General

PCard (or Procurement Card) is a method of purchasing whereby an individual, department, or the service center may use a credit card to procure goods and/or services on behalf of the University. The charges are recorded directly to the general ledger.

Types of PCard

There are different types of card based on the needs of the individual and the department. Full details are listed in the PCard policy #2.23 - http://busfin.osu.edu/FileStore/PDFs/223_PurchasingCard.pdf

- Individual card – issued to an individual, in their name

- Department card – issued to a department and managed by a PCard manager

- Service Center card – issued to a service center for high dollar transactions. This card is not to be shared outside of service center employees

- Group/Extended Travel (GET) - issued to an individual and is only valid for a specific trip.

Department Roles - eRequest

All access is org/Dnode based.

Department - Roles	System Name	Description	Responsibility	Required Training	Suggested Training
Initiator	N/A	All employees with a name.# have the ability to initiate an eRequest	• Provide sufficient information to complete the transaction • Attach all supporting documentation in a timely manner		• PCard 1:PCard User • PCard 2: PCard Administration • Core Courses • IDP
Requestor	FR Purchase Requestor	• Provides individuals the ability to see all eRequests in the selected org. • Allows them to enter eRequests on behalf of others	• Provide accurate and complete information • Attach all supporting documentation in a timely manner • Complete the distribution panel	• Core Courses	• PCard 1:PCard User • PCard 2: PCard Administration • IDP
Level 1 Approver	FR Purchase Appr First	Approves purchases. This role is <u>not</u> required.	• Ensures the completeness and accuracy of the business purpose • Validates that the purchase is appropriate for the	• Core Courses	• PCard 1:PCard User • PCard 2: PCard Administration • IDP

			department		
Level 2 Approver	FR Purchase Appr Second	Approves purchases. This is a required role.	• Responsible for all of the above • Available budget • Correct chartfield	• Core Courses	• PCard 1:PCard User • PCard 2: PCard Administration • IDP
PCard Manager	FR PCard Mgr	Maintains the PCard and distributes for departmental use	• Maintain card security • Maintain a tracking log • Distribute card with the appropriate approval • Collecting receipts	• PCard 1:PCard User • Core Courses	• PCard 2: PCard Administration • IDP

Department Roles - PeopleSoft

None

Service Center Roles - eRequest

All access is org/Dnode based.

Service Center - Roles	System Name	Description	Responsibility	Required Training	Suggested Training
Service Center	FR Service Center User	Processes the transaction, including the reallocation and approval process	• Determines the most appropriate procurement method • Reviews the transaction for compliance with policies and process • Ensures all transactions have the appropriate approval	• PCard 1:PCard User • PCard 2: PCard Administration • Core Courses • IDP	

Service Center Roles - PeopleSoft

Service Center -	System Name	Description	Responsibility	Required	Suggested

Roles				Training	Training
Reallocator	PO_Department_Pcard	Reallocates the transactions in PeopleSoft from the clearing account (61206) to the appropriate chartfield	Ensures the transaction is moved from the clearing account to the proper general ledger chartfield	- PCard 1:PCard User - PCard 2: PCard Administration - Core Courses - IDP	
Approver	PO_PCARD_2ND_APPRV	Approves the transaction in PeopleSoft	Ensures the transaction is complete, including: - Fully documented - Assessed for compliance with policy - Properly approved - All supporting documentation attached	- PCard 1:PCard User - PCard 2: PCard Administration - Core Courses - IDP	

New PCard Application and PCard Maintenance Forms

If an individual or department needs a PCard, please work with the appropriate fiscal person in your department and/or VP/College unit. You can review the application here:

https://controller.osu.edu/forms/TPE/PCard_Application.pdf

See HTTPS://U.OSU.EDU/PSSC for the current list of reallocator and approver roles for your department.

If you need to make changes to an existing card, use the attached form:

https://controller.osu.edu/forms/TPE/pcard_Maintenance.pdf

The PSSC will make all changes to the financial system reallocator and approver

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Policy Links

PCard Policy - http://busfin.osu.edu/FileStore/PDFs/223_PurchasingCard.pdf

Expenditure Policy - http://busfin.osu.edu/FileStore/PDFs/411_Expenditures.pdf

Travel Policy - http://busfin.osu.edu/FileStore/PDFs/211_Travel.pdf

Purchasing Policy - http://busfin.osu.edu/FileStore/PDFs/221_Purchasing.pdf

Access

Access can be requested through your VP/College unit SFO or their designee.

General Rules or Reminders

- Get the itemized receipt!
- Upload receipts to the eRequest within 3 business days
- Appropriate documentation would include (when applicable):
  - Itemized Receipt
  - List of Attendees
  - Packing Slip
- Ask for sales tax to be removed
- You cannot approve transactions where you are a participant or the recipient of the good
- Report card loss or theft immediately to PNC and the PCard Office
- Dispute any transactions in a timely basis with PNC and inform the PCard Office

PSSC General Practices

The PSSC will follow up with the unit if the following:

- If the actual cost of the transaction is greater than 20% of the original request, with a minimum difference of $10.
- If there is a difference between the receipt and the amount charged in PeopleSoft via the bank feed:
  - <$1 – PSSC will comment that the difference is de minimis and will NOT notify the department
  - <$10 – PSSC will send an email to their department contact noting the difference and document that the email was sent. They will not require follow-up by the department. Follow-up will be at the discretion of the department
  - >$10 – PSSC will email the department and require a follow-up explanation or response.
- Guest list requirements:
  - If there is a specific guest list or invitation, the PSSC will follow-up to ensure that the guest list is included
  - If this is a generic event where there is no direct invitation list, the PSSC will accept a copy of the invitation, poster or other such supporting documentation
- Packing slip –For shipped purchases greater than $75, the PSSC will follow-up to ensure either a packing slip or other documentation (comment in eRequest) is present
- If sales tax is charged for a transaction:
  - <$10 – PSSC will email the PCard manager or individual a reminder that we are a tax exempt organization, but will NOT require any additional action. The PSSC will document the communication.
  - >$10 – PSSC will email the PCard manager or individual a reminder that we are a tax exempt organization and ask that they follow-up with an appropriate action based on the cost/benefit of the actual amount of sales tax charged. The PSSC will document the communication and follow-up action performed by the department.

Which Card Should I Use? (needs will vary based on individual unit)	
Department	**Service Center**
When a password is required (i.e. memberships)	Department card not available
When there is detailed information known only by the department (i.e. flowers, gifts)	If using for travel, department needs to make travel arrangements first and have an approved T#

PSSC Turnaround time/deadlines

- PeopleSoft reallocation and approval – by the deadlines required in the policy
- Documentation and compliance follow-up – weekly email of open items
- Distribution panel – as soon as possible. If the receipt and other information has been attached before the PSSC opens the panel, the PSSC will complete the distribution information
- Respond to all inquiries within 1 business day

Department Turnaround time/deadlines

- Upload the receipts within 3 business days
- Timely response to inquiries

Questions – who do I call?

Who Do I Call	Why?	How do I reach them
Your department's business manager/fiscal officer/SFO	• Questions about whether you can purchase something • Budgets • Wanting a PCard	
PSSC	• Procurement methods • General policy questions	HTTPS://U.OSU.EDU/PSSC
PCard Office	• Generic application or maintenance questions • Dispute assistance • Lost or stolen cards	https://controller.osu.edu/pcard/pcard-home.shtm