Liaison Request and Agreement Form can be found online on the PCard website. Users requesting read-only access to PaymentNet 4 should also submit the Liaison Request and Agreement Form.

Once the need and eligibility is determined by the Dean, Vice President, Provost, or President, the appropriate application must be completed online and printed from the PCard Website. The application should be signed by the potential Liaison, their Manager, and an Approving Official.

Once completed, all forms must be submitted to the PCard/Purchasing office. **ALL SIGNATURES MUST BE ORIGINAL.** Liaisons (FAAs) must attend the PCard training session and pass a brief test prior to being granted liaison status. If the applicant is currently a liaison (FAA) or a cardholder, no further training will be required at the time of applying.

NOTE: Liaisons (FAAs) are assigned a User ID to the online banking system and should not have access to the individual cardholder’s PCard number or login information.

PCARD TRAINING

Initial PCard training and successful completion of a brief test is mandatory prior to receiving a card or being granted liaison (FAA) access.

To assist Managers and Approving Officials in better understanding their roles and responsibilities in ensuring a successful PCard Program, they too will be required to take a short online training session and pass a test every two years; which will focus on their responsibilities within the program.

Departmental Card

The best and most secure practice is to use individual PCards whenever possible; however, sometimes it is impractical to issue individual cards and the Departmental Card is used.

Departmental cards are approved for very low single transaction and monthly overall spending limits, and are not issued to an individual. It is important these cards and card numbers are safeguarded

- Cash Advances
- Cellular phone purchases and purchase of air time
- Construction, renovations, or architectural services
- Consulting services/Independent contractorservices
- Firearms/weapons/ammunition/pyrotechnics/explosives
- Fines, late fees, or penalties
- Gift certificates/gift cards/telephone cards/Rebel Card deposits
- Golf carts (Facilities Management approvals required)
- , Q V X U D Q F H
- , 7 (0 S **FOR PERSONAL USE (including the cardholder's UNLV Parking Permit)**
- / H D V H V Leases/Rentals (copiers, building space, equipment, etc.)
- / H J D O Legal fees or expenses
- 0 H D O V Meal Per Diem (Travel Status)
- 0 H G L F D O Medical payments
- 0 H G L V S D Medi Spa Services
- 1 R Q F Non-conference specific optional events
- 1 R Q H Non-reimbursable expenses (see Accounts Payable website)
- 2 Q F Oncampus payments between departments (an IDR should be used for these)
- Parking tickets/citations
- 3 D \ P H Q W Payment on behalf of or to a Nonresident Alien
- 3 U L Q H V Prints/Awards (see Accounts Payable website)
- 3 U R I H V V L R Q D O Professional Services (Architects, Engineers, Employment Services, etc.)
- 5 H F X U U L Q J Recurring charges (storage units, bottled water, etc.)
- Telephone bills
- Travel insurance
- Traveler's checks
- Tuition, fees or scholarships

The following transactions **may not** be made without **PRIOR APPROVAL** from the Program Administrator:

- ~Advertising
- ~Animals and animal related purchases
- ~Car Rentals with companies that are not on contract with the State of Nevada
- ~Cloud Storage
- ~) R U H L J Q S X U F K D V H V Foreign Purchases
- ~ + R W H O G H S D U W P H Q W V Hotel Departments
- ~Images "right to use"
- ~Items that require a signed agreement or contract
- ~ 0 D L Q W H Q D Q F H Maintenance Agreements
- ~Memberships, Professional Licenses, Associations, and Dues in individual's name
- ~Music "right to use"
- ~Non-travel payments to foreign entities –
- ~Payments in advance (deposits)
- ~Printing, laminating or typesetting available from UNLV Reprographics
- ~Radioactive and hazardous materials
- ~Research participant incentives
- ~Service or maintenance agreements
- ~ Service or maintenance agreements requiring a signed contract
- ~Software

Goods ordered and paid using the UNLV PCard may only be shipped to the department's campus address/business address, satellite campus, or off-campus leased facility. **Goods may not be shipped to or received at a non- UNLV off-campus address** (e.g., Cardholder's home, etc.). If a cardholder's UNLV related work requires shipment of goods ordered with the PCard to a location other than an UNLV campus, Purchasing must be notified in advance of the purchase for prior authorization and documentation.

