



PRAIRIE VIEW A&M UNIVERSITY

CITIBANK PRO CARD TRAINING



PRAIRIE VIEW A&M OFFICE OF FINANCIAL SERVICE

Citi Global Card Mgmt System

The State of Texas has awarded the contract
for Pro Card and Travel Card Services to
Citibank.

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Program Benefits



- Online Program Tools
- Online Statements
- Program Audit Tool
- Card Security Controls and Restrictions

WHAT IS THE PRO CARD ALL ABOUT?



What is it?

- ☐ Pro Card is a credit card
- ☐ A business-to-business MasterCard which allows employees to purchase departmental goods and services under the delegated limit directly from suppliers.
- ☐ Used by the University to reduce purchasing costs

WHAT IS THE PRO CARD ALL ABOUT? CON'T.



Why do we need to use it?

- ☐ Fast flexible purchasing method for processing limited dollar amounts.
- ☐ Establishes a more efficient, cost effective method for delegated purchases and payment.
- ☐ Vendors receive payment from the Card Company faster than they would through traditional PO/AP process.
- ☐ Will result in reduction of data entry of small orders, receiving, vouchers, and allows for prompt pay to vendors

ADVANTAGES OF THE PROCARD



- ☐ It is easier to make small purchases. (the MasterCard is accepted virtually anywhere.)
- ☐ The cardholder may make small dollar purchases as needed. (There are no delays associated with Processing a purchase order.)
- ☐ No Petty Cash / No Personal Cash / No requisitions
- ☐ There is less cost to the University. (Every transaction made using the purchasing card carries a fee that the vendor must pay to the credit card network.)

WILL THE PRO CARD AFFECT MY CREDIT



- ☐ An application is required - same as a regular credit card.
- ☐ The credit is tied to the University's credit and does not affect an employee's personal credit – even if it is an individual payment card.
- ☐ Pro Card is issued in your name.
- ☐ University pay bank with single invoice, not multiple invoices to multiple vendors
- ☐ Establishes a more efficient, cost effective method for delegated purchases and payment.

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CARDHOLDER RESPONSIBILITIES



- ☐ The Procurement Card is not for personal use
- ☐ Intentional misuse and violations will result in termination of card account and actions may result in termination of employment
- ☐ You may use the Pro-Card to make purchases within your delegated limits
- ☐ Use must not exceed the account budget.
- ☐ Reconciliation must be turned in by the 10th of each month.
- ☐ ProCard cannot be used for Employee Travel
- ☐ Purchases must be made in accordance to the Pro Card Guide.

CARDHOLDER RESPONSIBILITIES CON'T



- ☐ **The Pro Card Must be returned to the ProCard Administrator or the ProCard Specialist upon your leaving employment of the university or transferring to a different department.**



CAN I LET SOMEONE BORROW TO MAKE A PURCHASE?

NO

- ☐ Cardholder must be present when making purchases
- ☐ Cardholder is responsible for all transactions on the Pro Card.
- ☐ Cardholder can personally make a departmental purchase for another department if they have authority to do so.

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SINGLE TRANSACTION LIMIT

- ❑ Transaction Limit is \$2000.00
- ❑ The University Bid limit is \$2000.00 and up.
- ❑ If a single transaction increase is needed the cardholder must contact the Procard Specialist with the reason of the increase.
- ❑ An increase can only be made for sole source purchases.
- ❑ Vendors should not be allowed to split payments.



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SINGLE TRANSACTION LIMIT

Purchases must be within departmental delegated authority

Purchases \leq \$2,000.00 using state or local funds:

- If a transaction, ***exceeds \$2,000.00 from a single*** vendor, contact **Jim Nelms ext. 1932** for bid opportunities via the requisition process.
- If the vendor being used has a master order in place with the University, you may pay for those items using the ProCard as long as a single transaction is not greater than \$2,000.00.

Purchases $>$ \$2,000.00

- **Do not ask the vendor to split the purchase to keep it under the delegated limit of \$2,000.00.**
- State law mandates that large purchases may not be broken down into small purchases to meet delegated limits.
- To do so would be a violation of state laws and PVAMU purchasing rules.

