



# **Mississippi State University Procurement Card Program User's Guide**

Office of Procurement and Contracts

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## A. Purpose of the Procurement Card

The following is a User's Guide for the Mississippi State University (MSU) Procurement Card (ProCard). The MSU ProCard is designed to provide a convenient and efficient method of purchasing small dollar (\$5,000 and below) orders of goods or services.

The ProCard replaces the traditional purchasing methods of requisition, purchase order, delivery, invoicing, check disbursement, and storage. The efficiency and flexibility of the ProCard allows faculty and staff to better focus on the value-added aspects of their job. The savings from the reduced paperwork and online processing provides a direct benefit to the department's bottom line.

The ProCard is especially efficient for the payment of small dollar, high volume, and recurring purchases. The ProCard allows the cardholder the ability to deal directly with the vendor, in order to expedite delivery of goods and services. The ProCard also provides a method of payment that is widely accepted by vendors. The ProCard may be used for University purchases in person, over the phone, via fax, online, or by mail. Never email full credit card numbers.

This User's Guide will provide the user with the Policies and Procedures necessary to remain in compliance with University policy, as well as the State of Mississippi Purchasing Laws. The ProCard office reserves the right to terminate a ProCard at any time and for any reason. Not every employee is eligible or guaranteed to obtain a ProCard. We reserve the right to deny any ProCard request.

A staff listing and all documents referenced within this document are available on the Procurement & Contracts website.

## B. Obtaining your Procurement Card

Full-time faculty and staff are eligible to apply for a MSU ProCard, based on authorization from their respective department head. Students, student workers, graduate students, and intermittent workers are not eligible to receive a ProCard.

To obtain a ProCard, an employee must complete the Cardholder Application/Agreement. There is a limit of 2 ProCard plastics per account/application. A default accounting sequence is needed so that transactions can be appropriately loaded into Banner. If this default accounting needs to be changed after arrival of the ProCard, email the ProCard Help Line ([procardhelp@procurement.msstate.edu](mailto:procardhelp@procurement.msstate.edu)) with this request and new sequence. The application must be filled out completely and signed by the cardholder as well as approved by the department head. In the event of the department head requesting a ProCard, the application must be signed by the department head and approved by the respective Vice President.

Upon completion, please scan and email the application to the ProCard Help Line. The ProCard office will apply for the card and notify the ProCard administrator upon its arrival.

The cardholder must take and pass the ProCard test found on the Office of Procurement and Contracts website for the card to be activated and released to the department. The cardholder must correctly answer 16 of the 20 questions to receive eligibility for the card. The ProCard Office staff will contact the ProCard administrator for card pick-up time and location.

If a ProCard has been damaged and a new plastic is needed, email the ProCard Help Line with the name and last 4 digits to make that request. When a cardholder leaves the University, the ProCard office should be notified to have any ProCard in their name cancelled. If the ProCard staff observes an active card for an employee that is no longer employed at MSU, the card can and will be terminated without notification.

The ProCard will automatically renew upon expiration unless the ProCard Office hears otherwise from the department. ProCards with inactivity for a period of 12 consecutive months will be automatically closed by the bank.

## C. Credit Limits

The cardholder may request an initial monthly credit limit in increments of \$5,000. There is a \$5,000 minimum monthly limit, and the monthly limits are based on the department's monthly spending needs.

There is a single transaction limit of \$5,000 on all MSU ProCards. Any single purchase totaling \$5,000 or more, must be approved by the Office of Procurement and Contracts prior to the purchase. Once approval has been obtained, and when you are ready to pay, forward the Purchasing Manager approval, or the signed contract, to the ProCard Help Line; be sure to include the last 4 digits of the card. The limit will be raised temporarily for you to make the approved purchase. The temporary limit will be set for a specific time frame; if the company does not run the card in the allowed period, approval and last 4 digits of the card will need to be resent when the vendor is ready to run the charge.

The ProCard Office staff may increase or decrease card limits as needed. For single or monthly credit limit increases or decreases, the department must e-mail the ProCard Help Line the request.

