

An aerial photograph of the Shepherd University campus, showing various buildings, green spaces, and a winding road. The image is slightly faded to serve as a background for the text.

# Purchasing Card Internal Controls Training

For Supervisors, Budget  
Managers & Substitute Signors

An aerial photograph of the Shepherd University campus, showing various buildings, green spaces, and a large field. The text is overlaid in the center of the image.

# **Shepherd University Purchasing Card Policy & Internal Controls?**

An aerial photograph of a university campus. The image shows a large green field in the center, surrounded by several buildings and parking lots. The campus is set against a backdrop of rolling green hills. The text "Supervisor/Budgetary Manager Responsibilities" is overlaid in the center of the image.

# **Supervisor/Budgetary Manager Responsibilities**

# Supervisor/Budgetary Manager Responsibilities

Responsible for ensuring that:

- Cardholders do not overspend the budget
- Cardholder's purchases are in accordance with all policies and procedures
- Cardholder's purchases are for approved departmental and University business only

Responsible for reviewing the cardholder statement WITH ALL corresponding itemized receipts and required documentation and signing the statement as verification/approval of items being purchased.

# Supervisor/Budgetary Manager Responsibilities

Direct Supervisors that do not currently have a P-Card are required to take and maintain the WVSAO P-Card Training Certification

An aerial photograph of a university campus, showing various buildings, a large green field, and surrounding trees. The image is slightly faded to accommodate a large text overlay. The text is centered and reads: 

# Failure to Follow P-Card Policies & Procedures

# Failure to Follow P-Card Policies & Procedures

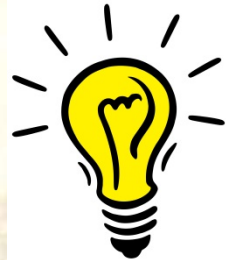
<b>Violation</b>	<b>Point Value</b>
<b>Receipt and Supporting Documentation Not Provided or Submitted</b>	
<b>1<sup>st</sup> Notice</b> (points not cumulative)	0
<b>2<sup>nd</sup> Notice</b>	10
<b>3<sup>rd</sup> Notice</b>	30
<b>4<sup>th</sup> Notice</b>	50 & P-Card Transaction Limit Reduced to \$1 until Documentation Received
<b>Business Purpose Not Provided</b>	10
<b>Card Delegation</b>	200
<b>Personal Purchase (Intentional)</b>	200
<b>Personal Purchase (Accidental)</b>	50
<b>Restricted Purchase (Accidental)</b>	50
<b>Restricted Purchase (Intentional)</b>	150
<b>Sales Tax Not Refunded Within 1 Month</b>	50
<b>Signed Statement Not Submitted by Due Date</b>	50
<b>Reconciliation Not Completed by Due Date (20<sup>th</sup> of the month unless otherwise noted)</b>	50
<b>Invoice Exception Report Completed in lieu of Receipt from Vendor</b>	50
<b>Stringing of Purchases</b>	150
<b>Non-Allowed Purchase (Does Not Fall Under Personal or Restricted)</b>	50

# Failure to Follow P-Card Policies & Procedures

Total Points 3 Year Total	Action Taken	Individuals Involved
75	Written Warning by Email	Cardholder, Direct Supervisor, Program Manager
150	Formal Memo Mandatory Retraining Probationary Period of 3-6 months Monthly Limit Reduced to \$1,000	Cardholder, Direct Supervisor, Program Manager, CPO, CFO
200	Formal Memo Card Cancellation	Cardholder, Direct Supervisor, Dean/Director, Program Manager, CPO, CFO



# Purchasing Rules



## TEST YOUR KNOWLEDGE

True or False: A cardholder may place travel insurance on the P-Card for approved Shepherd business related travel.

# Purchasing Rules

- Prohibited Purchases:
  - Personal Purchases
    - Amazon Video/Music
    - Travel Expenses not tied to or necessary for approved business travel (early bird check in fees, seat upgrades),
    - Clothing, accessories or meals for individuals and not associated with approved hospitality or approved student/team travel or activity,
    - Fuel for personal vehicle.

# Purchasing Rules

- Restricted Purchases:
  - Gift card purchases without prior authorization,
  - Fixed Asset purchases (a single item of \$1000 or more,
  - Purchases in association with a fundraising event,
  - Association and membership dues.

# Purchasing Rules



## TEST YOUR KNOWLEDGE

True or False: An online vendor typically charges the Sales Tax of the State where their corporate office is located.

# Purchasing Rules



# Purchasing Rules



## TEST YOUR KNOWLEDGE

True or False: Your direct support has an Amazon account with their P-Card information saved into the account. They are out of the office on vacation and you need to place an order. You send your direct support a text letting them know it's an emergency and ask for their log-in information. They willingly give you the information. You place the order. This is in line with policies and procedures because you received their authorization prior to making the purchase.

# Purchasing Rules

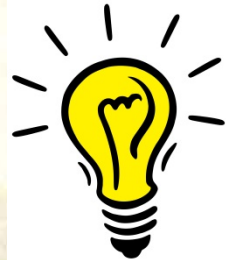
**P-Card Delegation** – The practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction. This includes ONLINE and PHONE orders.

# Purchasing Rules

**Stringing** – The practice of manipulating ordering, billing or payment processes in order to circumvent established cardholder limits.



# Purchasing Rules



## TEST YOUR KNOWLEDGE

True or False: It's the start of a new semester. There are many upcoming items that need the attention of you and your staff. You schedule a meeting after operation hours at the Bavarian Inn in order to assign tasks, give deadlines and review and discuss all upcoming activities. You order the staff and yourself dinner and ask your Administrative Assistant to put in on the P-Card. This is considered an approved hospitality expense for an approved business meeting.