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SPLIT TRANSACTIONS LIMITS

☐ TX GOVT CODE 2155.132

- (g) A large purchase may not be divided into small lot purchases to meet the dollar limits prescribed by this section. The commission may not require that unrelated purchases be combined into one purchase order to exceed the dollar limits prescribed by this section.

☐ **Transactions should not be split under any circumstances.**

☐ **Vendors should not be allowed to split payments.**

☐ **Cardholders should not be allowed to split payments.**



SALES TAX

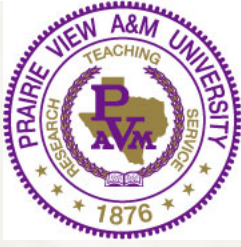
PVAMU is an agency of the State of Texas and is sales tax exempt.

- Sales Tax exemption cards will be provide to cardholders
- Taxes must be disputed with the vendor and credited back to your Pro Card Account



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VENDOR ON STATE HOLD STATUS

- ☐ State law requires agencies and institutions to verify whether or not a vendor is on warrant hold with the State Comptroller's office prior to purchasing or signing a contract for the purchase of goods and services.
- ☐ If the vendor is on hold, the agency cannot sign the contract unless the vendor agrees to a contract clause under which any payments owed to the vendor will be applied to the debt/delinquent taxes owed to the state until paid in full.



VENDOR ON STATE HOLD STATUS CON'T

- ❑ The state has created a web site to assist state agencies in determining whether vendors are “on hold.” Franchise Tax Certificate of account status information for Texas Corporations can be found at <http://ecpa.cpa.state.tx.us/coa/index.html>.



MAINTAINING YOUR PROCARD

- ☐ Cardholder should record all card transactions, as they occur. Credit card receipts are to be retained and entered in the Transaction log form for review, tracking, and monthly reconciliation. The manual log and the receipts will be each cardholder's back up to verify monthly card charges.
- ☐ Transaction log Form is located on the Home website in the forms library.
<http://pvamu.edu/pages/5101.asp>



PROCARD TRANSACTION LOG

Order Date	GCMS Expense Report Line item	Vendor Name	Description	Amount	Delivery Date
06/29/09		Best Buy	Sony Digital Camera DX110	\$ 200.00	06/29/09

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ACCOUNT RESPONSIBILITIES

- ❑ The use of Pro Card results in charges that must be paid but that will not have been encumbered. It is important that users do not make charges in excess of available balances. The cardholder's cooperation is essential in this matter.
- ❑ The best way to make sure that the departmental accounts do not exceed balances is to keep a check and balance of all Procard transactions based on the amounts.
 - An excel spreadsheet has been created to do this. (contact the Procard Office to obtain this spreadsheet)



CONTROL LING LIMITS

Budget (\$100,000)	Expenses (Pro Card Transactions)
97500.00	2500.00
96000.00	1500.00
95500.00	500.00
93500.00	2000.00
92900.00	600.00



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ACCEPTABLE LOCAL FUNDS PURCHASES

Only LOCAL FUNDS may be used for the following:

- **Business meals**

5 IRS W's REQUIRED-Who, What, Where, When & Why must be provided with the expense report. Remember, you must state the business reason and do not allow the vendor to charge sales tax and have a itemized receipt.

- **Other food purchases**

Food for conferences, seminars, research, teaching, or a staff retreat. Purpose of food purchase must be provided.

- **Employee gifts**

Requires name and UIN of employee to be provided

Note: Gift certificate purchases are not allowable.

Any Gifts for employees must not exceed the the cost of \$100.00. A request for tax withholding form must be submitted by the department office to tax the employee for this benefit.

- **Non-employee gifts**

Requires name of non-employee (gift cannot be greater than \$100.00)

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CAN I MAKE ONLINE PURCHASES?

Yes – Purchases via the internet are allowed.

