P-Card Use and Log Maintenance

Common Errors to Avoid

<u>Missing or Invalid P-Card Log Signature(s)</u>

Ensure the P-Card log has the appropriate signatures. The signatures are collected on the P-Card Statement exported from Bank of America Works. Reminder: The P-Card log is comprised of the Bank of America Statement and the associated transaction records (receipts and any supporting documentation).

When the P-Cardholder is their own P-Card Manager:

- P-Cardholder prepares and signs the log
- P-Cardholder's immediate supervisor reviews log for accuracy and signs

P-Cardholder signs here

_____
Authorized Signature

_____
Print Name

_____
Date

P-Cardholder's supervisor signs here

_____
Authorized Signature 2

_____
Print Name

_____
Date

When the P-Cardholder's card is managed by someone else:

- P-Card Manager prepares and signs the log
- P-Cardholder reviews log for accuracy and signs
- P-Cardholder's immediate supervisor reviews log for accuracy and signs

P-Card Manager signs here

_____
Authorized Signature

_____
Print Name

_____
Date

P-Cardholder signs here

_____
Authorized Signature 2

_____
Print Name

_____
Date

P-Cardholder's supervisor signs here

_____

When the P-Card is a department card:

- Department P-Card Manager prepares and signs the log
- Department/Division head reviews log for accuracy and signs

Dept P-Card Manager signs here   Dept/Division Head signs here
_____   _____
Authorized Signature   Authorized Signature 2

_____   _____
Print Name   Print Name

_____   _____
Date   Date

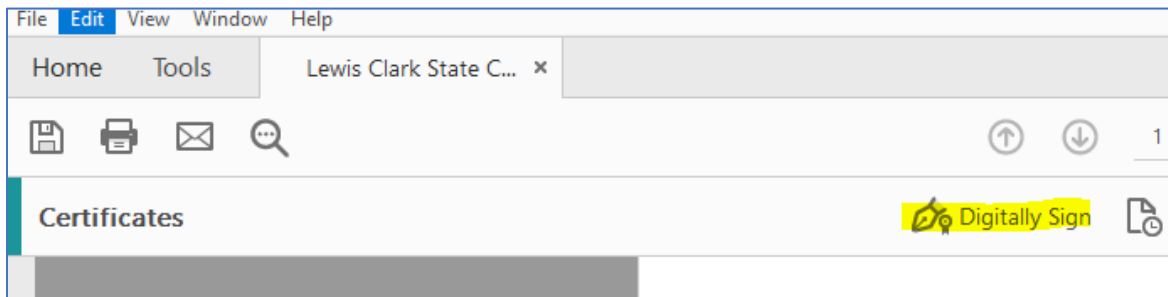# E-signatures

Ensure an acceptable signature method is used. **E-signatures are acceptable, but must be the Adobe digital signature that is found under Tools – Certificates. This tool is available on the free version of Adobe. (Note, using a Digital ID to sign a signature panel on an Adobe Pro PDF is also acceptable).**

- In the Adobe pdf, access the Tools menu, and select the Certificates icon.
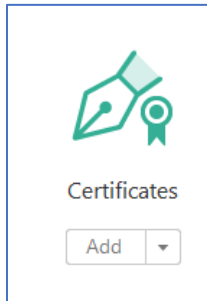
- Once the Certificates tool is open, select Digitally Sign.

Example of an acceptable e-signature:

Example of an unacceptable e-signature:

Specific Approvals

Ensure approval documentation is saved in the P-Card log for the associated transaction.

Additional authorization documentation is needed for specific transactions:

Travel and any related expenses - See Travel Policy 4.10 at https://www.lcsc.edu/policies and Travel Procedures on the Controller's website at https://www.lcsc.edu/controllers-office/travel for specific guidelines. Retain the approval documentation in the P-Card log.

Computer Related - Computer-related purchases (any computer equipment, multimedia hardware, communications-related equipment, peripherals [ex. keyboards, mice, screen protectors, flash drives] over $100, software, or online services) require the Information Technology Director's approval. Retain the approval documentation in the P-Card log.

