

Purchasing Card Do's and Don'ts

If you want to have a Purchasing Card or be a Delegated user on another person's card, you must take the following training, available in Percipio:

- Procurement Card Training for New Cardholders
- WA State Small Purchases
- WA State Purchasing & Procurement Ethics
- Verify Procurement Card

These must be completed before submitting the Application for a new Purchasing Card or before using someone else's card. Please consult with your supervisor if you are interested in getting your own P Card. If approved, Megan Welker can assist you in the process.

Here at TFREC, Megan will verify all Purchasing Card transactions for everyone at the center. Please see the Purchasing Card Receipt submissions process below.

Using your Own Purchasing Card Do's:

- Make sure your Purchasing Card is always in a secure location.
- Keep a delegation log.
- Provide delegated users with the Delegation Form for offsite purchases. This does not apply for telephone or online purchases.
- Dispute fraud charges within 60 days of the transaction. If more than 120 days have passed since the original transaction and no action was taken, the program will have to expense that against their budget.
- Make sure the person you are delegating your card to understands what your card can and can not be used for. You should know specifically what they are purchasing with your card, and that information should be filled in on the Delegation Form.
- Understand that you and only you are responsible for charges on your card.
- Watch the weekly emails from Megan to help keep track of charges that are coming through on your card. If you see something suspicious, contact Megan ASAP. You can also look up your Pcard Transactions in Workday. (Search for Verify Procurement Card Transaction).
- If you have questions about your card, contact Megan first. Megan will decide if Purchasing Services should be involved.
- Turn in receipts and packing lists to Megan as soon as possible so the transaction can be verified in a timely manner. Receipts not received within 90 days are subject to a mass verification by Pullman and charged to our Center's admin budget.

Using your Own Purchasing Card Don'ts:

- Never send the card number, expiration date or security code through unsecured communications (email or TEAMS)
- Do not purchase anything that is more than \$10,000
- DO NOT purchase any of the following on your P card:
 - Alcohol (if you have an after hours event where alcohol will be served, you will need to purchase that on your own personal funds and get reimbursed from an appropriate budget)
 - Water (unless it's specific water to be used in research, or there is no potable water at the site you are working)

- Capitalized equipment
 - Controlled substances
 - Do not divide transactions into multiple lower amounts to circumvent card limits
 - Employee relocation expenses
 - Employee travel expenses
 - Entertainment
 - Appliances for break rooms
 - Air conditioners
 - Furnishings (carpet, Floor, Window coverings, furniture)
 - Anything with wheels (trailers, vehicles, vessels, ATV)
 - Food and meals (can be purchased with a Request to Serve Food and if the budget is appropriate for meals)
 - Gas/diesel
 - Gifts (unless charged to discretionary funding)
 - Gift cards
 - WSU Internal department purchases
 - Personal purchases
 - Prepaid Cell Phones or Calling Cards
 - Prescriptions
 - Radioactive materials
 - Speaker fees and travel
 - Transportation
 - Weapons and/or ammunition
 - Non-employee Labor that is subject to Prevailing Wage
- Do not allow your card to be available to just anyone. You must know exactly who is using your card and the proper delegation forms should be filled out every time.
 - This is your card. If you do not want to delegate your card for a purchase, have that person go see Megan and she will help with alternative ways to purchase what is needed.

Using someone else's Purchasing Card Do's

- Make sure that the owner of the Purchasing Card gives you a delegation form for the purchase you wish to make.
- Turn in the receipt and the packing list to the owner of the card as soon as you receive it
- Make sure to communicate what you want to purchase to the card holder and confirm that it is an appropriate purchase using a p card

Using someone else's Purchasing Card Don'ts

- Do not use someone else's purchasing card without their knowledge or approval
- Do not purchase anything other than what the card owner has told you that you can purchase.

If your card is declined and you are unsure why, please contact Megan and she can look on the JP Morgan website and see what the issue was. You can also call JP Morgan directly.

If you lose your Purchasing Card, contact Megan and Purchasing Services (purchasing.card@wsu.edu) as soon as possible.

