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Agenda

- Introduction & Purpose
- Enrollment / Annual Review Form
- Card Controls
- Cardholders Responsibilities
- Mandatory Requirements
- Workflow
 - Process for Cardholder
 - Process for Approvers
- Important Dates
- P-Card Compliance
- Contacts

Introduction & Purpose

- What is It?
 - LaCarte Purchasing Card

- Monthly Billing Cycle
 - Begins on the 6th of the month, and ends on the 5th of the following month
- Single Transaction Limits
 - Dollar limit for individual transactions. If you exceed the dollar or transaction limits, your card will be declined at the point of sale
- Merchant Category Codes (“MCC”)
 - Attempts to purchase from restricted and prohibited MCCs will cause the transaction to be declined at the POS
 - Travel is prohibited with a P-Card. Utilize an individual Travel Card (T-Card) or Department’s CBA
 - Food merchants are prohibited from individual employee use unless an exception request is made to the State via the ULM P-Card Program Administrator to support the use of food merchants

Cardholders Responsibilities



- Directly responsible for appropriate card use
 - Sharing & lending cards is NOT allowed
- Keep the purchasing card in a safe and secure location
- Make allowable and appropriate purchases
 - Personal charges are STRICTLY PROHIBITED
- Gather and assemble all supporting documentation (I.e., receipts, invoices, etc.)
- Obtain all necessary approvals (I.e., Approving Agent, Financial Manager, Grants, Foundation, etc.)
- Receive and inspect orders
- If sales tax is charged, it is the Cardholder's responsibility to request a credit to the Cardholder's account
- Receive individual monthly paper statement from Bank of America, or electronically
 - This is not a bill
- Cardholder should mark the Index and Account, as well as Activity (E.g. CV19) if applicable, on documents prior to submittal to the Purchasing Office, and it must be approved by your Department Head
- Surrender the card upon termination of employment, or upon request of the next-level supervisor, Department Head, or P-Card Administrator
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Walmart has a hotline that you can call on the spot to verify that our tax ID number is valid and that a card does not need to be presented: Hotline: (888) 899-7267 || Mon-Fri. 7AM-5PM CT

* If any cardholder encounters problems using these numbers, please contact Brenda Myers at 225.342.8039 or via email to brendamyers@lagov

P-Card Program

- How much can I spend?
 - P-Card purchases are limited to an individual's Single Transaction Limit ("STL"), not to exceed \$5,000 per transaction (including shipping and handling), as well as the monthly Credit Limit
- **WARNING: Do not split a transaction**
 - Purchasing items that exceed the STL and separating the payment into two or more transactions is NOT allowed
 - Artificially splitting a purchase is a violation of State law



- Original receipts must be submitted; Handwritten receipts are NOT acceptable
- Enter a Description on each Receipt when uploading to Works
- If you misplace a receipt, contact the vendor to get a replacement receipt – this is the fastest and easiest method
- If you cannot obtain a replacement receipt, complete a Missing Receipt Form, which is located on the P-Card section of the Purchasing page: www.ulm.edu/purchasingoffice/pcard.html. Multiple uses of the form in a fiscal year will result in suspension of card privileges.
- Receipts must have detailed purchase information, E.g., date of purchase

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Returns & Credits

- The Cardholder is responsible for contacting a vendor immediately and arranging a return for replacement or credit
 - Do NOT accept cash in lieu of a credit
 - Request credit receipt or slip, upload to the transaction in Works, and attach to Statement
 - In Works, allocate the credit to the same Index and Account as the original charge
 - In Works, use Comments on the related debit and credit transactions to link them together
 - Please note that the credit may appear on a future statement so proper documentation is necessary to make sure the credit is issued and documented fully

Dispute Items

- Contact the P-Card Administrator if there are any charges on your statement that you do not recognize
- P-Card Administrator will direct you to complete the Statement of Disputed Item form (Located on the P-Card section of the Purchasing page)
- The credit for the disputed transaction may appear in future statement period. Be sure to watch for it, and link the credit and debit in the documentation that is uploaded to Works, and attached to the statement.

