



# What's in Your Wallet?

*University Purchasing Card (P-Card)*

*University Corporate Travel Card (T-Card)*

By Cheryl Harris and Kandra Miller

OBFS UPAY Card Services

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# OBFS UPAY Card Services



Kandra Miller



Cheryl Harris



# Agenda: Let's Talk P-Card!

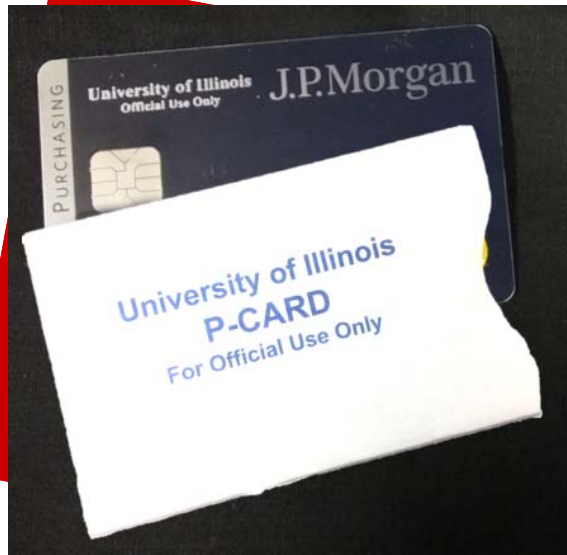
- Why Have P-Cards?
- What is a P-Card?
- When Should I Use a P-Card?
- Where Do I Find P-Card information?
- What are P-Card Roles/Responsibilities?
- P-Card Compliance and What's New?

# Agenda: Let's Talk T-Card!

- Why Have T-Cards?
- What is a T-Card?
- When Should You Use a T-Card?
- Where Do I Find T-Card information?
- What are T-Card Roles/Responsibilities
- T-Card Compliance and What's New

# Why Have P-Cards?





# WHAT IS A P-CARD?

# Why Should I Use A P-Card?

2012 Palmer-Gupta P-Card Benchmark Survey results, using a P-Card:

- Saves Cycle Time by 70%
- Is Convenient and Efficient in Manpower
- Saves the University in Transactional Costs by 81%

