



ConnectCarolina 2018 User Conference

P-Card 101: What You Need to Know



Agenda:

- What is a P-Card?
- P-Card Benefits
- Recent P-Card Program Changes
- Tips / Best Practices & FAQ
- Key Allowable / Non-allowable Purchases
- P-Card Resources
- Final Questions



What is a P-Card?

Travis Henderson

*Director, Procurement Services &
Materials Management*



- P-Card → Purchasing Card
- UNC-liable credit card used for business expenses
- Primary intended use is for low-value purchases (< \$5,000) in allowable categories which cannot be made via ePro
- Transactions are reconciled by either the accountholder (i.e. cardholder) or a group proxy reconciler within the online “Works” tool



P-Card Benefits



Primary Benefits

- Operational savings of \$50-\$70 per transaction
 - 122,000 transactions under \$250 on campus vouchers
- Ease of use for campus requesters
- More detailed spend data visibility (e.g. line item detail)
- Reduced vendor master record management



Recent P-Card Program Changes

Celeste Nelson

*P-Card Re-deployment
Project Manager*



P-Card Program System Enhancements

- Replaced in-house reconciliation tool with Works for greater efficiency and enhanced functionality:
 - **Improved user experience**
 - Web application with intuitive navigation
 - Displayed action items and accounts dashboard
 - Fewer clicks to complete tasks
 - **Enhanced features**
 - Split allocation by % or \$ amount
 - Electronic receipt imaging retained for 7 years
 - Flag transactions requiring additional information
 - **Greater reporting capabilities**
 - Select standard account and spend activity reports
 - Create templates for customized reports
 - Schedule recurring reports



P-Card Program Policy Updates

- Introduced policy changes to drive more low dollar spend through P-Card:
 - **Conference Registration** – excludes airfare, hotel, and meals
 - **Professional Memberships** – includes subscriptions and journals
 - **Student Travel** – must submit Student Travel Pre-Approval form to P-Card office
 - **Equipment and Space Rental** – requires Purchasing review of Terms & Conditions
 - **Lyft/Uber Service** – allowed for clinical trial studies only



Tips / Best Practices & FAQ



Tips / Best Practices

- **Accounts Dashboard** – track detail of available spending resources, including Credit Limit and Available Credit
- **Authorization log** – quickly view real-time status and Merchant Category Code (MCC) of transaction activity
- **Advance Filter** – narrow scope of displayed information, including by Date, Account, and Amount
- **Receipts** – you can store receipts now and attach later; receipts are **NOT** required for credit transactions
- **Works Notifications** – use these alerts to review list of Action Items
- **Online Help** – review features of specific Works screen



FAQs

- **How do I obtain a P-Card?**
 - Submit a P-Card application to your Access Request Coordinator (ARC)
- **Why was my P-Card declined?**
 - Usually due to Merchant Category Code (MCC) or Spending Limit
- **As an Accountholder, do I have to reconcile transactions?**
 - Accountholders must reconcile to avoid a reduction in spending resources. Reconciled transactions must include a receipt and appropriate business justification of purchase.
- **Can I have both Group Proxy and Group Approver roles?**
 - A user can only have one of these group official roles for their department, to ensure secondary approval.
- **Why does my transaction indicate “sales tax included?”**
 - Although that is the default description, in most cases the sales tax amount is \$0.00.



Key Allowable / Non-allowable Purchases

Hua Shen

*P-Card Program Administrator,
Procurement Services Operations*



Key Allowable Purchases

- **Catering**** from caterers or restaurants
- **Conference Registrations**
- **Professional Membership Dues**
- **Rentals**** (incl. bottled water)
- **Uber/Lyft rides for subjects to & from clinics for Clinical Trials**
- **Student Travel** (upon approval)
- **Subscriptions**

Key Non-allowable Purchases

- **In-restaurant dining**
- **Gift Certificates / Gift Cards**
- **Items available on ePro**
- **Purchases greater than \$5,000**
- **Alcohol / Tobacco**
- **Cash Advances**
- **“Splitting” transactions**
- **Employee Travel**
- **Personal Items**

** All agreements & contracts must be submitted for review & approval to [Purchasing Services](#) on a requisition prior to the purchase being made



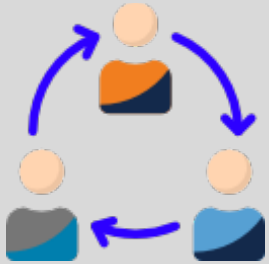
P-Card Resources



- P-Card team contact info: pcard@unc.edu
- Phone number: 919-962-2255
- Website info: [Procurement Services Operations](#)
- Training info: [P-Card Computer-Based Training](#)
- Policy / Procedure links:
 - [Policy on Small Order Purchase via P-Card](#)
 - [Procedure on Obtaining a P-Card](#)
 - [Procedure on Using a P-Card](#)
 - [Procedure on Reconciling a P-Card](#)



What Questions Do You Have?



Thank You for Your Participation!

