

Customer Purchasing Card Documentation Submittal Directions

July 1, 2015

The change below is effective immediately:

The US Bank Cardholder Activity Log will be the standard for submitting with your documentation instead of the current P-Card Log form. If you do not normally use the P-Card Log for tracking purposes, you do not need to create it. You can just print the Activity Log from the US Bank website after you have allocated your charges, attach any required documentation, and obtain your Site Manager/ Supervisor signature. You may choose to continue to do a P-Card log and just attach it to your US Bank Cardholder Activity Log, but you still need Site Manager/Supervisor signature on the US Bank Cardholder Activity Log.

The following directions are for submitting your Purchasing Card (P-Card) documentation to your Site Manager/Purchasing Services.

1. Go into US Bank Website and make any allocations or code changes as necessary.
2. Print off the Cardholder Activity Log **after** the Billing Cycle End Date. If it is after the Billing Cycle End date, the Cycle Ending date appears on the form (if not it will say "Open"). We need the date for tracking purposes.
3. Write the business purpose for the transactions in the blank spot on the Activity Log. If the business purpose is the same for all or some of the transactions, or you have multiple staff going to the same event/conference, you can write the business purpose once, then group like charges together by giving it a reference code like A and then put an A by all the transactions that reference the same event.
4. Attach supporting documentation in the order that the transactions appear. We must have original receipts or explain why it is not the original! If you have a receipt that is on Thermal paper, you may want to make a photo copy of this and add it behind the original receipt. Thermal paper does fade after a length of time.
5. Submit this to your Site Manager **no later than 2 weeks** from the end of the Billing Cycle End Date.

Directions for the Site Manager.

1. The Site Manager is responsible for reviewing and approving or disapproving the expense and documentation.
2. Site Manager should submit the signed documentation to Purchasing Services no later than 4 weeks after the Billing Cycle End Date.

OTHER P-CARD REVIEW INFORMATION

For the Billing Cycle End date please go to this website.

<http://www.uwex.edu/business-services/purchasing/documents/Billing-Cycle-and-Billing-Distribution-Dates.pdf>

P-Card expenses are required to be in compliance with guidelines located at:

<http://www.uwex.edu/business-services/purchasing/purchasing-card.html>

Items that are required for documentation or that may require additional explanations:

General:

- Business Purpose is stated and adequate
- No Wisconsin sales tax
- No Personal Items
- Purchases near transaction limits (\$ 5,000 this may vary depending on your Departmental limits)
- Use of mandatory contract vendors and contract number must be listed on the log
- Use of PayPal, Amazon and Ebay

Travel:

- Remember after 7/1/2015 you must use Fox World Travel or you will not be reimbursed!
- Travel Approval/Out of State Approval Form (**signed by Supervisor**) is required if GPR (104) funds are being used.
- Purpose, agenda, information about the trip
- No gas purchase without a rental car
- Transportation Services charges must be for a UW vehicle or a guest – no employees

Wireless Service:

- Hotspots, cellular phones, phone covers, tablets, air cards, accessories, etc... must be purchased from a mandatory contract provider and be approved through Purchasing Services.
- High dollar amounts (what exactly is being purchased that would lead to a high dollar amount)
- Usage – make sure the device has activity on it
- Local Cellular stores are not allowed. The State contract must be used and be approved through Purchasing Services.

Events:

- Sponsored Event Form (**signed by Supervisor**). **This must be included any time that food is involved.**
- Agenda
- Participant list
- Cost breakdown (for food) – limits: \$7/break, \$8/breakfast, \$10/lunch, \$20/dinner
- Short meeting with food – was food an appropriate choice for the timing of the meeting?

NOTE: Copies of emails for each incident which is questioned are filed with each cardholders' file but should also be included (by the cardholder) with their P-Card documentation.

The following items receive special attention due to State regulations and may be questioned on a more frequent basis

- Printing over \$ 49.99
- Memberships
- Questionable vendors