P-CARD LIAISON UPDATES

UofSC Purchasing Department

May 25, 2022

UNIVERSITY OF
South Carolina

DISCUSSION TOPICS

- P-Card Manual Update
- Global Card Access
- Security and fraud
- Fiscal year end deadline

CARDHOLDER RESPONSIBILITIES UPDATES – CONCISE LANGUAGE

- P-card may not be used for registrations fees that include food and/or travel

- Total transaction amount is inclusive of shipping/handling, taxes and any other applicable fees

- Electronically approve and sign the monthly expense report in PeopleSoft

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ALLOWABLE/NON-ALLOWABLE EXPENSES

ALLOWABLE	NON-ALLOWABLE
Office supplies expenses during travel	Employee travel expenses to include lodging and transportation, Student Travel
Local Conference/Registration Fees (that do not involve travel) virtual conferences, webinars	Conference Registration fees involving travel
Express Deliveries/Shipping	Postage (stamps)
Membership Dues in compliance with University policy	Entertainment/Business Meals
Professional Subscriptions in compliance with University policy	Gifts, gift certificates, gift cards, cash advances, calling cards, pre-paid cards, promotional supplies, incentives
Books for instruction	Breakroom Supplies - Microwaves, Refrigerators, Utensils, Food containers. Employee functions examples: food for consumption by state employees – food for staff meetings
Cellular and Wireless Telephones and Devices in compliance with University policy (written justification from department head/dean/chair required)	Telephone calling cards or additional minutes for calling cards
Office Supplies	Split Purchases – cumulatively exceeds the total value single transaction limit of $4,999.99
Utilities	Holiday, Birthday,Sympathy Cards, Stationary
Repairs	Holiday ornaments or decorations
Maintenance Supplies -Ace, Lowe's, Home Depot	Sporting and Entertainment Events
Verbal and internet ordering methods	Gasoline, Petroleum
Lab Supplies	Personal purchases of any kind
Credits must be returned to cards (cash is unacceptable)	Vendors with a blocked MCC (merchant category code)
Statewide term contract vendors, locally owned businesses, women owned and small minority businesses	Inter-departmental purchases

CARDHOLDER APPLICANT

- Pre-requisite exam

- Schedule training

- Sign a cardholder agreement and return to program administrator prior to processing application

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CARDHOLDER TERMINATION

- Legal issues

    - Failure to comply with laws, policies and procedures
        - Cardholders or supervisors/ approving officials who knowingly, or through willful neglect, fail to comply may be subject to suspension or termination of card privileges or another disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law

SPENDING CONTROLS

- Cardholder spending limits
  - *must be reviewed at least annually to determine the actual usage is consistent with spending limits*

AUDIT

❑Itemized receipts, invoice, packing slip, etc. must be uploaded to the expense report

❑Provide Missing Receipt Affidavit Form to the expense report for those receipts unable to obtain

❑If cardholder is also the liaison, it is required for department head approval in the PeopleSoft Expense Module

❑Liaison will reconcile receipts to monthly statement

❑Electronically approves in PeopleSoft

❑Program Administrator will make periodic audits of procurement card use and non-use

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RESOURCES AND FORMS

Process Control Map

Purchasing Card Process – Card Initiation and Activation

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GENERAL PROCEDURES FOR P-CARD RENEWAL TESTING

- Bank of America issues cards with a 5-year expiration date
- The test is administered through the Blackboard software program maintained by DoIT

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Global Card Access Mobile App

A convenient way to access card account details and self-service tools

- ✓ Available for iOS and Android mobile devices via Apple, Google, and Samsung app stores
- ✓ Globally available across all direct issue markets
- ✓ App supports English, German, Spanish, Italian, and French
- ✓ Free to download for all cardholders

App features

- Biometrics Authentication at Login
- New Card Registration
- Account Dashboard
- View PIN
- Lock/Unlock Card
- View & Maintain Profile
- Send App Feedback
- Recover User ID and Password
- Servicing Contact Information
- NEW: Posted transactions

Cardholder account management anytime, anywhere
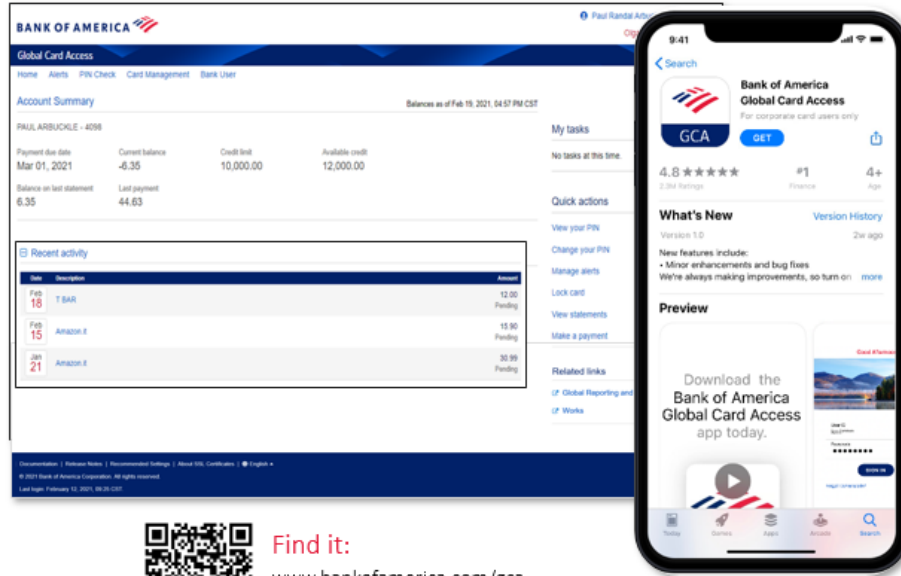
Find it:
www.bankofamerica.com/gca
Apple, Google and Samsung app stores

Key:
🖥️	Available online	🖥️	Coming to website in 2022
📱	Available in app	📱	Coming to app in 2022

Real-time account information

Account dashboard
View account details such as credit limit, current balance, available credit, and recent card activity

PIN access
Securely view your unique card PIN

Digital statements
Review current and 12 months of past statements

Service resources
Find region-specific contact information for servicing

Quick actions for added security

Card activation
Skip the call and activate a new card

PIN management
Create a custom PIN online

Lock card
Temporarily secure a card to prevent unauthorised use

Alert management
Customize account alerts to be sent via SMS text, email, or push notifications in app

Strong Customer Authentication (EMEA)
Complete biometrics verification within the app

SMS text authentication
Two-factor authentication via text

REDUCING CREDIT CARD FRAUD

o Review transactions

    o Actions – report any suspicious card activity immediately

o Know you pin number

o Use your chip whenever possible

o Responsible for safeguarding

o Being stewards of tax-payer's dollars

FISCAL YEAR-END 2022 DEADLINES

o Expense reports for the June billing cycle must be fully approved in PeopleSoft no later than **June 30th** at noon.

o <u>Reminders:</u>
  o Posting – 1-3 days from the merchant
  o Interface to PeopleSoft – another 1-2 days for posted transactions

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THANK YOU!

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