## D. Food Charges on the Procurement Card

Food purchases are an area in which we strongly recommend use of the MSU ProCard. The previous method of Standing Purchases Orders is much more labor intensive for both the department as well as the Office of Procurement and Contracts.

Food purchases must meet all of the following requirements:

- The purchase of the food must serve a legitimate business purpose (Retirement, birthday, baby shower, Christmas & Thanksgiving parties are not considered official University business)
- More than one person must be present for the purchase of food
- No alcohol may be purchased
- Any gratuity over 20% requires written justification
- No tax
- All receipts must be itemized

Food may be purchased in restaurants, grocery stores, or any location that food is sold. The food may be purchased for pick-up, delivery, dine-in, or catering. Please notify the vendor of tax-exempt status before purchase.

If the food is for human consumption, a MSU Food Purchase form must be completed with two different signatures and attached to the receipt. If the food is purchased for lab experiments, please note on the receipt NOT FOR HUMAN CONSUMPTION, and do not complete a MSU Food Purchase Form.

Food may not be purchased by an individual while traveling. These charges must go through the MSU Travel Department.

## E. Hotel Charges on the Procurement Card

The MSU ProCard may be used for payment of hotel charges for students and visitors of the University. This may include guests, speakers, visitors, potential job applicants, and University sanctioned field trips for students.

The MSU ProCard may not be used to pay for any incidental charges. These may include but are not limited to room service, phone/fax, movies, internet or parking. For hotel charges in the state of Mississippi the ProCard is exempt from Mississippi Sales Tax.

**The ProCard may not be used to pay for hotel charges of full time MSU employees.** MSU employees must make arrangements to pay their hotel charges through the MSU Travel Department. Please do not give the ProCard number to a hotel to reserve a room for an MSU employee. If an employee's room is charged, the ProCard account must be reimbursed by the cardholder.

The ProCard may be used to pay hotel charges for MSU students during school sanctioned trips. The ProCard, however must remain in possession of an MSU employee and not be released to a

MSU student. A Hotel form must be completed with two different signatures and attached to the receipt for each hotel charge.

## F. Contractual Services

The ProCard may be used for the payment of contractual services, however, approval from the Office of Procurement and Contracts is required for any service. You should not authorize any work or service before obtaining approval. Most of the time an official contract of some sort will be required. Please see the Contract Guidelines on the Office of Procurement and Contracts website for more explanation about contracts. **Do not ever sign anything without checking with Procurement & Contracts first.**

Also, please do not give your card number to a business for a recurring monthly charge. You may use your card for payment of these services as long as you are invoiced and have control over the payment process. We do not want anyone to have the ability to charge our card monthly without our prior knowledge.

## G. State Contract Items

The ProCard may be used for the purchase of state contract items. There are two methods for purchasing items on State Contract.

- The first method requires printing off the state contract page from the Mississippi Department of Finance and Administration website with the information concerning the purchase.
- The second method is to email the State Contract Office in the Office of Procurement and Contracts. Include a complete description of the item, vendor, quantity and price in the email. The State Contract Office will then review the purchase and either approve or deny the request. Print the e-mail with the State Contract approval and attach it to your receipt.
- For state contract purchases over \$5,000, please contact your Purchasing Manager for approval for payment with the ProCard

For EPL computer purchases over \$5,000, please consult your Purchasing Manager for additional approvals. Please use the Equipment ProCard for these purchases.

## H. Gift Card Policy

All gift cards or certificates (gift cards) purchased with university funds must be for a lawful purpose that supports the mission of Mississippi State University. Gift cards cannot be used for any student academic awards since all student awards must go through Financial Aid.

An Authorization for Purchase of Gift Cards/Certificates Form must be submitted to the ProCard Manager in the Office of Procurement and Contracts, for any gift card being purchased, regardless of the amount. Gift cards should be purchased on an as needed basis.

Any single gift card over \$100 must have a letter of explanation and the appropriate Vice Presidents approval prior to sending the form to the ProCard Manager. Gift cards to be purchased using grant funds should have documentation that the funding agency allows gift cards and/or monetary incentives.

