



THE OHIO STATE UNIVERSITY

PCard Information Session

December 2020

*Cardholder Overview
Role & Responsibilities with Workday*



Welcome

- **What are PCard Information Sessions?**
 - Targeted topics to expand user knowledge
 - Information/demo sessions with Q&A
- **Housekeeping**
 - All participants are muted
 - Use chat feature for questions
- **Resources**
 - PCard Website <https://busfin.osu.edu/buy-schedule-travel/pcard>
 - Cardholder Overview Deck and Job Aids



Resources: PCard Website

Office of

Business and Finance

<https://busfin.osu.edu/buy-schedule-travel/pcard>



THE OHIO STATE
UNIVERSITY

UNIVERSITY BUSINESS BUY, SCHEDULE, TRAVEL BURSAR INSIDE B&F COVID-19 UPDATES



Home | Buy, Schedule, Travel | PCard

PCard

The PCard program provides a convenient and efficient method to procure business-related expenses to foster and support the missions of The Ohio State University.

PCard Tools and Resources

- ▶ Card Types, Uses & Limits
- ▶ Applying for a New PCard
- ▶ Changing an Existing PCard
- ▶ Roles and Responsibilities
- ▶ Training and Job Aids
- ▶ Transaction Disputes
- ▶ Lost, Stolen, or Fraudulently Used Cards
- ▶ Resources

PCard Policy and Forms

Contact Us

PCard Program Office
2070 Blankenship Hall
901 Woody Hayes Drive
Columbus, Ohio 43210-4016
Monday - Friday (8 am - 5pm)
614-292-9290
PCard@osu.edu

PNC Bank Customer Service
(4-digit code required)
800-685-4039



Agenda

- Review Cardholder Role & Card Types
- Discuss Cardholder Responsibilities
- Introduce Process with Workday
- Q&A



Cardholder Role & Card Types

Employee who is assigned permanent custody of an **Individual** or **Group/Extended Travel PCard**

Card Type/Purpose	Limits	Considerations
Individual or OSP Individual Card - Issued for the procurement of goods, services, and travel expenditures necessary to conduct university business.	\$5k/transaction \$10k/cycle	<ul style="list-style-type: none"> • Issued in individual's name • Not for shared use
Group/Extended Travel Card (GET) – Issued for the procurement of business travel expenditures for one trip.	Based upon trip needs	<ul style="list-style-type: none"> • Issued in individual's name • Spend authorization required



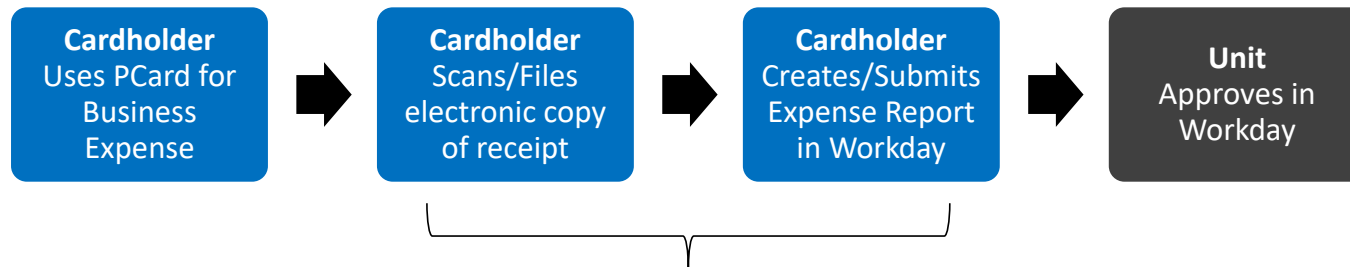
Cardholder Responsibilities

- ✓ Complete required training & review PCard Policy
- ✓ Make purchases for business only
 - Travel Expenses require a Spend Authorization before purchase occurs
- ✓ Protect Security of PCard
- ✓ Ensure tax exemption (when applicable)
- ✓ Collect itemized receipt
- ✓ Expense transactions in Workday



Process with Workday

- **Current Process**
 - Make purchase and turn in receipt – unit reallocates/approves
- **New Process (effective January 7, 2021)**



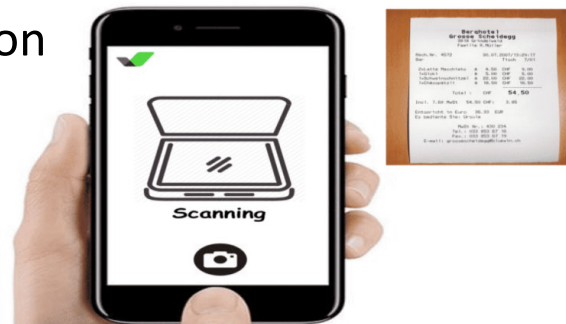
Must be completed within 7-10 business days of purchase receipt date.



Process with Workday

○ **Scan/File Receipt**

- Electronic receipt required as an attachment in Workday
- Options: Take a photo or scan at printer
- Store in location to upload/drag attachment during the expense process
- Name file for ease of selection
([ABC Membership 11/30/20.pdf](#))





Process with Workday

- **Expensing Transactions – Live Demo**
 - See Recorded Session and Job Aid at PCard Website



Process with Workday

○ **Deadlines & Oversight**

- All transactions (travel and non-travel) **must** be “expensed” within 7-10 business days of the transaction receipt date.
- Transactions not expensed in a timely manner will be monitored by the Unit and the PCard Office





Help after Go-Live (January 7, 2021)

- Reach out to your Unit's Service Center, Support Contacts, Change Coordinators and Trainers
- Visit the Administrative Resource Center (ARC) and BuckeyeLearn
- Call Central Workday Support at **7-7000**
- Contact PCard Office at pcard@osu.edu