Things to remember for Internet purchases

- You should only purchase from a source on the internet if you are sure it is a secure site. (ex. <https://>)
- You **must** screen print the receipt for documentation.
- The order page that lists all the items purchased may be printed out to use as the itemized invoice.
- Record on the Transaction Log

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EXAMPLES OF ACCEPTABLE PURCHASES

- ☐ **Supplies**
- ☐ **Subscriptions**
 - **Periodicals**
- ☐ **Minor Maintenance & Repair**
 - **Not Services**
- ☐ **Medical Supplies**
- ☐ **Employee Training-Registration**
- ☐ **Printing/Promotional**
 - **Logos must be approved**
- ☐ **Controlled Items**
 - **Digital Cameras**
- ☐ **Landscaping Supplies**
- ☐ **Business Meals**
 - **Local Funds Only**
 - **5 W's**
- ☐ **Office Furnishing**
- ☐ **Participant Cost**
- ☐ **Student Travel (except Rental Cars)**
- ☐ **Fuel & Lubricants**
 - **Local Funds Only (Travel Status w/students)**



UNACCEPTABLE PURCHASES

- ☐ Salaries
- ☐ Employee Benefits
- ☐ Utilities
- ☐ Telecom Equipment
- ☐ Service
- ☐ Employee Incentives
- ☐ Scholarship
- ☐ Employee Travel
- ☐ Chemicals
- ☐ Software
- ☐ Contractual Maintenance & Repair
- ☐ Computers/Laptops/IPads
- ☐ Housing for **State Employee** Guest Inst.
- ☐ Housing charges (student)
- ☐ Rental & Leasing
- ☐ Construction
- ☐ Warranties
- ☐ Gift Cards
- ☐ Airfare



CERTAIN RESTRICTIONS ON PURCHASES

☐ Membership Fees

- Membership fees only
- No monthly dues are allowed.
- Must provide a Member Justification form signed and approved by the University President
- For yearly renewals of memberships a membership Justification form must be resubmitted with the approval and signature of the University President.

☐ Prescription drugs/controlled substances

- Only allowed for certain departments.
- Must provide explanation for the purchase. If purchased for a student in travel status cardholder must provide name of the student and reason for the purchase.

☐ Florist

- Proper purpose documented, need recipient's information as it would be treated as an employee or non-employee gift listed prior

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REASONS WHY CARDS ARE DECLINED

- ☐ Vendor enters the incorrect expiration date
- ☐ Insufficient funds
- ☐ Transaction has exceeded the single transaction limit



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PURCHASES NOT AUTHORIZED

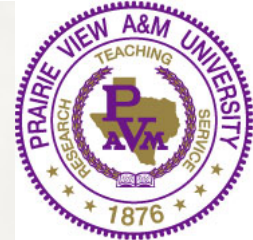
Items for Personal Use **NOT ALLOWED!!!**

- ❑ Any cardholder making an unauthorized purchase will be held personally liable for reimbursing the University for the amount of the purchase.

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HISTORICALLY UNDERUTILIZED BUSINESS - HUB PROGRAM



Prairie View A&M University is committed to develop, advocate and affect positive relationships between the University and vendors who meet the HUB criteria.

The HUB program promotes effective strategies that allow the University to achieve HUB procurement goals specified by the State of Texas, the Texas A&M University System Board of Regents and University senior executives.

Purchasers using the ProCard are encouraged to identify and utilize HUB vendors. There are two resources available to assist you in finding HUB vendors.

CMBL- <http://www2.cpa.state.tx.us/cmb1/hubonly.html>

- This is the State of Texas website that allows you to search for HUB vendors, by name, commodity code or city.

For additional assistance in finding HUB vendors contact:.

- Jim Nelms, HUB Coordinator @ 936-261-1932

PURCHASING PROCESS



- ☐ Determine if the item or service is allowed and acceptable
- ☐ Determine if the cost is within the delegated limits.
- ☐ Cardholders are encouraged to determine if the item is available from a HUB vendor.
- ☐ Check to see if the vendor is in good standing with the State and is not put on a "Hold Status".
<http://ecpa.cpa.state.tx.us/coa/index.html>.
- ☐ Be "***Texas Sales Tax***" exempt. Make sure you have the ***Prairie View A&M Sales Tax exemption card***.