ProCard administrators will be required to keep a Gift Card/Certificate Acceptance Agreement and Gift Card/Certificate Disbursement Log of recipients. In instances where there are confidentiality clauses, when working with human subjects, the requested exemption of the Acceptance Agreement should be submitted at the time of authorization.

Administrators should reconcile each month that gift cards are purchased and distributed. A copy of all forms should be sent to the ProCard Manager for review by the 10th of each month, and originals filed with the audit documentation.

## I. Equipment Procurement Card



The Office of Procurement and Contracts developed an Equipment Procurement Card which may be used for equipment purchases, and any items to be placed on inventory. The definition of equipment is as follows:

Property (equipment) is defined as all furniture, vehicles, equipment, and other State Property having a useful life expectancy of at least one year and a cost of \$1,000 or more. All items under \$1,000 in value are not required to be placed on inventory excluding specialty items. The Equipment Exception List may be found on the Receiving and Property Control Website.

The application for the Equipment ProCard may be found on the Office of Procurement and Contracts website. The application process is identical to the ProCard application process discussed earlier.

There will only be one Equipment Procurement Card issued per ORG and the card will be issued in the department head's name.

The Equipment ProCard will be used ONLY for equipment and inventory purchases. Non-equipment items directly related to the equipment purchase are allowable. For all other non-equipment purchases, please use your Regular ProCard.

If you are unsure if an item is considered equipment, please contact the ProCard Office or Receiving and Property Control for verification of equipment status.

There is a default account code (408290) assigned to all purchases made with the Equipment ProCard. When completing your month-end journal voucher, you are required to **change the equipment account code** to reflect the specific item purchased and **give a brief description of item being purchased**. This allows us to know the correct account code is being used.

Items that are frequently purchased from the exception list (computers – \$250+, cameras – \$250+, televisions – \$250+, lawn equipment – any cost, furniture – \$1,000+, etc.) that are under \$5,000 per item should be purchased with the Equipment ProCard. You should reference the Equipment Exception List found on Receiving & Property Controls website as to what items should be inventoried and at what price point.

The 4067XX account codes still inventory items; it just now classifies them as non-capitalizable equipment. If you are unsure of the specific account code, please contact Procurement and Contracts.

- |  |  |
|--|--|
| 406710 – Furniture/Office Equipment (<5,000) | 406780 – Consumable Equipment (<5,000)       |
| 406720 – Vehicles (<5,000)                   | 406790 – Other Equipment (<5,000)            |
| 406730 – Ag/Outdoor Equipment (<5,000)       |  |
| 406740 – Medical Equipment (<5,000)          | 408210 – Furniture/Office Equipment (>5,000) |
| 406750 – Computer Equipment (<5,000)         | 408220 – Vehicles (>5,000)                   |
| 406760 – Media Equipment (<5,000)            | 408230 – Ag/Outdoor Equipment (>5,000)       |
| 406770 – Scientific Equipment (<5,000)       | 408240 – Medical Equipment (>5,000)          |



408250 – Computer Equipment (>5,000)

408290 – Other Equipment (>5,000)

408260 – Media Equipment (>5,000)

408298 – Equipment Titled to Sponsor

408270 – Scientific Equipment (>5,000)

When 30 Funds are to be used for the purchase of equipment over \$5,000 per single item, Sponsored Programs Accounting approval must be obtained BEFORE the purchase is made. Please e-mail the completed Equipment Requisition Form to:

[spaccounting@controller.msstate.edu](mailto:spaccounting@controller.msstate.edu).

Sponsored Programs Accounting will respond with an e-mail approving or denying use of the 30 funds for the purchase. If they disapprove your request, you will need to choose a different fund for that purchase.

A MSU Property Acquisition Form must be completed for each purchase made with the Equipment ProCard. The Property Acquisition Form is found on the Receiving and Property Control website. The PC number from your month end Journal Voucher (JV) must be included on your Property Acquisition Form. Attach a copy of the receipt to the Property Acquisition Form and send it to Receiving and Property Control once the form is completed. Place a copy of the Property Acquisition Form with the original invoice in the audit documentation. There will be some instances where the form cannot be completed until the following month when the Equipment has been received. Do not send in the form unless it is complete; however, send it in as soon as all the required information is available.