BILLING ADDRESS

For telephone, Internet or catalog orders provide the merchant with the address as it appears below:

<Cardholder's name as it appears on the card> 4505
South Maryland Pkwy
Las Vegas, NV 89154

If a purchase is denied due to an improper billing address, please contact the PCard Team for assistance at (702) 774-2273.

RECEIPT OF MATERIALS

The cardholder must ensure that the quantity of goods received equals what was ordered, and that the goods were received in acceptable and serviceable condition.

It is the cardholder's responsibility to follow-

The cycle closes on the 25th of each month. The issuing bank will credit the cardholder's account for the amount disputed and conduct an investigation. Upon completion of the investigation, the cardholder will be notified of the resolution. If the dispute is not settled in the cardholder's favor, the account will be recharged for the disputed transaction amount.

If the cardholder disagrees with the bank's investigation, finding and decision, the cardholder should contact the PCard Team.

HOST OR ENTERTAINMENT RELATED EXPENSES

Host expenses must conform to the policy and procedures contained in the UNLV Host Policy on the UNLV Accounts Payable Website and NSHE’s Procedures and Guidelines Manual, Chapter 5 Section 1.

Due to the sensitive nature of hosting expenditures, the President may not delegate signature authority below the level of Vice president, Deans, or direct reports to the President.

Each hosting transaction must be specifically approved and approval documented by hosting explanation form or similar method that captures Dean (or above) approval on all required hosting documentation.

Tipping is allowable on hosted meals and events up to 20% before tax. Alcohol purchases, as part of a hosted meal or event, are not allowed to be tipped on. You will need to deduct the amount of the alcohol purchases from the total bill and then calculate the amount for the tip.

Hosting documentation should be documented in accordance with Internal Revenue Service guidelines for expense substantiation. This includes, but is not limited to, amount, date, time, place, business purpose, and business rel (t)-6.6 (ant)-6.674SDime -6 (e -<7c 0 T12 (i)2.6 (nes)7m)-5.9 (i(i)2.5o6 (

NOTE: Unless hosting, meals are not allowed to be paid by PCard while a cardholder is in travel status. Please visit the UNLV Travel Program Website regarding per diem meal allowances.

Spend Authorization and/or Expense Report # (formerly known as Travel Document or TD) need to be included in the descriptions of the travel expenses purchased on the PCard.

INVENTORY CONTROL

The current UNLV threshold for capital equipment is an acquisition cost of $5,000 or greater and sensitive equipment... **NOTE: Computers (desktop, servers, laptops, and iPad's) regardless of**

POSSIBLE CONSEQUENCES:

- **Suspension of the PCard**
- **Mandatory retraining**
- **Revocation of PCard**
- **Termination of Employment**
- **Criminal Prosecution**

***NOTE:** *This violation may result in IMMEDIATE SUSPENSION of the PCard account until the necessary corrections are communicated to the PCard Team*

Improper or fraudulent use of the UNLV PCard may result in disciplinary action and/or personal liability. The University may deduct from the cardholder's salary, or any other amounts payable to them, an amount equal to the total of the improper charges plus any administrative fees charged by the bank in connection with the misuse. Toamount3.8(see)10.5

- is attached in Workday and originals are kept within the department, in a secure location. Additionally, to avoid possible suspension of the card, the cardholder/liaison (FAA) must ensure the accuracy of the accounts being charged during the verification process and confirm that there are adequate funds available to cover any charges placed with the PCard.

- Reporting a lost or stolen card IMMEDIATELY to JP Morgan Chase at 1-800-316-6056. The department and cardholder have full liability for all purchases until the card is reported lost or stolen. The cardholder should then contact the PCard Team as soon as possible.