Lost or Stolen Cards

- Notify Bank of America IMMEDIATELY by calling
 - 888.449.2273 (available 7x24)
 - Zero personal liability
 - Lost or Stolen Cards will be shipped to the P-Card Administrator
 - Do NOT have BOA reissue a card directly to you. All cards must be received and distributed by the P-Card Administrator.
- Upon termination/transfer, the card must be cancelled and returned to the Purchasing Department – do not destroy the card yourself

Reporting of Fraud

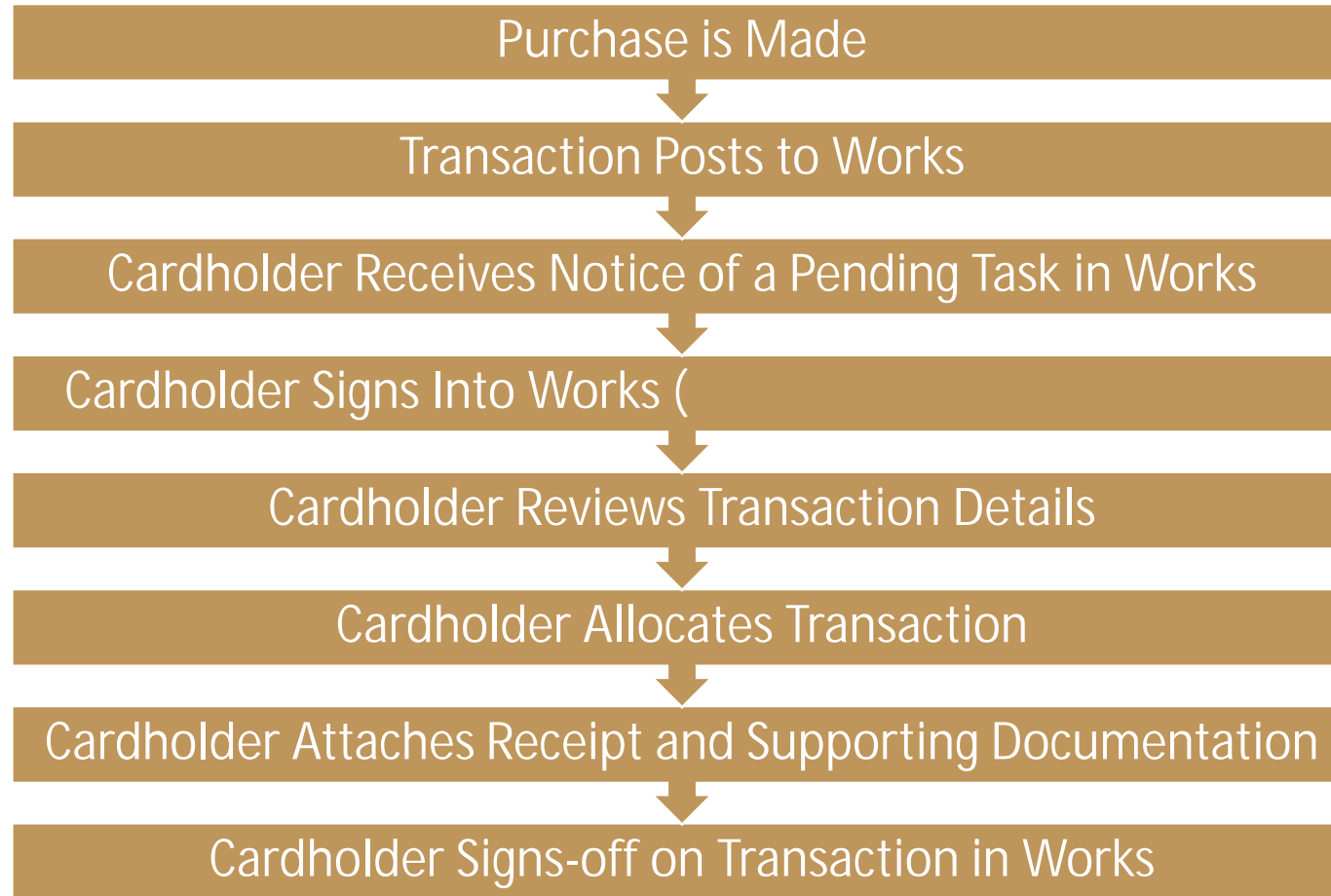
- Any recognized or suspected misuse of the P-Card should be reported to the Program Administrator, and may be anonymously reported to the State Louisiana Inspector General's Fraud and Abuse Hotline at 866.801.2549