PURCHASING PROCESS CON'T

- ❑ If the purchase is within Texas, purchase items using the ***“Texas Sales and Use Tax” exemption card.***
 - Tell the cashier the purchase is tax exempt, and
 - Present the certificate
 - Some vendors might want you to fill out their tax exempt forms. This is ok to do.
- ❑ Keep all receipts!
 - Receipts must be detailed and provide sufficient documentation of the purchase.
- ❑ What if a receipt is not available or lost?
 - Complete the “Documentation in Lieu of Receipt or Invoice” form



PURCHASING PROCESS CON'T

- ☐ A Transaction log from the cardholder is required
 - Verify all receipts match the log. Again, the entry into the log should be completed prior to each charge/transaction.
 - Provide the appropriate information as required for the item purchased.
- ☐ Log onto <https://GCMS.mastercard.com/Citibankchase> to allocate accounts to the purchase. (See Business Affairs Calendar for Reconciliation training)
 - Review each receipt and provide appropriate information as required for the item purchased
- ☐ Turn in receipts, Transaction Log and Expense Report to the ProCard Department for reconcilment and reallocation in FAMIS
 - These receipts must be turned in to the Procard Specialist by the 10th of each month.
- ☐ Note: If fraudulent items are discovered through the reconciliation process or before, the fraudulent or unauthorized charges must be disputed with Citibank as soon as possible, but no later than 60 days from the transaction posting date



DISPUTED ITEMS

- ❑ If a cardholders notice any differences between the statement and their receipt, or if there are any items on the statement that appear to be incorrect, they should do the following:
 - ❑ First, contact the vendor to see if the issue can be resolved
 - ❑ If the issue cannot be resolved with the vendor:
 - Contact Citibank to file the dispute claim; Fax or send by US mail the completed dispute form. This formed must be signed by the cardholder and should include any additional documentation.
 - Contact the Procard Office with a written statement of the fraudulent charge.
- ❑ Note: Failure to take immediate and appropriate action could result in a your charging privileges being revoked.
 - Fraudulent transactions **must be disputed within 60 days of the transaction posting date**



DISPUTED ITEMS CON'T

- ❑ If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder shall complete the Statement of Disputed Item Form and forward to the Program Specialist. Citi Bank will place the charge in a "Statement of Dispute" and the account may be given a provisional credit until receipt of adequate documentation from the vendor. If the documentation appears to be in order, the transaction will be re-posted to the account and the dispute considered closed. If the charge is suspected to be fraudulent, the card will be immediately blocked, continue to have a provisional credit (if given) and an investigation of the charge will continue. A new card will then be re-issued to the cardholder, if appropriate. If the charge appears legitimate, the transaction will then post to the new account.



LOST OR STOLEN CARD

❑ It is very important to notify all of the below if a card is lost or stolen

- Citibank Customer Service (24 hours a day) Call 1-800-248-4553
- ProCard Office:
- Department Manager/Approver*
 - ✓ Many departments also want the Intermediate to be notified.

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STUDENT TRAVEL ON THE PROCARD

- ☐ Student Travel is an allowable charge on the Pro Card
- ☐ Travel related expenses **for students** such as hotel, parking, food, fuel, etc. can be paid using the Pro Card
 - Rental cars are not allowed due to the University contract with Enterprise Rental car.
- ☐ For the student travel a list of students traveling, event they are attending representing the university, dates, etc should be included with all detailed receipts.



STUDENT TRAVEL CON'T

- ❑ Texas travel – you should not pay the hotel occupancy tax which is State tax.
 - Cardholder must pay city tax (only state tax exempted)
- ❑ Employees (non students) traveling with the students should pay for their own travel expenses (hotel, etc).
 - employees should keep all their receipts for travel and seek a travel reimbursement when they return.



DISCONTINUE DEFAULT 6251

- ❑ Effectively immediately, Default Code 6251 has been deactivated. Cardholders will not be able to use this code when reconciling accounts. You must assign correct codes to your expense reports.

