

OVC Standard Operating Procedure

# Procurement Card



Document version: V0.1

Date: 03/24/2016

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## Summary

<b>Topic List</b>	The following contents are contained in this procedure:  <a href="#">Revision History</a> <a href="#">Reviewer and Approver Block</a> <a href="#">Frequency</a> <a href="#">Scope</a> <a href="#">Scope Exclusions</a> <a href="#">OVC Policy Reference</a> <a href="#">Required Applications and Systems</a> <a href="#">High Level Process Overview</a> <a href="#">High Level Process Map</a> <a href="#">Roles and Responsibilities</a> <a href="#">Procurement Card Process</a>
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## Revision History

Version Number	Change Summary	Prepared or Updated By	Effective Date
1.0	Initial Draft	Marie Ducasse	April 13th, 2016
1.1	Draft Review	Jimmy Weng	May 6 <sup>th</sup> , 2016
1.2	Re-write based on draft review	Jimmy Weng	May 7 <sup>th</sup> , 2016
1.3	Procurement Card validation	Jimmy Weng	May 10 <sup>th</sup> , 2016

## Reviewer and Approver Block

### Document Contact:

- Judy Tack, Chief Financial Officer

I confirm that appropriate subject matter experts from the Operations team were part of the review and testing of this document.

### Document Approver:

- Carol Ann Higgins, Chief Administrative Officer
- Judy Tack, Chief Financial Officer

Financial Clerks responsible for this process should test the validity of this document on an annual basis to ensure this document remains current. In the event of High Value Purchase Requisition processing operations need to amend this process for whatever reason, an appropriate subject matter expert(s) will be empowered to make suitable changes.

### Operations:

I confirm that appropriate subject matter experts from the Financial Clerks team were part of the review of this document.

### Document reviewer:

- Judy Tack, Chief Financial Officer

### Process Subject Matter Expert/Team Leader:

- Sally Maclachlan, Operations Manager
- Bryan Potter, Operations Manager
- Frances Graziotto, Financial Clerk
- Karla de Uslar, Financial Clerk
- Lily Arpa, Financial Clerk

I certify that in the event of increasing escalations in support of this document, I will raise the concern with the Chief Financial Officer to initiate an SOP review. I will also provide an appropriate resource to vet future changes to this document on a standard ongoing basis.

### Controls:

I confirm that appropriate controls are in place for this process and that it will be tested for accuracy on an annual basis through quality reporting.

Should an issue be identified through the quality reporting process, the concern will be escalated to the Chief Financial Officer.

### Process Integrity & Change Management:

I confirm that this SOP has consulted all necessary parties to ensure an accurate depiction of the process today. All reasonable efforts have been made to eliminate any procedural gaps.

I certify that in the event that a process gap is identified, I will identify the document owner that will be accountable to close the process gap. In the event of material process changes impacting work-flow, I am responsible to raise the issue in the form of a Change Request and seek agreement from the Chief Financial Officer.

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## Frequency

The frequency of the procedures in this SOP document is as follows:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually

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## Scope

This SOP details the steps to be performed when a purchase is paid by a Financial Clerk using the Procurement Credit Card. The Procurement Card should be used for materials/services where the University has not established a purchase arrangement and the material/service is less than \$5,000, including currency exchange and taxes.

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## Scope Exclusions

N/A

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## University Policy Reference

The Procurement Credit Card Guidance can be found [here](#).

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## Required Applications and Systems

Application or System Name	Used For :
US Bank	Reconciling PCard transactions

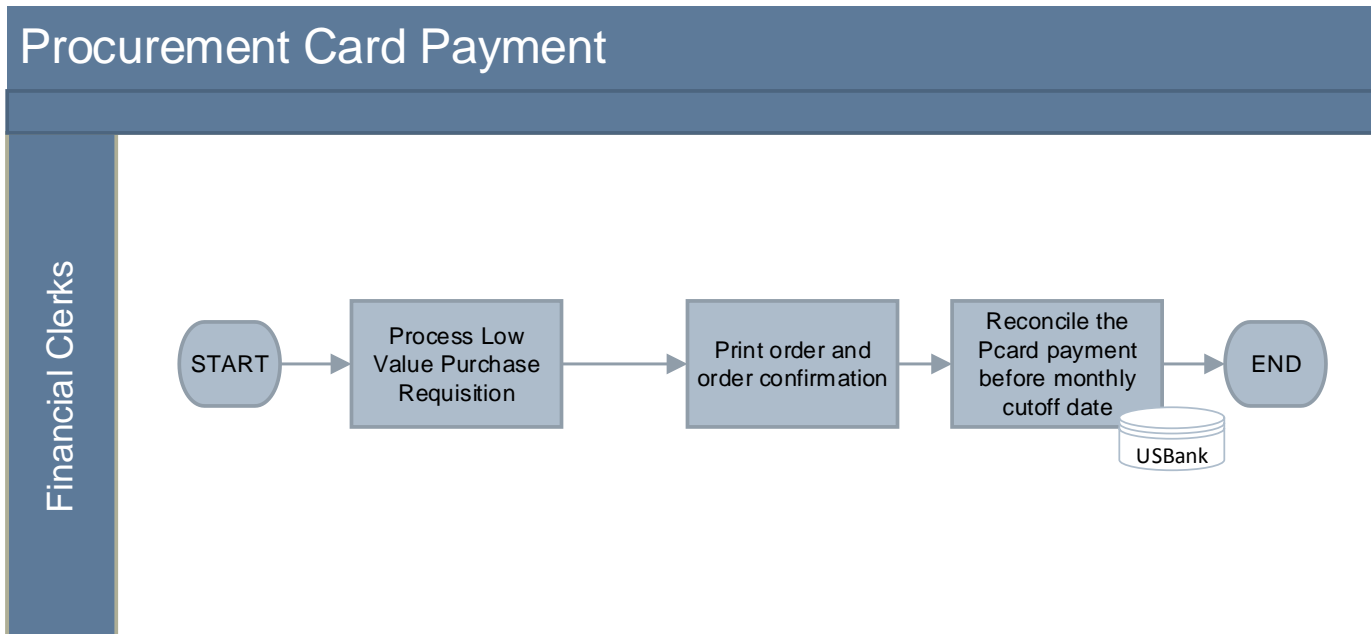
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## High Level Process Overview

The following process highlights all the steps to be performed by the Financial Clerks in order to reconcile PCard purchases to their appropriate object code.