- P-Card is to be used for official ULM business only
- Will NOT affect your personal credit
- Violators of policies and procedures will be subject to disciplinary action
- CAUTION VIOLATIONS:
 - Personal or unauthorized purchases
 - Split purchases
 - Alcohol
- Failure to comply with all P-Card policies are procedures may result in the following:
 - Payroll deduction
 - Account suspension/deactivation
 - Permanent loss of the card
 - Notification to administration, internal audit, Human Resources, and University police
 - Possible employment suspension or termination
- Your P-Card is NOT tied to Your Budget
 - It is the responsibility of the Cardholder to verify sufficient funding exists in the specified budget and expenditure code PRIOR to initiating the P-Card transaction

Annual Mandatory Requirements

- All

Works Workflow Process for Cardholders



Cardholder Regular Activities in Works

All Cardholders must login to Works at least weekly to:

- Review transactions in Works
 - Match amount and vendor to receipt; Ensure no LA taxes were charged
- Enter comments and/or item description for each transaction
- Upload detailed, original receipts, sign-in sheets (when applicable), and additional approvals (when applicable)
- Add account codes to the GL segments
 - GL01 = Index
 - GL02 = Account
 - GL03 = Activity (E.g., CV19)
- Electronically sign-off on each transaction
 - Transaction is then sent to Approver in Works to review and sign-off
 - Credit balance is refreshed once signed-off by Approver

Cardholder Monthly Statement Activities

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 - Match amount and vendor on paper statement and receipt; Ensure no LA taxes were charged

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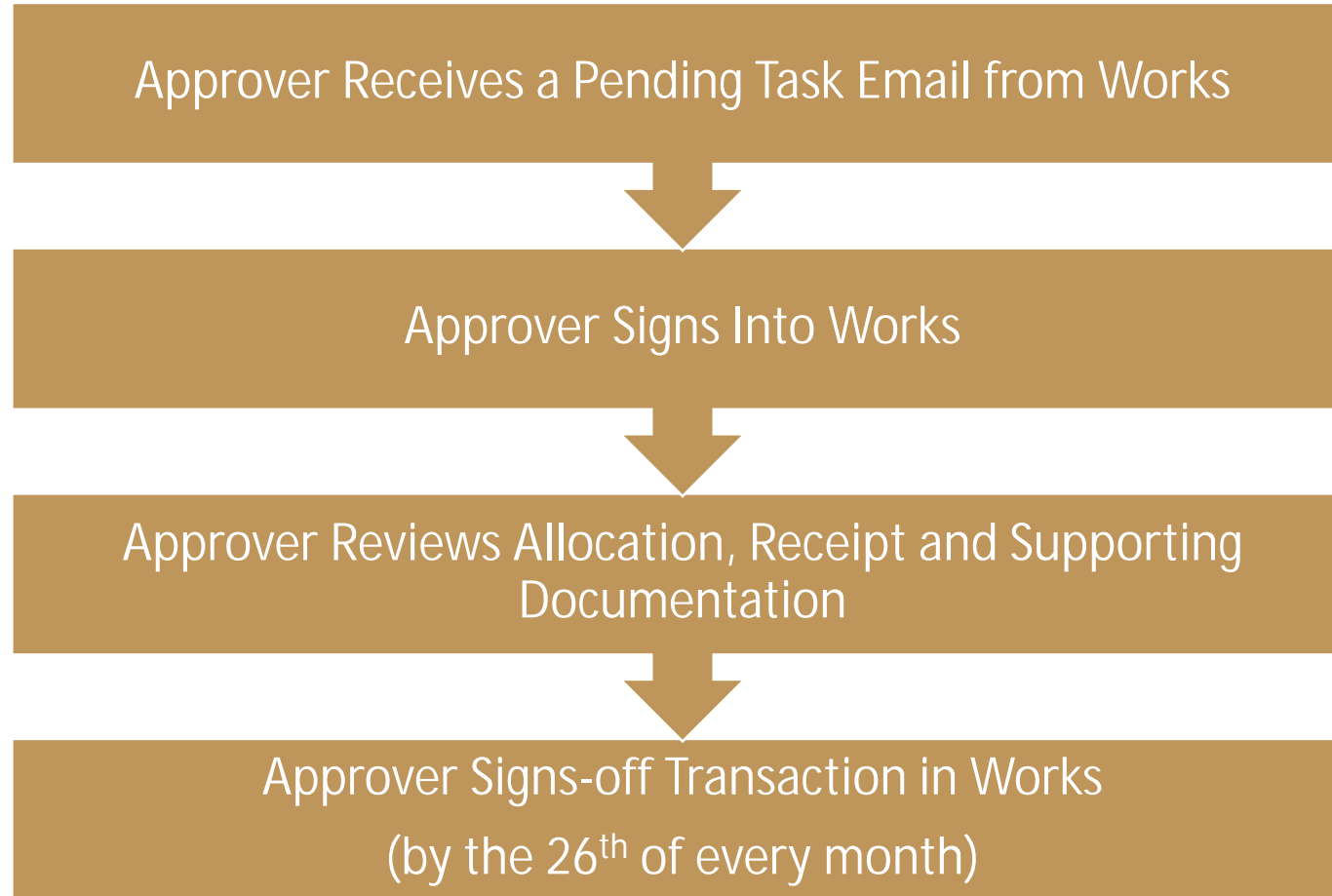
Cardholder Transaction Sign-off in Works