## University \$\$ Savings

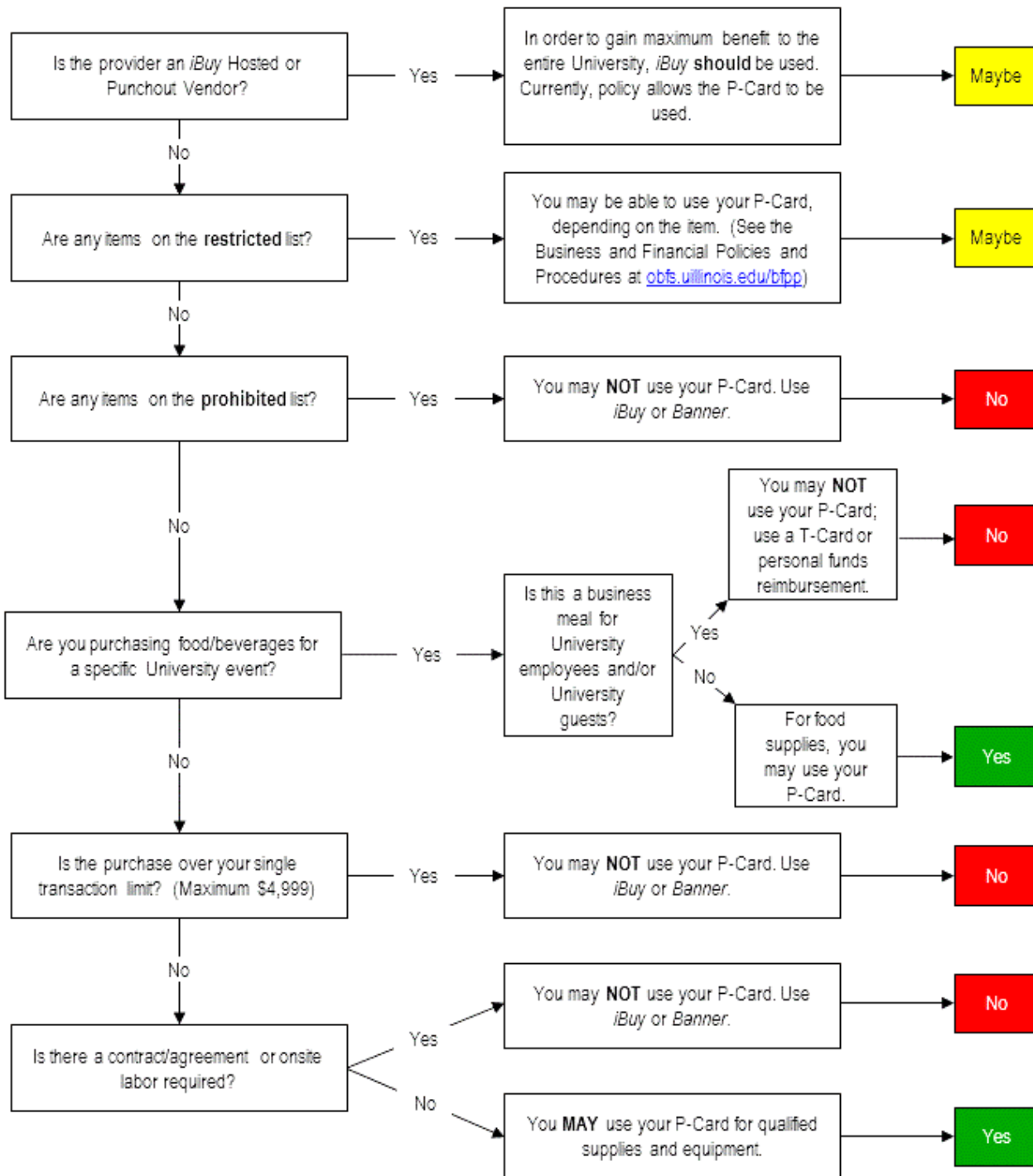
U of I # processed 254,000 P-Card transactions

$254,000 \times \$74 = \$18,796,000$  savings!



# WHEN SHOULD I USE A P-CARD?





# Where Can I Find Card Info?

- OBFS Website – [www.obfs.uillinois.edu](http://www.obfs.uillinois.edu)
    - Business Financial Policies/Procedure Manual (BFPP)
      - Section 7.6\* The University P-Card
      - Section 8 Allowable Expenses
      - Section 15\* Travel
    - Card Services Website
      - Policies
      - Web-Based Training/Certification Quiz
      - Forms/Job Aids
- \*Defines roles/responsibilities; Lists prohibited/restricted**

# What Are P-Card Roles & Responsibilities?

- Department Head
- Department Card Manager (DCM)
- Cardholder
- Reconciler
- Approver (optional)
- Delegate

# Department Head

- Determines who receives a P-Card and/or a T-Card
- Designates T-Card Travel Arranger
- Assigns DCM to manage P-Card & T-Card Programs

# Department Card Manager (DCM)

- DCM manages P-Card and T-Card Programs Insuring Segregation of Duties
- Administers Card Programs for the Unit
- Processes new Card Applications
- Maintains Card Profiles
- Facilitates and Addresses Compliance

# Department Card Manager (DCM) cont'd

- Insures all Roles complete Training/Quiz
- Requests Exceptions when Justified
- Monitors processing of Card Transactions
  - Order Logs completed for all transactions
  - Original itemized receipts obtained
  - Reconciliation completed in **7 Business Days**

# P-Card Cardholder

- Insure Card used by named Cardholder only
- Create P-Card Order Log
- Adhere to all applicable guidelines/policies
- **Personal purchases are prohibited**
- Invoke Tax Exemption Status, where applicable (see BFPP Section 18 Tax)
- Protect & Properly Use the P-Card