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## High Level Process Map



**Note:** This map is for context only; refer to the detailed procedures to follow.

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## Roles and Responsibilities

Stakeholder	Procurement Card	
	Pay Purchase Order with Procurement Card	Reconcile Procurement Card Transactions
Technician/Student	I	
Faculty	I	
Financial Clerk	R	R
Operations Manager	A	A

Stakeholder	Description
R - Responsible	Who actually completes task
A - Accountable	Ultimately responsible, has yes/no authority
C - Consulted	To be consulted prior to final decision or action
I - Informed	To be informed after action decision or action is taken

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## Procurement Card process

<b>Purpose</b>	The Procurement Credit Card should be used for materials/services where the University has not established a purchase arrangement and the material/service is less than \$5,000, including currency exchange and taxes. Purchase arrangements include blanket orders, systems/paperless contracts or University Purchase Agreements.
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Step	Action
1	<ul style="list-style-type: none"> <li>Process the Low Value Purchase Requisition, using Procurement Card as the method of payment (refer to SOP – Process Low Value Purchase Requisition)</li> </ul>
2	<ul style="list-style-type: none"> <li>Print out the Low Value Purchase Requisition and the Order Confirmation as well as any relevant documentation and file them into the VISA Pending File.</li> </ul>
3	<ul style="list-style-type: none"> <li>Perform the reconciliation between the Procurement Card transactions available on the US Bank website and the documentation in the VISA Pending File.</li> <li>Access the US Bank Website here. Log into the application :</li> </ul>

## usbank. Welcome to Access Online!

Contact Us  
Login

Please enter the information below and login to begin.

Organization Short Name:

1 UofG

User ID:

2 Password:

3 Login

1. Fill the Organization name with "UofG"
2. Enter your credentials
3. Click on the "Login" button

- Once the application is open click on the "Transaction Management" button on the top left corner of the page:



- Click on "Transaction List":



- Select the Open items for review:



1. Select "Open" in the drop down menu
2. Click on the "Search" button

- Once all open items are displayed, click on the line item you want to reconcile :

Select	Status	Trans	Posting	Merchant	City/State	Amount
	@	Date	Date			
<input type="checkbox"/>		04/07	04/13		4029357733, ON	

Review the following information in the “Summary Tab”:

- Merchant name
- Merchant address
- Price
- Currency
- Purchase date

Summary Tax and Allocations

If all the information match with the supporting documentation form the VISA Pending File, click on the “Mark as Reviewed” button:

Mark as Reviewed

If the information does not match or if you do not have any supporting documentation for an item, click on the “Dispute” button:

Dispute

**Note:** In case of Dispute, your Procurement Credit Card might have been compromise. Therefore the US Bank will send you a form to fill and the account will be frozen while a new account will be set-up. Once the new account is created, the old one is closed. You can still reconcile the transactions while an account is frozen, but you cannot use to card to process any payment.

- Once the item has been “Mark as Reviewed”, click on the “Tax and Allocations” tab to select the applicable tax and fill the Grant coding.

Summary Tax and Allocations

Amount	Alloc %	Accounting Code - Segment Name (Length)		GRANT (s)	PROJECT (s)	OBJECT (s)	FUTURE USE (s)	END USE (13)
		FUND (3)	UNIT (s)					
\$	100	100		000000	000000		00000000	ADMIN
\$								
\$								
\$								

1. Insert the Grant coding
2. Click on the magnifying glass in the End Use cell

- Select the end use of the good/service that was purchased



	END USE	Value Description
Select	ADMIN	ADMIN
Select	BOOKS	BOOKS
Select	BOOKS/SUB	BOOKS/SUB
Select	CONFERENCE	CONFERENCE
Select	FARM	FARM
Select	FARM EX	FARM EXEMPT
Select	FOOD	FOOD
Select	GASOLINE	GASOLINE
Select	LIB BOOKS	LIB BOOKS
Select	MEDICAL	MEDICAL
Select	PERMIT	PERMIT
Select	PHARMACY	PHARMACY
Select	R & T	R & T
Select	REAL PROP	REAL PROP
Select	RESEARCH	RESEARCH
Select	SERVICE	SERVICE
Select	TEACHING	TEACHING

- Click on the “Save Allocation” button

**Save Allocations**

- Come back to the Transaction List. The item is now marked as “Reviewed”:



Note: in the case you clicked on the “Dispute” button, the item would have a D symbol:

**R** Reviewed    **D** Disputed

**Important:** the US Bank is closing the month on every 24<sup>th</sup>, so ensure that you perform the reconciliation BEFORE this date. Items that have not been reconciled by the end of the following business day will be automatically allocated to the “Default Account Code”. To allocate it to a different code you will need to request the Administrative Assistant of the Accounting Services to perform a journal entry.

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- After the 24<sup>th</sup> of the current month, once the period is closed, print the reconciliation report by clicking on the “Print Account Activity” button on the Transaction List screen:

**Print Account Activity**

- Write you name, sign and provide the date on the Cardholder line.
- Give the report to the Operations Manager for review and signature.

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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