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BILLING CYCLE

- **Cycle ends the 3rd every month.**
- **GCMS reconcile is done prior to turning in receipts.**
- **Expense Reports and receipts due by the 10th of every month.**
- **Cardholders/Approvers must ensure all purchases are accurate before turning in.**
- **Forward receipts and expense report to Financial Services Office Attention Pro Card Specialist.**



PROCARD RECONCILE

- ☐ All cardholders are required to reconcile monthly transactions.
- ☐ Failure to reconcile accounts and turn in proper documentation to Pro Card Coordinator will result in card suspension until card is reconciled as well as Non Compliance actions
- ☐ Cardholders will verify adequate available funds in all designated accounts.
- ☐ Cardholders will ensure there is an itemized invoice/receipts

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PROCARD RECONCILE CON'T

❑ Documentation

- All purchase vouchers that apply to purchase
- Sales Receipts stapled to a sheet of paper
- Credit Card Receipts/Slips along w/ itemized Sales Receipts
- Other information or correspondence
- Screen Prints are acceptable for internet orders



PROCARD RECONCILE CON'T

☐ Items forwarded to the Pro Card Specialist:

- Reviewed and Approved Expense Report
- All receipts/invoices and paperwork for each order

☐ Ensure invoices match transaction in GCMS.

☐ All incomplete Expense Reports will be returned back to the cardholder.



THINGS TO REMEMBER

- ☐ Read and understand the “Payment Card Program Guide”.
- ☐ No single transaction to exceed the \$2,000.00 delegated limit.
- ☐ Make sure that no sales tax is charged at the time of purchase.
- ☐ Record all of your purchases using the transaction log and on the online expense report and receipts.
- ☐ No one can use your ProCard but you. Cardholder must be present at all purchases.
- ☐ No Employee Travel is allowed on the Procard
 - Only exception is eating meals with the students on travel status
- ☐ Retain all your receipts and appropriate documentation. Then provide Expense Reports to the Procard Office no later than the 10th of each month .
- ☐ Expense Reports that are not turned in will be suspended until report is turned in and reconciled
- ☐ To increase the limits send email to at least two Procard Staff members stating the account and amount increase, with delegated authority approval.



PROCUREMENT CARD SERVICES

Accounts Payable Manager

Jullette Spivey

936-261-1974

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Pro Card Specialist

Alicia Thomas

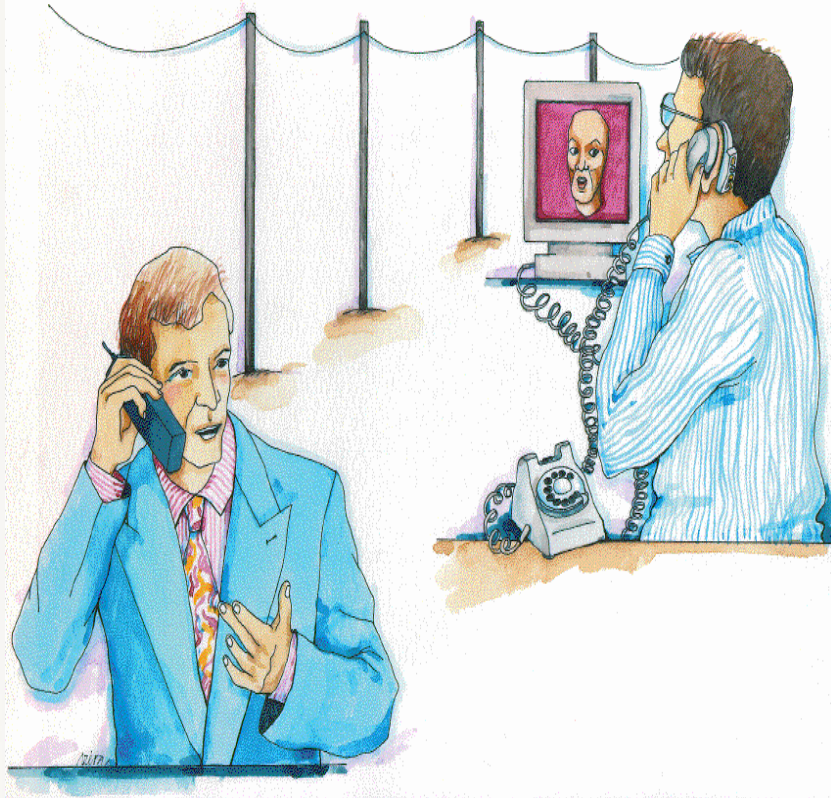
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