Entertainment, PR & Related Expenses - Pre-approval may be required on entertainment, public relations and related expenses. See Policy 4.116 and 4.117 at https://www.lcsc.edu/policies for MER and PRR specific guidelines. Retain the approval documentation in the P-Card log.

Grant Related – See the Office of Grants and Contracts site at https://www.lcsc.edu/grants for specific guidelines. Retain the approval documentation in the P-Card log.

*P-Card Food Exception form – Must be completed and signed (by p-card holder and respective VP, Dean or President [for direct reporting units]), then sent to Purchasing.

Receipts

The P-Cardholder must obtain appropriate, detailed, itemized documentation to support every transaction charged to the P-Card. A valid receipt contains the following information:

- Vendor name and address.
- Date of purchase.
- Description, unit price, and quantity of each item purchased.
- Total cost of the order, including shipping and handling charges.
- P-Cardholder name and/or P-Card number (at least the last 4 digits)

If you absolutely cannot obtain a receipt (after contacting the vendor), please fill out the Missing Receipt Affidavit (https://www.lcsc.edu/purchasing/employees/forms) and retain in your log.

Sales Tax

- LC State is tax-exempt in the State of Idaho. When a purchase is made using a P-Card, ask the vendor to exclude the sales tax from the cost of the transaction. You can find a copy of our ST-101 exemption form on our website.
- If items purchased are picked up outside the state of Idaho (Washington, for example), we do pay sales tax.
- It is best practice to examine your receipt for tax prior to leaving the store so that it is easier to correct. If you don't notice until later, contact the vendor to request the tax amount be credited back and an updated receipt indicating the revised transaction provided.

Documentation

Imagine someone unfamiliar with your transaction history is reviewing your P-Card log. Is the whole story there? Can the person easily determine what happened and why? Make sure the following pieces of the story are included (this is not a complete list):

- Credit invoices for returned items
- Email correspondence pertaining to transactions
- Authorization to lift STL/MCC restriction
- Food Exception form

Reminders regarding requests to increase a P-Card Monthly Credit Limit or Single Transaction Limit (STL)

Single Transaction Limit
On the rare occasion when there are no other means of purchasing goods exceeding $1,999.99, requests to temporarily lift the single transaction limit require prior approval from the P-Cardholder's Department/Division head, or a member of executive leadership (Dean, Vice President, President. The approval can be submitted via email or other electronic means to the Purchasing Department. Items at the fixed asset level (single item worth $2,000 or more) should not be purchased on the P-Card.

Monthly P-Card Expense Limit
Requests to permanently increase monthly expense limits require submission of a completed P- Card Maintenance Form with approvals from the P-Cardholder's Department/Division head, or a member of executive leadership (Dean, Vice President, President). Requests to temporarily increase the monthly expense limits can be approved by the P-Cardholder's Department/Division head, or a member of executive leadership (Dean, Vice President, President). The approval can be submitted via email or other electronic means to the Purchasing Department.

Examples of email communication, to be sent to your department/division head, then (once approved) sent to Purchasing. Remember to provide key information, such as the specific transaction the STL lift is requested for, or the amount and timeframe of the monthly credit limit increase request. If the request is related to a department P-card, instead of your P-Card, include that information as well.

Retain the approval email in the P-Card log.

Hello Jane,

The Sheraton hotel expense for my upcoming travel will cost $2799. Please approve lifting the single transaction limit on my P-card for this purchase.

Hello John,

Please approve raising my p-card monthly credit limit for January 2024 to $10,000.

Hello Bob,

Please approve raising the ABC department p-card monthly credit limit for January 2024 to $15,000.

Below is an excellent example of a large, complicated purchase that would require two aspects of the P-Card spend profile to be modified:

Hello Mary,

After receiving the extra money to supply the new course, we worked with ABC Co to set up the best pricing, and they will not accept Purchase Orders. The total order will come to $7,425.59 and is for 88 items.

In order to process this order in a timely manner, we will need these two things:

1. *Do you approve a P-Card limit increase on the xxx department's P-Card (ending in 1234) to $20K for the months of January and February to accommodate when the charges will post?*
2. *Do you approve a temporary lift of the $2K single transaction limit to accommodate this order?*

Please let me know if you need additional information. If you approve, please reply all so Purchasing has this record.