- Log into Works: <https://payment2.works.com/works/home>
- Click on **Sign Off Pending Transactions** from the home page Action Items field
- Open the Transaction drop-down menu by hovering over the **Transaction Number**
- Click on **Allocate / Edit** to update the GL fields
- Click on **Manage Receipts**. Add the receipt by clicking **Add**, then **New Receipt**. Upload the receipt adding the date of the receipt and a description of the purchase, then click OK.
- After allocating, adding the receipt and description, sign-off either using the drop-down menu for each transaction, or by placing check marks next to all of the completed transactions and clicking **Sign Off** at the bottom of the page

Electronic Billing Cycle Log

- Log into Works: <https://payment2.works.com/works/home>
- Click on **Reports** from the home page
- Click **Template Library** in the dropdown
- Click on **Billing Cycle Purchase Log**
- Click on **Modify/Run**. It should default to the previous Billing Cycle in the Post Date Field. If not, select the Previous Cycle.
- Scroll to the bottom and click **Submit Report** (must be printed in PDF)
- The Completed Reports screen appears when the report it is ready

Works Workflow Process for Approvers





Contacts

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& P-Card Administrator

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Email: moravek@ulm.edu

- Cheri Perkins

Director of Purchasing

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- Lost or Stolen Card *

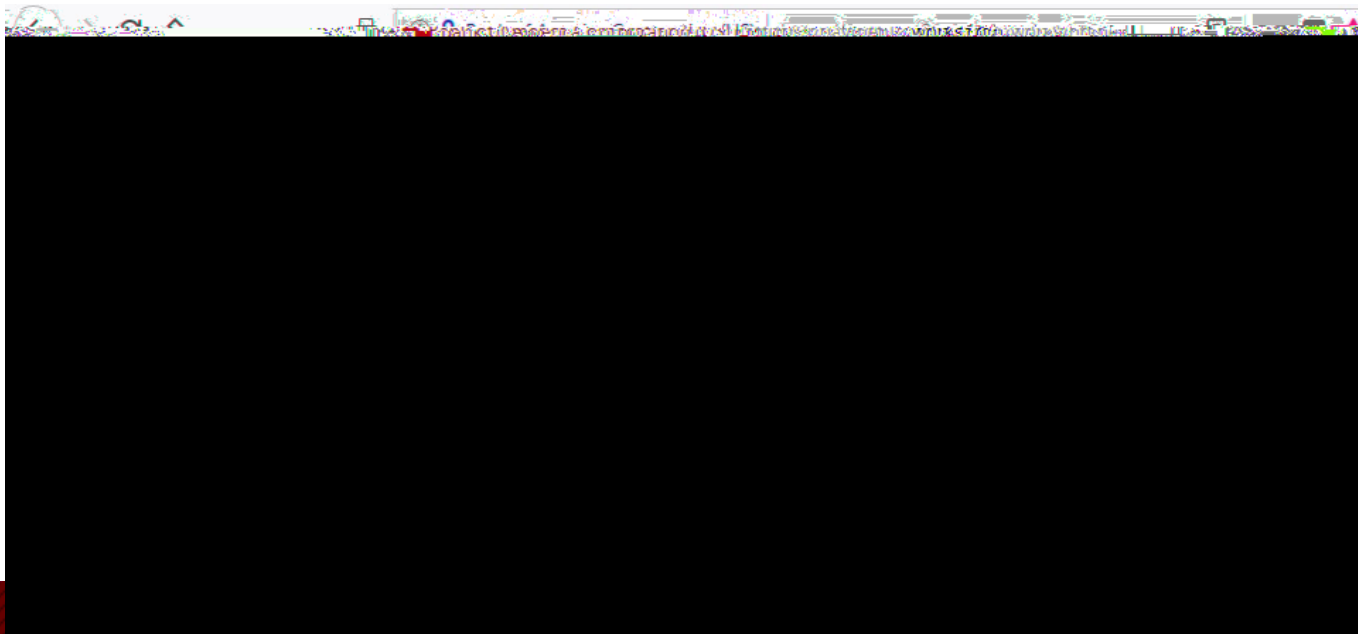
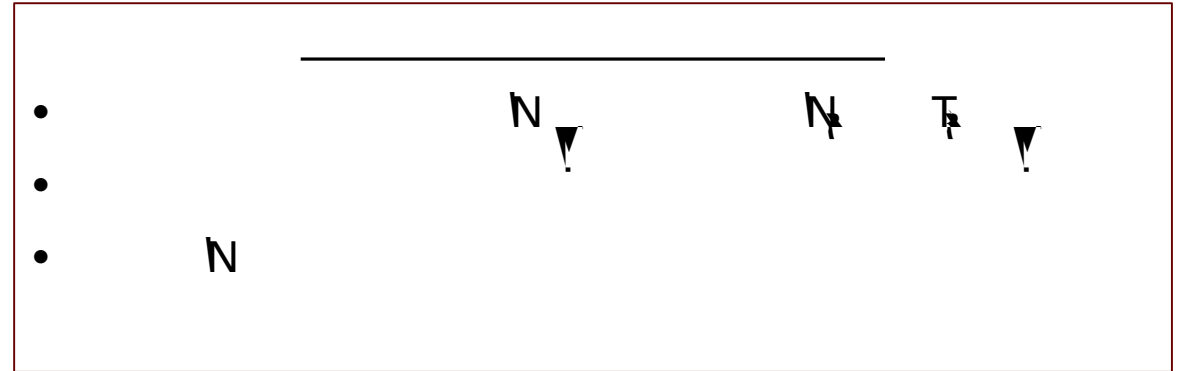
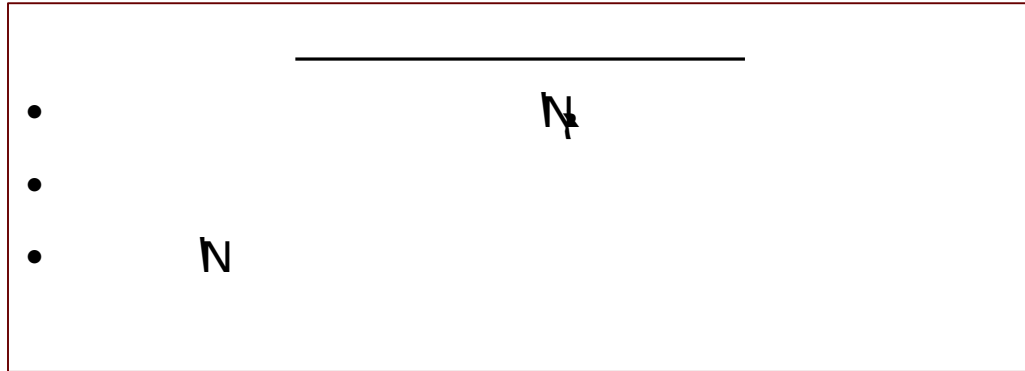
Phone: 888.449.2273

- Fraud *

Phone: 866.500.7(50049.)1.7(24gC /Arti



Appendix – P-Card v. T-Card / CBA Works Login



Go to: <https://payment2.works.com/works/session>

By selecting the _____ you want to get into, it directs you to the appropriate instance of Works. You'll see that your log in name is different for each, but your email address is the same, and you can have the same password on both systems if you choose. If a drop-down box isn't available next to Organization, by putting in your email address with the correct log in and password, you should get you into the correct system.

If you don't recall your password, click on 'Forgot Your Password'.