## J. Travel Card



### **Purpose of Travel Card**

The MSU Travel Card is intended to provide a convenient means of paying for travel expenses for a MSU employee while traveling on MSU business.

### **Applying for Travel Card**

Full time faculty and staff who travel on behalf of the university are eligible to apply for a Travel Card. The application must be approved and signed by their respective department head/director/vice president. Students are not eligible to apply for a Travel Card.

### **Credit Limits**

The cardholder and respective department head/director should determine a reasonable monthly credit limit dependent upon the amount of travel expenses the individual incurs monthly.

### **Authorized Travel Card Expenses**

- Lodging (room only, no incidentals)
- Registration fees for in person conferences
- Baggage fees
- Rental cars – rental vehicle state contracts must continue to be abided by
- Taxis/Shuttles

- Fuel for rental vehicles – dates of the fuel purchase should match the time in which a vehicle was rented for payment of this expense.
- Tolls
- Parking
- Business related internet

#### **Unauthorized Travel Card Expenses**

- Registration fees for virtual conferences
- Travel expenses for non-MSU employees
- Airfare (EBTA process should be used)
- Fuel for any type of vehicle other than rental
- Cash advances
- Travel expenses for companions or spouses
- Food and beverages
- Personal items
- Laundry
- Personal Calls
- Incidentals
- Movies
- Meals
- Alcohol
- Room Service
- Any purchase in which MSU does not receive direct benefit
- Anything not specifically listed under authorized expenses

## Statements

The Travel Card statements are set to cut off on the 15<sup>th</sup> of each month and will be available to be viewed on the 16<sup>th</sup>.

## Reconciliation

The Travel Card transactions will automatically populate in Concur. The transactions will be included in an expense report in Concur, to be reconciled in Banner. As Travel Services audits the expense report and reimbursable expenses, they will also be auditing the Travel Card expenses to ensure departments comply. Below is a step-by-step guide of how the travel card is paid.

1. Traveler swipes card at vendor.
2. Transaction reaches Visa and will show as pending (authorization request) in Regions OnePass.
3. Visa processes the transaction, and it will show as posted (transactions) in Regions One Pass.
4. Regions sends posted transaction to Concur, and it will show in Concur on traveler's home page as an available transaction to be added to an expense report.
5. Traveler adds transaction to expense report. Transaction will be hardcoded as a payment type of "University Paid" and the field will not be editable by any user.
6. Traveler submits the expense report, and it goes through all internal department approvals.
7. The expense report reaches Travel Services. Travel Services will audit reimbursable expenses and the Travel Card expenses.
8. Expense report is approved, and all expenses are sent to Banner.
  - Reimbursable expenses will be sent for direct deposit
  - Travel card expenses will go into a holding table in Banner. Travel Services will complete a journal voucher to reconcile these expenses.
  - Travel card expenses will post on your ledger the same month as the reimbursable expenses from the expense report they were included on.

## K. Restricted Fund Purchases

The Procurement Card may be utilized for purchases on restricted funds. Careful judgement must be exercised before you make a purchase against a restricted fund. You must clearly understand what constitutes an allowable charge to your particular sponsored project. Please refer to Sponsored Programs Accounting website for procedure on determination of allowable vs. unallowable expenses.

Definition: Sponsored Project is a grant, contract, or other arrangement formalizing the transfer of money from a sponsor to the university with the intent to either carry out a public purpose or provide a direct benefit for the sponsor.

