Libraries Procard User Expectations and Process

This document outlines the expectations for the UTA Libraries Procard holders and the changes to the Libraires process and procedure related to the move to the Concur system.

12/10/2024

Cardholder/Employee:

- BF-PGC-PR-12 Purchasing Card (Procard) Program
    - Assumes responsibility for appropriate use, control, and security of Procard and all associated recordkeeping.
    - Activates Procard, completes Cardholder Agreement, and attends initial Procard orientation.
    - Collects and verifies itemized receipts for all purchased materials and services.
    - Reviews and submits documentation for each transaction that occurred during the designated billing cycle period to the reconciler assigned to their card.
        - The cardholder for the libraries is now the Reconciler starting with the December 4, 2024, Procard reconciliation.
        - The cardholder is responsible for submitting reconciling their Procard transactions completely, accurately, on-time, with all the required signatures for the Procard Attestation Form, with the correct cost centers, and the require documents.
    - Ensures that the UT Share Reconcile Statement/Procurement Card Transaction Page was approved by the final approver by the designated deadline.
        - Moving to Concur, this would mean that the approval was made by the Final Approval in Concur by the designated deadline. The Final Approver in Concur is the Director of Organizational Operations.
    - Questions all unauthorized purchases.
    - Immediately reports fraudulent use of, and lost or stolen, Procard.

- **Training and Delegates:**
    - To access Concur, Canvas training is required to be completed. Once you have completed the Concur training you must enter Bonnie Dreitner and Loretta Pequeno as Expense and Request Delegates in your Concur profile. The Organizational Operations Accounting team will provide customer support, coaching, and Final Review before Final Approval. Having access to your account will facilitate the OO teams troubleshooting and Final Review process.
    - Bonnie is the primary Delegate and Loretta is the back-up.
    - It is strongly encouraged to engage the OO team about account codes, cost centers, policy questions, etc. in advance of completing the Procard log.

Supervisor:

- Review and approve the Concur transaction statement and sign the Procard Attestation Form.
- Verify cost centers and expense types to be entered.
- Supervisors are to hold the cardholder accountable for submitting and reconciling their Procard transactions completely, accurately, on-time, with all the required signatures for the Procard Attestation Form, with the correct cost centers, and the require documents. If there are any questions work with the OO department in advance.

Attestation Form and Concur Monthly Transaction Statement :

- Complete the Procard Attestation Form each month.
- Download the relevant monthly transactions statement from Concur.
- The Supervisor signs as the Reviewer.
- The cardholder sign as the Cardholder.

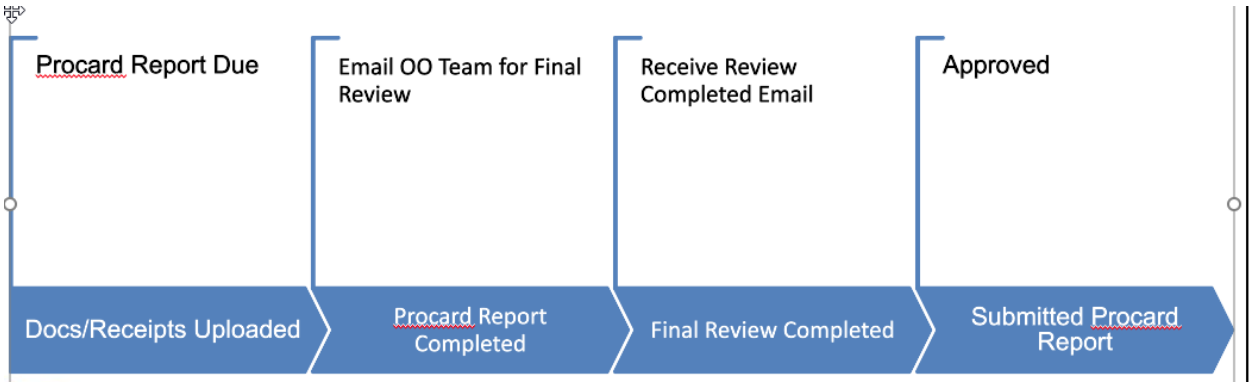
Scanning Documents:

- The Libraries staff copiers and printers have been configured to scan to email. This will make it easier for cardholders to upload documents, if they are not already in electronic form.

Concur Process:

- Concur Job Aids are available for the Procard Reconciliation Report.
- Expense Account Codes
- Concur Expense Type to Account code as of 11_1_2024.xlsx
- Libraries Department Number: 510015
- FY 25 Cost Centers.pdf
- Check Concur to see if Procard purchases have been loaded. It is recommended to check regularly.
    - To check the report, click on the report that is titled "Procard-DATE RANGE/LAST 4 DIGITS OF CARD NUMBER/TOTAL STATEMENT BALANCE".
- Upload and attach the correct receipt to each purchase.
    - **If any other documentation such as an official occasion form, agenda, BAET or TAP is needed for the purchase make sure you upload it with the receipt, so everything is attached to the purchase line. Very important.**
- Additional Information: Enter a description for each purchase (screwdriver, e-book, conference registration, etc.)
    - You can also enter a comment on each line if there is something you want the Final Review to know about the purchase.
- When Knowledge Services sends out the email that all transactions for that billing period have been posted you will need to upload any remaining receipts/documents needed and attach them to the correct purchase.
    - In the email there will be a date that the reports must be submitted by – take note of that date. Make sure your Procard Attestation Form is **completed and signed by you and your supervisor.**
    - Upload the Procard Attestation Form and the Concur transactions statement into Concur. You will click on Manage Receipts and then Manage Attachments to upload the documents.
- **Final Review Process:**
    - Once all receipts and other documentation have been loaded into the report, notify the OO team, immediately, that the report is ready to be Final Reviewed.

        - The OO team will review all the transaction lines and the attached documentation for each.
        - If any items need to be corrected or missing documents need to be added, the OO team will advise the Cardholder and the Supervisor. The Cardholder is responsible for making the correction in a timely manner and communicating the correction for review verification.
        - The OO team will notify the Cardholder the Final Review is complete and approved to move to the be submitted for Final Approval.
- **Final Approval Process:**
    - **The Cardholder is the only person who can submit your report that goes to Final Approval.**
    - The report must be submitted and fully approved no later than 5 pm on the date in the email sent out by Knowledge Services.
    - Once you submit the report it must be approved by the Director of Organizational Operations before it transmits to Disbursement.
    - You cannot wait until the last minute to submit it – you must give the Director time to approve it.
    - Make sure you submit the report as soon as possible, no later than – 2 days before the deadline.
    - Time is needed to complete uploading all the required documents, for the cardholder to reconcile the report, for the OO team to Final Review, and for the cardholder to make any corrections needed based on the Final Review, and the Director of OO needs time to approve it.
    - If the cardholder waits until the last minute and/or has very unorganized and missing required documentation, the cardholder will not likely meet the deadline set by Knowledge Services.
- **Process Flow Overview:**



- **Procard Violation Findings and Actions:**
  - These ae violations findings found by the Payment Card Services department during routine and regular audits every month.
  - Level 1: These are minor errors and could have been made due to oversight. Errors that can easily be corrected by completing a form, missing a signature, etc. These are also errors that were made that were corrected by the cardholder in a timely fashion.
  - Level 2: These result in a purchase that violates Procard use and/or oversight.
  - Level 3: These are instances where fraud or misuse has been attempted or has occurred.
  - Matrix for multiple levels of violations. Libraries Procard cardholders that earn a second offense are not likely to be a privileged cardholder to earn the third offense.