# P-Card Reconciler

- Must review and reconcile a P-Card transaction within **7 business days** to post in Banner
- Insure the correct accounting C-FOAP is used
- Receive and file original receipts for all purchases
- Report inappropriate purchases to DCM & UPAY Card Services



## P-Card Approver (optional)

- Approve or disapprove a P-Card transaction in **three business days**
- Notify Reconciler if a transaction is disapproved
- Verify the reconciled transaction is accurate
- Report inappropriate charges to DCM & UPAY Card Service

## Delegate (optional)

- Can be Established for any P-Card role
- Allows Employee to perform “act as” Duties of Assigned Role Holder
- Can be Temporary or On-going
- Must complete P-Card Training/Quiz before can be assigned

# Facilitate P-Card Compliance

- Business meals/travel-related expenses
- Personal Electronic Equipment/Accessories
- Conference Fees w/lodging (P-Card Exception)
- Contracts and rental agreements
- Gift Cards/Gift Certificates
- Insufficient documentation/purchase details
- Personal memberships and purchases

# Additional P-Card Compliance

- Sales Tax
- Onsite labor
- Stringing
- Tagging of Equipment in FABWEB
- Equipment Loan form completion
- Card Receipts Retention
- Documentation of purchases
- Segregation of Duties

# Why Have a T-Card?

- Since 2012, the goals of the T-Card are
  - Reduce out-of-pocket expenditures for employees traveling for University business
  - Maintain or improve accountability and control of travel expenses/business meals/refreshments
  - Streamline administrative overhead and procedures
  - Reduce paper-based systems with electronic solutions



## WHAT IS A T-CARD?

# When Should I Use a T-Card?

- Air/Rail/Bus fares for University Business
- Lodging for University Business
- Car Rental
- Parking/Tolls
- Qualified Business Meals
- Refreshments for specific events



## T-CARD OR P-CARD?



# What are T-Card Roles/Responsibilities?

- Department Card Manager (DCM)
- T-Card Cardholder
- T-Card Travel Arranger\*

\*Unit Security Contact (USC) assigns Travel Arranger as a “Power User” in TEM)

See OBFS Website/TEM Resource Page for other roles in TEM

# T-Card Cardholder

- Make University-related travel purchases at the lowest available rate
- Make business meal and/or refreshment purchases for specific events
- Create Expense Report (ER) in TEM
- Obtain Itemized Receipt/Scan in TEM

# T-Card Cardholder Con't

- Insure ERs are properly reconciled in TEM
- Adhere to all Applicable Guidelines/Policies
- **Personal Purchases are Prohibited**
- Protect and Secure Card

# T-Card Travel Arranger

- Same as Cardholder and
- Also Purchase Authorized Travel for:
  - Guests of the University
  - Employees within their unit who are not issued a T-Card
  - Cardholders who prefer to delegate their travel arrangements

# Set Up a Proxy

- T-Cardholder assign a Creator Proxy to create ERs (Only CH may submit ER)
- Managers/Charge Code Reviewers (CCR) assign a Review Proxy

# Facilitate T-Card Compliance

- Conference Fees (pending review)
- Supply purchases
- Personal purchases
- Travel Arranger role not established in TEM
- Reimbursement on T-Card transaction

# Facilitate T-Card Compliance cont'd

- Un-reconciled transactions
- Room/space rental
- Gas for personal vehicle
- Alcohol
- Catering



## WHAT'S NEW?



PURCHASING

University of Illinois  
Official Use Only

J.P.Morgan



VALID DATES

02/16 - 02/19

E9989-9779-06

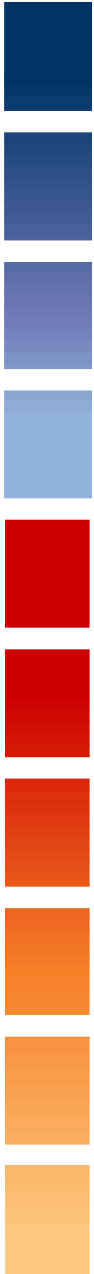


# Don't Forget to Use iTravel Online Booking Tool



# OBFS UPAY Card Services





**ANY QUESTIONS?**