Restricted Purchases Checklist for Sponsored Projects:

- Purchases are permitted provided that the item purchased is an allowable charge to the project.
  - Department administrative costs are not allowable
  - Must meet the terms and conditions of the award
- Departments should utilize an internal form to document the purpose and the direct benefit of ProCard purchases to the sponsored project. Sponsored Programs Accounting has created a Restricted Funds Form located on the Procurement Website to help capture this information. A similar departmental form is acceptable as well. Principal Investigator (PI) approval should be documented authorizing purchases to his/her fund. The documentation should be maintained by the department for audit purposes.
- The restricted sponsor fund cannot be used as a clearing account for card purchases
- The account code assigned to the purchase must accurately describe the expenditure
- The invoice date must be within the period of performance

## L. Declined Transactions

In the event that a transaction is declined, please pull up your card statement for an explanation of the denial. To view your pending transactions, log into Regions OnePass and select CentreSuite. Click on Statement and Account Activity. In the Search box put a \* and click search or press enter. This should bring up all cards you have access to. Click "Details" on the card you want to view. From here you can see the pending transactions under the Authorization Requests tab within the Account Details. This will give you a list of all charges that are pending and an explanation as to why a transaction is declined. The most common reasons

for the card to be declined include:

- Monthly spending limit exceeded
- Incorrect expiration date
- Incorrect card number (will not show up in pending)
- Restricted vendor
- Single transaction limit exceeded
- Incorrect CVC Code
- International restrictions
- Incorrect billing address (will not show up in pending)

If you are unable to determine the cause of the card being declined, contact the ProCard Help Line and we will work with you to determine the problem.

## M. Prohibited Purchases

The following purchases are prohibited with the ProCard:

- Gasoline (unless purchased in bulk)
- Employee travel related expenses
- Purchases over \$5,000 without prior Office of Procurement and Contracts approval
- Cash Advances
- Items for personal use
- Alcoholic beverages
- Gifts to employees
- Items on back order
- State Contract items without prior Office of Procurement & Contracts approval
- Equipment unless using an Equipment ProCard

## N. Exceptions

This User's Guide provides a thorough set of guidelines for proper use of the MSU ProCard. It is understood, however, that there might be cases when the use of the ProCard may be expanded outside of normal policy.

All requests for exceptions to the Policies and Procedures set forth in this guide must be submitted in writing to the ProCard Help Line. In the event of an emergency, a request may be made over the telephone.

The ProCard Office staff will then review the request and notify the requestor of the approval or denial of the request. Please keep copies of all documents related to the request for audit review.

## O. Audit Policies and Procedures

All of MSU ProCards will be audited at least every six months. We will audit 100% of the transactions on the ProCard. When it is time for your scheduled audit, the ProCard administrator will receive an email from the ProCard Office.

Please be aware of the following transactions that are audited for, but not limited to:

- Itemized invoice (do not need credit card slip, if provided do not cover itemization)
- No sales tax
- Split purchases (violation of State of Mississippi Purchasing Law)
- Fully completed required forms (2 different signatures)
- Equipment purchased on correct card and correct coding
- Personal Purchases
- Employee travel
- Human Resources approval for job advertisements
- Gift Card approval
- Contracts for services performed
- Gasoline purchases
- Car rentals for day trips only

- Purchasing manager approval for purchases over \$5,000
- Prohibited purchases
- State contract purchases made from non-contract vendors

As a reminder:

- Do not cut receipts
- Do not tape over writing on receipts
- Statement with 2 signatures
- PC Summary "FWGDTPC" attached
- Forms need to be signed by 2 different people
- Make a detailed note on invoices with strange, little, or no description
- Be consistent with forms (always behind the invoice)
- Do not be late with audit documentation
- Cross reference credits

The ProCard staff will perform the audit at the ProCard Office. Please make copies or scan your document at the end of each month, or after completing, for your records. This will make things run much more efficiently at the time of your audit. Please see the instructions and order for audit documentation below:

1. Copy of FWGDTPC
2. Statement with 2 signatures
3. One copy of itemized invoice for each transaction listed, in the order of the statement
4. Required form or approval behind invoice, if applicable; do not paperclip or staple forms to invoice
  - \* Food, hotel, membership dues, property acquisition form, purchasing manager approval, state contract approval, Human Resources approval, signed contract, equipment requisition form, federal screening form

If there is more than 1 statement, for a single PC document, please follow steps 2-4 for each statement and binder clip the statements all together as 1 document. The JV summary should



then be placed on top of the total document. Do not group multiple statements together and then have invoices for all the statements to follow. Make sure to keep the invoices directly behind the statement they belong to.