- Returning card to the PCard Team or shredding the card upon termination of Employment, transfer to another department or at the request of your manager, Approving Official, or at the sfer m 37o.9 u(6 (,)-6-6.6 (hh-10.6 (6)-)/.8 (f)-21.4 (c 0 Tw 10.Tc 0.002

- (Q V X additional internal policies set by the Approving Official are implemented and enforced consistently.
- Ensuring monthly verifications are reviewed, submitted, and approved correctly and on time.
- Notifying the PCard Team immediately should any cardholder under their approval authority leave the employment of the department, UNLV, or for any other reason regarding loss of cardholder status.

APPROVING OFFICIAL

The Approving Official is responsible for:

- & R P S O Manage/A Approving Official PCard Training and any additional training necessary.
- & R Q V X the PCard manual (and subsequent revisions) to ensure proper use of the card.
- Ensuring the integrity of the PCard program.
- Approving a PCard application by determining that the applicant has a true business need to purchase small a Pnes appl and s1051>(ubs)-TJ 0 gque rev6 (l)]TJ 0 2 md ( )(pl)2

A cardholder may be their own liaison (FAA) but it is recommended that departments assign a person to be the liaison (FAA) for the cardholders in their department. This provides a separation of duties and the verification by someone other than the cardholder. For those that do not have a liaison (FAA) it is critical that the manager carefully reviews all the transactions of the verifications and the attached documents.

The same documentation is required for Departmental Cards as is for individual card accounts. However the department must also maintain a sign-out sheet. This will allow the department to keep a record of who has used the card and when. A sample sign-out sheet is provided (See Appendix A.3). It is also suggested that a transaction log be kept in the department to help in the monthly verification.

> **All records are the sole property of UNLV and are to remain with the department even after the termination of the Cardholder or the transferring of the cardholder to another department at UNLV.**

While the PCard program itself is a decentralized program, the record storage must be centralized within the departments/units business office rather than with the individual cardholders. The UNLV records retention policy in part states, *"For the sake of efficiency as well as appropriate and effective access, units must maintain their records in an orderly, easily accessible manner. For security's sake, they must protect records from unauthorized access."* We are requesting that the records of cardholders (original receipts or digital copies and any other required documentation supporting the transactions charged by the cardholder) be kept as they would be for all other documents for departments/units required to be retained in accordance with the UNLV records retention policy. All records relating to PCard transactions must be retained by the Department for a full seven (7) years.

Transactions are posted to the Workday system daily (Tuesday through Saturday) and are accessible to each cardholder and liaison (FAA). The online verification must be correctly completed by the cardholder or liaison (FAA) no later than seven (7) business days following the end of each billing cycle. During the last month of the fiscal year, the online verification period will be shorter and communicated to cardholders through email notice.

Cardholders and liaisons (FAAs) are able to access Workday at all times not just at the end of the billing cycle. Cardholders are encouraged to access the system throughout the month and verify their transactions prior to the end of the month to avoid rushing through the process within the last days of the cycle. NOTE: Payment Net 4 is an online banking system, through JP Morgan Chase, that will remain active for actions such as: viewing credit limits (for cardholder only) and for disputing transactions.

The cardholder's PCard may be placed on temporary suspension until the verification process is completed, if it is not completed by the deadline. Communication from the PCard will be sent to cardholders, liaisons (FAAs), and managers on a regular basis to keep everyone informed and on track with the verification process.

VERIFICATION PROCESS

Verification of the PCard transactions will be completed through the Workday system. Cardholders will click on their Purchases Worklet on the home page, then on the Actions column, click on Verify Procurement Card Transactions. Check the box(es) next to the transaction(s) you

1. UNLV PCARD AT A GLANCE
   http://www.unlv.edu/sites/default/files/page_files/182/UNLV%20PCARD%20AT%20A%20GLANCE.pdf

2. TRANSACTION LOG
   http://www.unlv.edu/sites/default/files/page_files/182/Transaction%20Log.pdf

3. DEPARTMENT CARD SIGN-OUT SHEET
   http://www.unlv.edu/sites/default/files/page_files/182/Departmental%20Card%20Sign%20Out%20Sheet.pdf

4. PROGRAM POINTS OF CONTACT
   http://www.unlv.edu/sites/default/files/page_files/182/Program%20Points%20of%20Contact.pdf

5. PURCHASING RELATED INFO ON WORKDAY
   https://www.unlv.edu/purchasing/workday