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](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

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

Contact Us
PCard Program Office
2070 Blankenship Hall
901 Woody Hayes Drive
Columbus, Ohio 43210-4016
Monday - Friday (8 am - 5 pm)
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

<table>
<thead>
<tr>
<th>Card Type/Purpose</th>
<th>Limits</th>
<th>Considerations</th>
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<tbody>
<tr>
<td><strong>Individual or OSP Individual Card</strong> - Issued for the procurement of goods, services, and travel expenditures necessary to conduct university business.</td>
<td>$5k/transaction $10k/cycle</td>
<td>• Issued in individual’s name</td>
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<tr>
<td></td>
<td></td>
<td>• <strong>Not for shared use</strong></td>
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<tr>
<td><strong>Group/Extended Travel Card (GET)</strong> – Issued for the procurement of business travel expenditures for one trip.</td>
<td>Based upon trip needs</td>
<td>• Issued in individual’s name</td>
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<td>• Spend authorization <strong>required</strong></td>
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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)*
  - Cardholder Uses PCard for Business Expense
  - Cardholder Scans/Files electronic copy of receipt
  - Cardholder Creates/Submits Expense Report in Workday
  - Unit Approves in Workday

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