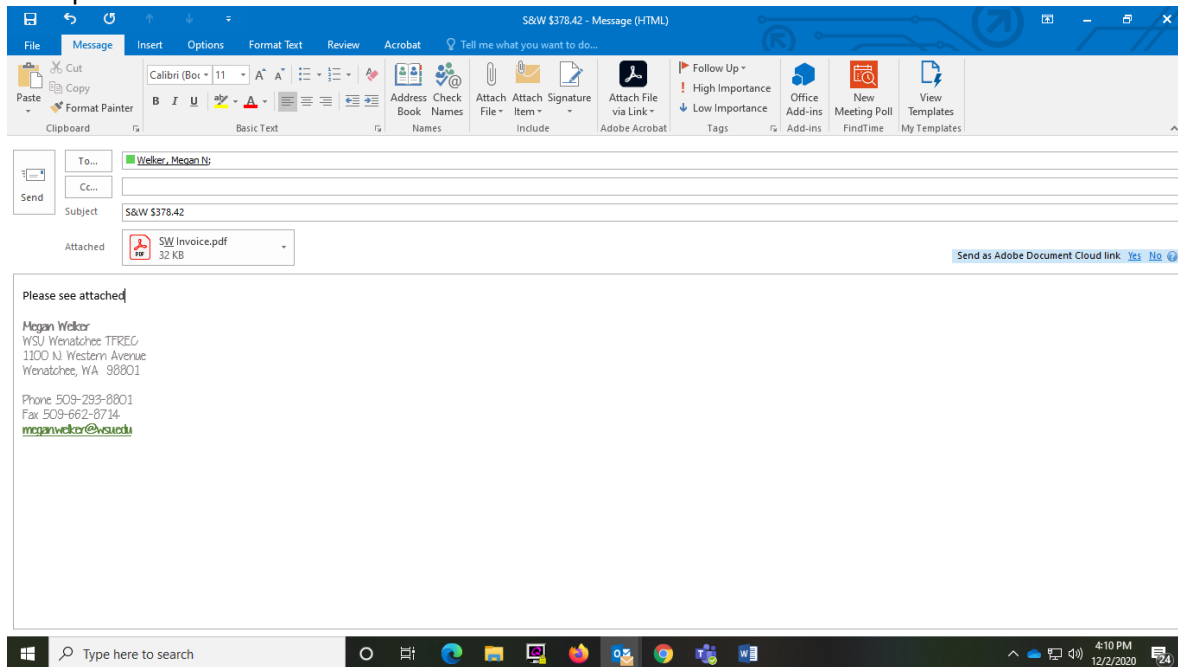
If you see fraud charges on your card, contact Megan and Purchasing services (purchasing.card@wsu.edu) as soon as possible.

Purchasing Card Receipt Submissions

In order for the Megan to reconcile your Purchasing card transactions, please follow the procedures below:

- All receipts/invoices/packing lists must be submitted electronically effective of January 1, 2021.
 - All emails must be submitted in this format:
 - Subject Line: Vendor, exact amount
 - The invoice and the packing list attached. *If you have purchased an item and it hasn't arrived yet, keep the invoice until you have the packing list, then send the email to Megan*
 - The scanned attachments of the receipt/invoice/packing list must be clear and easy to read. You might need to use the picture scan feature on the Ricoh for a clearer receipt.
 - A Pcard sticker must be fixed directly on the receipt/invoice. *(See below for further instructions) If there is no room on the receipt for the sticker, tape or staple the receipt and sticker to a piece of plain paper and scan it to a PDF. (This is so only 1 PDF will be uploaded into Workday)*
 - If you are submitting a receipt/invoice/packing list for someone else, you must write whose card was used in the email.
 - If you have been authorized to use another program's budget, please indicate in the body of the email (the name of the PI who) approved to the use of their budget and the date and attach the Delegation Sheet for this purchase.
 - Each receipt must be itemized showing what was purchased, tax amount, freight amount, etc. and then the total. It should say somewhere on the invoice or receipt that a P card was used to pay for the purchase.
 - All online orders must have an invoice or an order confirmation. Shopping cart lists won't be accepted.
 - **Emails that are not in the below format will be returned to be fixed. If the Pcard sticker is not on the receipt, it will be returned for correction. If the receipt does not have the above information on it, it will be returned for correction. Submissions must be in this format for audit and ease of process purposes. Receipts must be kept electrically for 6 years and will be held by Megan and Workday.**

Example of email:



- All online orders must have an invoice or an order confirmation. Shopping cart lists won't be accepted.

The "sticker" must have the appropriate validation on each line.

Grant/Program/Gift (fka Budget):

Over \$1,000 Approval:

No Packing List Approval:

Date Picked Up or Received:

- 1) You must put the Grant/Program/Gift number you would like to use for the purchase.
- 2) If your purchase is over \$1,000 please sign on the Over \$1,000 Approval line.
- 3) If your purchase arrived with no packing list, please sign the NO Packing List Approval line. If you have a packing list you may leave this blank
- 4) If an order is from a local company and they give you an invoice, not a receipt, you must write the date that you picked up the item on the Pcard sticker. Example: S&W gives out invoices, so you would need to write the date item received or picked up on the invoice. Home Depot, Lowe's, etc. all have cash register receipts so the date will already be indicated on the receipt. If your item arrived with no packing list then write the date you received the item on the Date Picked Up or Received line. For more clarification, see Megan.

All Pcard receipts must be submitted in this format because we are a “paperless” system for Workday.

All electronic receipts will be kept for a period of one year by the Office Assistant, and for 6 years in Workday

In the BPPM 70.08

Transactions Not Verified

Within 30 days of the month end, the cardholder or PCDES is expected to have reviewed all the previous month’s charges or to have provided transaction notes explaining any delay in online review. Note: The procurement card coordinator or manager may contact the transaction verifiers regarding charges that are not reviewed in a timely manner.

Accounts Payable may expense the transaction directly to the department if the reconciler fails to complete their fiscal duties. In such a case, Accounts Payable determines which specific departmental account to charge for the transaction

See BPPM 70.08 for complete procurement card policies:

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-70-08/>