**Please do not include any other paperwork. Please do not include your departmental request form, order confirmations, packing slip, interdepartmental e-mails, and product history printed from the internet.**

We will audit your transactions and issue a preliminary audit report. We will give you one week to resolve any violations and email copies of your corrections. We will then send a final audit report in which we will copy your department head, Vice President, and any other required or requested individuals. If all corrections are not made within a week of the final audit report, all cards will be temporarily closed.

Depending on the results of your audit, there are several possible actions. If necessary, we will bring the cardholder in for further training. If the violations warrant closing the card, this will be the action taken. In the case of employee fraud, we will forward the information to the Office of Internal Audit and the proper Law Enforcement Officials.

In addition to semiannual and quarterly audits we conduct monthly random sampling based on several different risk factors. We will send the departmental administrator an email request with one or more transactions. When you receive an email about a purchase, please scan the invoice and all documentation you have concerning that purchase and email it back to the requesting staff member within the requested time frame.

Areas of special emphasis to the Office of Internal Audit are dual signatures on the statement, the storage of the card in a secure location, and a sign in/sign out sheet for cards used by multiple people.

## P. ProCard On-Line Statement Access Procedures

1. Complete an Access Request Form and email it to the ProCard Office.
2. Once the user has been set up by our office, Regions OnePass will then send them a temporary password and security code
3. Go to: <https://onepass.regions.com/login>

The image displays two side-by-side screenshots of the Regions OnePass login interface. The left screenshot shows the 'Regions OnePass® Login' page with the instruction 'Enter your login ID.' and a text input field labeled 'Login ID'. Below the field is a green 'Continue' button. The right screenshot shows the same page with the instruction 'Enter your password for mimm0@procurement.msstate.edu to login.' and a text input field labeled 'Password'. Below the field is a 'Show' button and a green 'Continue' button. A 'Forgot your password?' link is visible below the password field. Both screenshots include a footer with the text: 'Member FDIC, Equal Housing Lender. © 2021 Regions Bank. All Rights Reserved. Privacy & Security Call Regions Client Services 1-800-787-3905'.

4. Enter your User ID (net ID email) and password.
5. Click on CentreSuite under registered services.
6. Select Statements and Account Activity.
7. Put a \* in the search box and enter or click search – do not put any other information in the search box, only the \*.
8. All cards you have access to will appear in the search results.
9. Click on “Details” of the card you want to view, once the account details page is loaded you have three options
  - a. Transactions – all posted transactions since the last posted statement
  - b. Authorization Requests – any pending transaction (approved or declined)
  - c. Statements – last posted statement for the account selected, click the PDF icon for the statement you wish to view/print
10. If you forget your user ID or password, please email the ProCard Help Line for a reset request.

**Please do not contact the bank for help with resetting your password!**

## Q. Processing Procurement Card Journal Vouchers

The monthly billing of ProCard transactions will be loaded into Banner creating a journal voucher for each department based on like Fund and Organization (Org) combination. Once these numbers are assigned, someone from the ProCard Office will send an e-mail notification to departmental contacts stating that the journal vouchers are in Banner and are ready to be processed. **DO NOT START PROCESSING YOUR JOURNAL VOUCHER BEFORE GETTING THE EMAIL!**

The ProCard Office will indicate in the e-mail the date all documents must be complete. This includes completing the journal voucher and obtaining approvals from all approval queues. **It is the department's responsibility to contact their departmental approvers to ensure completion of the process by the deadline.**

The departmental cards will be suspended for all those not meeting the deadline. All departmental cards will remain suspended until all documents have been completed and approved for your department. Once completed and approved the suspension time begins. The suspension policy is:

- **1 or 2** late payments in a 12-month period = cards closed for **1 day**
- **3** late payments in a 12-month period = cards closed for **7 days**
- **4** late payments in a 12-month period = cards closed for **30 days**
- **5** late payments occur in one 12-month period, we will hold a **meeting between Procurement and Contracts and the Department** to discuss the future of the card.

