

Purchasing Podium

Informational updates to Purchasing, PCard, and PCard Travel policies & procedures

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Detailed Information,
Training, and FAQs is
Available Online:

Purchasing

<http://purchasing.uncg.edu>

PCard

<http://purchasing.uncg.edu/pcard>

Travel

<http://purchasing.uncg.edu/travel>

Purchasing Contacts

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PCard Reminders

PCard Packets

The deadline date to reconcile your PCard charges is also the deadline date to have your packets completed, signed, and ready for audit.

Monthly packets should include:

- Transaction Approval Report, printed from the PCard Web Solution and including the necessary signatures
- Receipts in the order that they appear on your statement
- Any additional documentation pertaining to the purchases listed on the Transaction Approval Report.

Inappropriate Use of State Funds

Review of PCard transactions has shown incorrect use of state funds, such as purchases of sympathy flowers for an employee, food for staff meetings, balloons for faculty events, etc.

Please review Financial Services Policy 7—Expenditure Policies and Purchasing Policy 16—Unique Purchase Items for information on State restrictions on

Travel TR Numbers

Please write the trip number (TRXXXXXX) on PCard travel receipts.

Since trip expense reports are not part of the PCard packet, it is important that the appropriate trip number is referenced on the PCard receipt that is kept in the department.

If the PCard expense was for more than one trip (ie. a registration for 2 or more people) where individual trips were created, please reference all the trip numbers and traveler's names.

Don't Forget the 5 W's

Card Coordinators are responsible for entering who, what, when, where, and why in the comments box of the order for all food and entertainment, travel, and "Other Current Services" (Banner Account 221322) purchases.*

*Travel expenses purchased for non-employees or when no additional travel expenses will be reimbursed may be put in through the regular Order Log in PCWS as long as the 5 W's are referenced.

Student Information in PCWS

PCard purchases for individual student travel must now be expensed through the travel module in PCWS just like employees. Group travel and others not normally completing a TRV-1 for reimbursement can be expensed through the order log, if documented correctly.

expenditures.

If contacted about the question of using state funds for a specific purchase, respond to the PCard Compliance Auditor with 1) justification of the appropriateness of using state funds for the purchase, or 2) a copy of the Journal Voucher submitted to Accounting Services to reclassify the expenditure charging it to non-state funds.

Banner Blurb

The entry of new vendors is now being handled exclusively by the Accounts Payable Office.

Fax completed forms to: 4-3131