



P Card Advanced

A review of the UND manual, and tips and tricks for P Cards

Becoming a Cardholder

- Application: https://campus.und.edu/finance/procurement-and-payment-services/_files/docs/forms/purchasing-card-application.pdf
- Must also complete training to be issued a card and annually to maintain the card
- Submit signed application to und.pcard@und.edu



Cardholder Responsibilities

Cards are issued in the name of an individual, not a department, and that individual is solely responsible for it.

- Use only for appropriate UND business purchases
- Maintain detailed documentation of all transactions (includes description of goods/services, supplier name, transaction date & total)
- Submit a signed Statement of Account monthly including all applicable receipts, invoices, & back-up documentation
- Dispute transactions that are incorrect/fraudulent first with the supplier, then through JPMorgan

Reviewer Responsibilities

The reviewer is defined as the cardholder's supervisor or another designated employee, who is familiar with the departmental budget and expenditures.

- Verify receipts for each transaction are attached to the cardholder statement
- Verify that no personal transactions are on the statement
- Verify that purchases are ordinary, necessary and reasonable both in amount and relative to a business purpose.
- Sign Statement of Account to certify that purchases comply with appropriate policies and procedures.
- Complete annual training

When to use a P Card:

- Travel including tickets, hotels, parking, but not for meals (which are reimbursed by Per Diem)
- Foreign Suppliers
- Payments for memberships and to associations and other agencies that are difficult to setup in Jaggaer and/or require payments made on their website
 - Reminder: Membership dues require a justification statement to be sent with the receipt including the business purpose

Traveling with a P Card

- We only issue one “type” of P Card, there are no “Travel Cards”. Rather there are P Cards which are setup to allow for travel purchases along with their “regular” purchases
- A Travel Agreement needs to be signed and sent to und.pcard@und.edu to allow for these transactions
- We only require one travel agreement signed for the life of the card
- Please note our new travel agreement form:
https://campus.und.edu/finance/procurement-and-payment-services/_files/docs/forms/travel_agreement_und_pcard.pdf



Declines

- Cards can be declined for many reasons including:
 - Exceeding Credit Limits
 - Unallowed Merchant Category Code (MCC)
 - Zip Code Matching Error (On-Campus UND is 58202)
 - Suspected Fraud by JPMorgan
- Contact und.pcard@und.edu for assistance
- Sign up for JPMorgan Fraud alerts at ccportal.jpmorgan.com and JPMorgan will contact you immediately via text/email/phone to verify a suspicious transaction, rather than shutting down the card

Change Request Form

PDF and Electronic versions can be found here:

<https://campus.und.edu/finance/forms.html>

Complete, sign, and submit to
und.pcard@und.edu

- Used to:
 - Change Credit Limits
 - Change Default Funding
 - Request Access for Additional MCC Groups
 - Update Department Reviewer
 - Cancel a Card
- Top information and bottom signature section required on all forms, otherwise only complete the sections needed

Change Request Form-Credit Limits

- Credit limits

- By default credit limits are \$10,000 per month and \$4,999 per transaction
- Please note if the requested change is Permanent or Temporary by circling either, and/or by including a date range for Temporary Changes
- Reminder: The number entered on the form will be what the new limit will be in total, not an increase to the \$10,000/\$4,999 standard limits

Permanent/Temporary monthly cycle limit requested: \$20,000 From: To:
(TEMP--Must indicate beginning and ending date)

Permanent/Temporary single amount limit requested: \$7,500 From: 10/1/2021 To: 10/31/2021
(TEMP--Must indicate beginning and ending date)



Change Request Form cont.

- Default Funding- Account Code, Department, Funds, Projects, & Programs can all be updated as needed
- MCC Groups- Allow for ability to purchase additional items, may require a wavier
- Department Reviewer-to notify a change in statement approvers
- Canceling a Card when an employee leaves or no longer needs one



Waivers

Some items are unallowed for purchase unless a waiver is obtained. Generally these items are food and gift cards.