For any questions regarding the JV process or checking approval queues, please contact the ProCard Help Line.

1. The department will use Banner form "FZIPCDT" to determine the document numbers of the journal vouchers containing transactions that will be posted against their organization codes.
  - A. From the main menu in Banner type "FZIPCDT" and hit return. This will take you to the ProCard JV Document Inquiry Form.
  - B. Type the net ID of the level one approval authority for your Org code and hit Go.
  - C. Write down the JV number(s) for each Org code
  - D. Exit Banner form.

2. To process your procurement card transactions use Banner form “FWAJVPC” or “FGAJVCD” depending on your access. From this form you will need to verify all transactions charged against the Org code(s).

NOTE: There is a step-by-step instructional video that will walk you through processing a JV on the ProCard website

3. In Banner type “FWAJVPC” or “FGAJVCD” and hit Go. This will take you to the Journal Voucher Entry Form.
  - A. Type the JV number from your JV Document Inquiry Form list generated in Step 1 and arrow down. This will take you to the transaction detail page of the JV. **Please make a note of your hash or starting total given to you in Banner, you will need it later.**
  - B. Verify all transactions listed in the JV by arrowing down from one record to the next. Any changes that need to be made to the Fund, Org, Program or Activity codes should be made at this point. The Account code is predetermined by where the purchase was made but **should be** changed to better reflect the purchase. Equipment purchases account codes are required to be changed and a brief description to be entered.
  - C. If a transaction needs to be allocated between more than one accounting distributions or if an item needs to be deleted from the JV, follow the instructions for Editing a Journal Voucher in step 6.
  - D. The last record is a contra entry or zero record and will have to be entered before completing the JV. It will contain the sequence number, journal type (FTSO), and description (PROCARD). You will need to type the following information: accounting distribution, amount, and credit indicator.

- 1) The following accounting distribution must be entered for the last record:

FUND	ORGN	ACCT	PROG
100000	999999	212002	999999

**If you type PC in the index field and press enter, the above accounting distribution will automatically populate in these fields.**

- 2) To calculate the amount for the last record, add all debit charges and subtract all credit charges. The debits minus the credits will give you the net amount to be charged to the contra account, the statement total(s).
- 3) Type C in the debit/credit indicator field. If you have a credit balance on your statement, then you would type a D in this field.

- 4) Click on Save to commit these changes and arrow up.
- E. This will bring you back to the Journal Voucher Document Header information. At this point you will need to change the document total to include the amount that was entered on the last sequence of the JV. The current document total listed in Banner (Hash), does not recognize the difference between debits and credits; it simply sums the amounts shown in the amount fields.
  - 1) Add the amount that you entered in the last record (Statement Total) to the original document total (Hash Total). The sum of these two amounts should be entered as the new document total. Do not enter any amount in the Distribution Amount Field
  - 2) Arrow down twice
4. To check your entries, print a Journal Voucher Listing “FWGJVLST” before completing and submitting the Journal Voucher for approvals. Always put a copy of the Journal Voucher Listing with your statement for future reference.
  - A. Process for printing JV’s
    - 1) Click on “Related”
    - 2) Click Print Journal Voucher “GJAPCTL”
    - 3) Hit Go
    - 4) Enter Printer Name and Arrow Down
    - 5) Enter ProCard Journal Voucher Number in the beginning and ending fields under “Values” (case sensitive, use capital PC)
    - 6) Enter Fiscal Year (Ex. July 1, 2023 – June 30, 2024 would be FY24) and Arrow down
    - 7) Press submit and save
    - 8) Exit back to your journal document
  - B. Once all transactions are verified by your printout, Arrow Down
  - C. Click on Complete and it should give you a message that says Document Completed and Forwarded to the Approval Process. Once the document is complete, it will bring you back to the document number on the Journal Voucher Entry Form. If you would like to double check to make sure the document is complete, click Go and it

will give you a message stating Document Has Been Completed, No Changes Allowed.