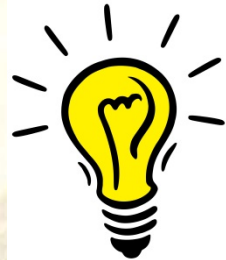
# Purchasing Rules

## Employee Meal Purchases

Allowable When:

- A training environment that extends through the lunch period.
- A working meeting that extends through the lunch period.
- When traveling or attending a meal in a chaperone capacity for student/team events.
- An event hosted by the University that is open university-wide and to the public.
- An employee is hosting a guest of the University.

# Proper Documentation



## TEST YOUR KNOWLEDGE

Multiple Choice: The receipt/paid invoice documentation must have the following in order to be considered complete:

- a. itemized
- b. signature of cardholder
- c. vendor information
- d. business purpose written on receipt
- e. Banner and/or Oasis funding information
- f. a, b, c
- g. all of the above

# Proper Documentation

- State and Shepherd Have A **Zero-Tolerance** for Lack of or Insufficient Documentation
- Documentation **MUST** be **ITEMIZED**
  - **WHAT** was purchased? – Itemized Receipt
  - **WHO** was it purchased from? – Who was the Vendor
  - **HOW** much was purchased?
  - **HOW** much did each item cost?
  - **HOW** much was the total purchase?

# Proper Documentation

- Receipt **MUST BE Signed** by the Cardholder
- Must be a **Paid Invoice/Receipt**
- **Must Be Able to Review Receipt in its Entirety**
- **WRITE** the Funding Information on Each Receipt
- Include a **brief description of product use/business justification**. Hand written on the receipt.
- **Maintain all Receipt Documentation on a Shepherd Share Drive**
- **Maintain Original Copies of Receipt and Supporting Documentation - For at least two fiscal years. (Current fiscal year and one fiscal year back.)**

# Proper Documentation

- P-Card Invoice Exception Form
  - **ONLY** to be used in lieu of receipt when all other options have been exhausted.
    - Contact your assigned P-Card Coordinator **prior to** submitting the form as documentation.
  - May be used for items such as:
    - Foreign Transaction Fees
    - Sales Tax Credits – when vendor doesn't issue itemized documentation of credit
    - As additional documentation at the suggestion of your Accounts Payable/P-Card Coordinator when vendor provided documentation is insufficient.

# Proper Documentation

- SUPPORTING DOCUMENTATION

- TEAM TRAVEL – **REQUIRES** TEAM ROSTER and TEAM SCHEDULE
- STUDENT GROUP TRAVEL – **REQUIRES** LIST OF STUDENTS AND DOCUMENTATION OF PURPOSE OF TRAVEL
- INDIVIDUAL TRAVEL – **REQUIRES** TRAVEL SETTLEMENT OR SUMMARY
- PRE-PAID TRAVEL EXPENSES – **REQUIRES** DOCUMENTATION WITH PURPOSE OF EVENT
- HOSPITALITY – **REQUIRES** HOSPITALITY FORM COMPLETE WITH ATTENDEES FIRST AND LAST NAMES – IF FOR EMPLOYEE TRAINING OR DEPARTMENTAL MEETING, **REQUIRES** AN AGENDA (INCLUDES START AND END TIMES) AND/OR DETAILED SUMMARY TO INCLUDE THE TRAINING/MEETING OBJECTIVES.
- STUDENT ACTIVITY – **REQUIRES** STUDENT ACTIVITY FORM INCLUDING A LIST OF ATTENDEES AND ADVERTISEMENT/EMAIL INVITATION OF EVENT
- ADVERTISING – **REQUIRES** COPY OF AD/PROOF OF LOGO
- ATHLETIC RECRUITMENT – **REQUIRES** DOCUMENTATION ON EVENT ATTENDED OR NAMES OF PROSPECTIVE PLAYERS OF INTEREST

# P-Card Training



## TEST YOUR KNOWLEDGE

Multiple Choice: Cardholders must maintain their online State training requirements every:

- a. year
- b. every two years



# Training

- **Online Training Requirements** every two years
  - Cardholder Training
  - Ethics Training
  - Cardholder Agreement – digitally accepted online
- **Shepherd In-house Training** (annually hosted by Procurement office)

An aerial photograph of a university campus, likely at the University of Virginia, showing a large green lawn, several buildings, and a road. The word "Deadlines" is written in large, bold, black letters across the center of the image. The background is a dense forest of green trees.

# Deadlines

# Deadlines

- All charges must be **marked reconciled** in Oasis with **PDF attachment of receipt/paid invoice**, **ALL** necessary supporting documentation and **CORRECT** funding information by **end of business on the 20<sup>th</sup> of each month**
- A copy of your US Bank statement **signed by you and your supervisor** turned in to Procurement by **end of business on the 20<sup>th</sup> of each month**

# What Procurement Services Needs From You

- Keep Procurement Services Office informed of any changes in supervision, management personnel and job duties.
- Review, Review, Review cardholder's receipts and supporting documentation .
- Be Aware of Deadlines.
- Encourage Cardholders to Communicate to their assigned Coordinators.
- Ensure cardholders are instructed/trained on Banner/Oasis Funding.

# Resources

- <http://www.shepherd.edu/procurement/purchasing-card-program-2>
- <https://www.wvsao.gov/PurchasingCard/Default>
- <http://www.ethics.wv.gov/Pages/default.aspx>