- Waivers must be requested before the purchase is made
- Waiver numbers, once granted, must be noted in the Transaction Notes section of any applicable transactions in PaymentNet
- Waiver requests should be submitted with advanced notice to und.pcard@und.edu

Waivers-Food

- Any meal or snack purchased with University funds must have a documented business purpose
- Meals for Employee travel should NOT be put on a P Card, but instead paid for personally and submitted as a reimbursement
- Waiver requests for meal purchases must include which function the purchases relates to from the Meal Purchases Table:
https://campus.und.edu/finance/procurement-and-payment-services/_files/docs/guidance/payment/meal-purchases-table.pdf
 - *Please note on the Meal Purchases Table which functions are allowable

Waivers-Gift Cards

- In general, UND discourages the purchasing of gift cards due to the increased effort on many departments (including the department purchasing the cards) and the increased risk associated with them & encourages the use of tangible items in lieu of gift cards
- A large amount of information is required to be captured by the department when giving out gift cards including if the awardees are a Student/Faculty/Staff, Student Employee, Student Athlete, Non-Resident Alien.
- Depending on status and amount the department is responsible for obtaining a W9/W8 for all winners
- See our recently issued guidance:
https://campus.und.edu/finance/procurement-and-payment-services/_files/docs/guidance/payment/gift-card-guidance.pdf

Sales Tax & Software

- Sales tax
 - As a tax exempt entity UND purchases in general should be exempt from sales tax
 - It's the cardholders responsibility to notify the supplier of the tax exempt status
 - UND Tax Exempt # (E-2001) is noted on each card
 - If the supplier is unable to process the transaction without tax or remove the tax from the transaction, please make note of the request to have it removed and document that request with your statement and receipts
 - Sales Tax certificates: <https://campus.und.edu/finance/state-tax-exempt-certificates.html>
- Software
 - Software purchase require approval from UIT

PaymentNet

- PaymentNet is JPMorgan's online banking software which you will receive a login for when you are issued a P Card
- www.paymentnet.jpmorgan.com
- PaymentNet is used for:
 - Running a monthly Statement of Account report
 - Reallocating funding for transactions
- If you are having trouble logging in to PaymentNet please reach out to us at und.pcard@und.edu
- *Note-If your browser is set to clear your browsing history when you close it, PaymentNet will require you to get an access code every time you login

PaymentNet-Reallocating Transaction

- Each account is setup with a default funding string
- If transactions need to be coded to a different account/fund/project etc.. Cardholders (and reallocators) can update individual transactions
- Once a transaction is uploaded from PaymentNet into PeopleSoft it will no longer be available for reallocation in PaymentNet. You can see when transactions will be uploaded on our calendar (based on posting date): <https://campus.und.edu/finance/calendar.html>
- If a funding string is not available please contact und.pcard@und.edu
- *Reminder: When allocating funding to a Project Number the PC BU must be “UND01” and the Activity must be “1”

PaymentNet-Statement of Account

- It is the cardholder's responsibility to submit a Statement of Account signed by themselves and supervisor/reviewer, along with appropriate receipts and backup documentation, by the 20th of the month following the statement period
- E-Signatures and live signatures are both acceptable, however the statement and receipts must ultimately be emailed to UND.pcstatement@und.edu by the 20th of the following month

Running a Statement of Account

1. Login to PaymentNet
2. From the top ribbon select Reports-Report List
3. Locate the Report titled “Statement of Account Portrait”
4. Select the name of the report under the Report Information column
5. Add a “1” to the beginning of the Report Name so it reads “1 Statement of Account Portrait”
6. Under Criteria select “Post Date is in Last Month”
7. Under Duration change “last month” to “Prior Period”
8. Select continue

Running a Statement of Account-cont.