- D. Exit the Journal Voucher Entry Form.
5. Approval of the journal voucher - **It is the departmental administrator's responsibility to make sure that the journal voucher is approved through all departmental levels.** Banner form "FOAINP" can be used to determine in which queues the completed journal voucher is located. In this form, enter the journal voucher document number and click Go. The top of this form will tell you what queue levels the document must be approved in and the bottom of the form will tell you who has approval authority for that queue. You can arrow down to see the different queue levels and the approvers. Queues are listed in alphabetical order, so if there are queue levels above or below the Invoice Final Queue, then those will need approval first. If the document is only showing in the INV – FINAL QUEUE, no other queues listed above or below, then no other action needs to be taken by the department.
6. Viewing a Journal Voucher
- A. Banner form "FGIJSUM" can be used to view a journal voucher that has not posted.
  - B. Banner form "FGIDOCR" can be used to view a journal voucher that has posted.
7. Printing "FWGDTPC" can be used to print a JV that has posted
- A. Enter the process name, click Go
  - B. Enter the printer name, arrow down
  - C. Enter the Beginning Document Number, arrow down
  - D. Enter the Ending Document Number, arrow down
  - E. Enter the Fiscal Year (ex. 20), arrow down
  - F. Click Submit and Save
8. Editing a journal voucher - A journal voucher can be edited by deleting or inserting records.
- A. Deleting Records: To delete a record, place your cursor on the record you wish to delete. On the toolbar click Remove. Remember, if you delete an item from the JV you must submit a Disputed Items Report
  - B. Inserting Records: To insert a record, arrow down past the last entry (contra). Press enter for Banner to assign an unused sequence number to the new record. The document type is always FTSO. Please remember to use the same vendor name as the description from the original record. You should not need to insert a record

unless you are allocating funds for a transaction between more than one accounting sequence.

Please call before editing if you are unsure on this. The only way to restore a journal voucher to its original state is to manually re-key the document.

## R. Disputed Items

The disputed items process allows cardholders to withhold payment of fraudulent charges appearing on their statement, until the matter is resolved. Fraudulent charges are the only items that the cardholder will be allowed to remove from the JV.

Once a fraudulent charge is identified, it is the department's responsibility to contact the ProCard Help Line. The ProCard Office staff will notify the bank concerning the fraudulent charges. The card with fraud will be closed and a replacement card will be issued by the bank. ProCard staff will forward the paperwork to the department for completion. Upon completion of the paperwork, the department will forward via email, all documents to the ProCard Help Line, where we will then send all paperwork to the bank.

The bank will begin a fraud investigation based on information provided by cardholder. Upon completion of the investigation the bank will issue a provisional credit for the disputed charges. The bank will typically complete their investigation within 45 days.

The ProCard administrator should remove the disputed item from the JV. The ProCard Office will pay for the disputed item through a control account. When a credit is issued the department must remove the credit for the disputed item from their JV, so the control account may be credited and cleared.

ProCard Office staff recommend checking your transactions frequently in order to identify fraudulent charges as soon as possible. Early detection of fraudulent charges allows the bank to begin their process sooner and reduces the risk of additional fraudulent charges.

## S. Questions or Assistance

Please feel free to contact the ProCard Office with any questions, problems, inquiries, etc. regarding your ProCard or your Equipment ProCard. You may reach the ProCard Office staff by phone or E-mail. The preferred, quickest, and most efficient method of assistance is to email the ProCard Help Line with any ProCard related questions or requests. You may also contact your department's Purchasing Manager with any questions regarding purchases over \$5,000.

## T. Miscellaneous

You may use your card to pay for the following:

- Utilities
- Equipment Rental
- Conference Registrations
- Memberships
- Software (software that totals over \$5,000, for the life of the contract requires ITS approval )
- Auto Rentals (only to be used for day trips)
- Admission or Entry Fees for Students during Student Trips
- Freight/Shipping Charges/ Postage/Post Office Box Rental
- Subscriptions/Publications
- Reprints
- Job/Position Postings (with prior approval from Human Resources)
- Advertising
- Space rental at Conferences/Conventions
- Maintenance Agreements (provided contract has been approved/signed by Procurement & Contracts)
- Storage Rental (contract required)