9. Under Criteria for the line “Transaction Type is not equal to Payment” select Delete on the far right
10. Select Run
11. From the top ribbon select Reports-Downloads
12. A warning box will appear, asking if you would like to save changes, select ok
13. Your report should be listed at the top of the list (or the only one)
14. Select Refresh List until the status is Successful
15. Select the name under Output to access the report

Scheduling a Statement of Account

- To have the report automatically run and email you when it is complete follow the previous 9 steps and then:
 10. In the row near the middle of the page select “Scheduling” on the far right
 11. Verify the “Schedule For” says self
 12. Check the box to the left of your name
 13. Verify Frequency is “Monthly”
 14. Change Days to “4”
 15. Select Save

Scheduling a Statement of Account

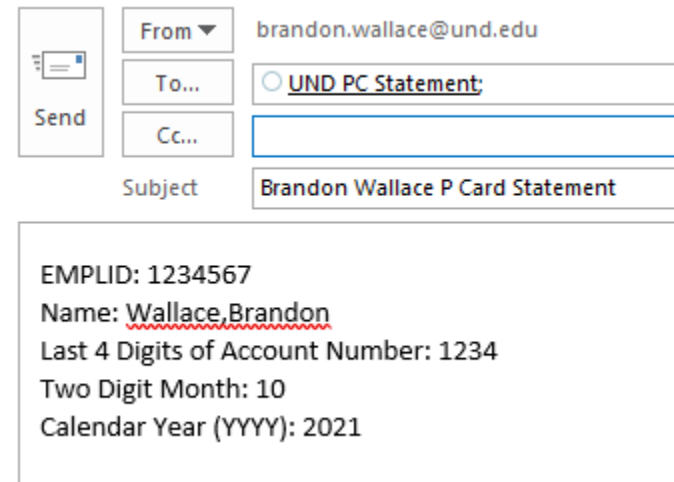
- On the 4th of the month you will get an email saying your report is ready for download
 - If reallocation are made after the report is run, you will want to re-run the reports following the previous instructions to reflect those changes.
- Login to PaymentNet and select Reports-Downloads from the top ribbon
- Your Report should be waiting, select the name under output to download

Submitting a Statement of Account

- Once you have a Statement of Account signed by yourself and reviewer/supervisor send an email to UND.pcstatement@und.edu with the Statement and receipts/backup as attachment(s)
- They can be all as one document, or multiple
- We have instructions for how to use Docu-Sign to sign the Statement of account: https://campus.und.edu/finance/procurement-and-payment-services/_files/docs/guidance/pcard/pcard-statement-electronic-signature-submissions-instructions.pdf
- *Reminder: Even if the statement is signed via Docu-Sign, you still must email it and the receipts to UND.pcstatement@und.edu

Submitting a Statement of Account

- In the body of the email please use this format, and only this information:
- EMPLID:
- NAME:
- Last 4 Digits of Account Number
- Two Digit Month:
- Calendar Year



The screenshot shows an email composition window with the following fields:

- From:** brandon.wallace@und.edu
- To:**
- Cc:**
- Subject:** Brandon Wallace P Card Statement

The body of the email contains the following text:

```
EMPLID: 1234567
Name: Wallace Brandon
Last 4 Digits of Account Number: 1234
Two Digit Month: 10
Calendar Year (YYYY): 2021
```

Violations

- Violations are issued for:
 - Statement of Accounts not submitted by the 20th of the following month
 - Purchases requiring a waiver purchased without one
 - Unallowable purchases
- Violations remain on record for 1 year
 - 1st Violation-Written warning to Cardholder
 - 2nd Violation-Written warning to Cardholder and Supervisor
 - 3rd Violation-Suspension of card for 30 days
 - 4th Violation-Cancellation of card

Questions?

Grace Brown

grace.m.brown@UND.edu

701-777-3132

- Contact us:
 - UND.pcard@und.edu
 - General P Card Questions
 - Change Request Form Submission
 - Travel Agreement Submission
 - Waiver Requests
 - UND.pcstatement@und.edu
 - Monthly Statement of Account and receipt submission
 - UND.pps@und.edu
 - General Procurement & Payment Services Questions