

ProCard Overview

UW PROCUREMENT SERVICES – WEBCAST TRAINING SERIES 4/7/2021

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Requirements for Becoming a Cardholder

➤ What is a ProCard?

- ✓ The UW Procurement Card (ProCard) is a Visa purchasing card available for faculty and staff, designed to reduce the use of small dollar purchasing using purchase orders, and eliminate the use of personal funds. ProCard usage is restricted to UW business purchases only, and may not be used for personal expenditures.

➤ All ProCard users are:

- ✓ Required to abide by all the Washington state and UW Purchasing regulations when purchasing with a UW ProCard.
- ✓ Required to take the mandatory ProCard Cardholder Training (eLearning), which includes passing an assessment prior to being granted authorization to receive a ProCard.
- ✓ Subject to the State of Washington training requirements – Required Department of Enterprise Services (DES) Procurement Training.

New Card Application Process

➤ Eligibility:

- ✓ UW Faculty and staff are eligible to apply for a ProCard, with department/unit approval.
- ✓ Harborview Medical Center and UW Medical Center Applications must have Approval from UW Medicine Internal Controls.


➤ Step 1: Complete the ProCard training and assessment or Medical Center assessment

- ✓ IMPORTANT: The ProCard training and assessment must be completed before submitting an application form in Ariba.
- ✓ A passing score of 22/24 or better for the Assessment is required.

➤ Step 2: Complete and submit a ProCard application in Ariba:

1. Cardholder completes and submits the Ariba application
2. Department ProCard approver must approve the application
3. ProCard Office reviews and approves the application
4. Email notice will be sent to the cardholder when the card arrives in the ProCard Office

New Card Application Form

 **ARIBA** **SPEND MANAGEMENT** Home | Help | Logout

Home Contracts Procurement T & E Invoicing Reimbursement **Card** Welcome John B Whitney

Create Search Manage Recent Preferences ☆ | ▼

WPC25800: Untitled Card Application ◀ Prev Submit Exit

Review your request, make changes as necessary, and then submit it for approval.

Summary Approval Flow

Title:

Preparer: John B Whitney

Applicant: ⓘ ▼

Type of Card: ⓘ * ▼

My Labels: ⓘ [Apply Label...](#)

COMPLETE FORM - CARD APPLICATION

Department Name:	* <input type="text"/>	Card Limits:
Department Street Address: ⓘ	* <input type="text"/>	
City:	* <input type="text"/>	
State:	* <input type="text"/>	
ZIP Code: ⓘ	* <input type="text"/>	

Maximum Monthly Limit: ⓘ *	<input type="text" value="0"/>
Single Transaction Limit: ⓘ *	<input type="text" value="0"/>

ProCard Department Responsibilities

- **Responsibilities** - The ProCard Office is the administrator for the ProCard program, while responsibility of card usage lies with the individual cardholder and department.
 - ❖ **Cardholder**
 - ✓ These are department purchasing agents responsible for approved business related purchases, obtaining sufficient documentation for purchases and performing the first level of transaction review within JPMC PaymentNet.
 - ❖ **Reviewer**
 - ✓ Individuals reconciling department ProCard purchases other than their own.
 - ❖ **Department Administrator**
 - ✓ The department head or administrator with delegated signature authority for department budget expenditures, and ultimately responsible for the management of the ProCard Card Program in their College or Department.

Purchasing with a ProCard

- What is allowed? The following is a sample of items that are allowable for purchase:
 - ✓ Conference Registrations (If the packaged registration includes lodging and/or meals)
 - ✓ Materials and supplies
 - ✓ Advertising placements
 - ✓ Subscriptions
 - ✓ Books
 - ✓ Express mail (paid by ghost card)
 - ✓ Food (when allowed by budget)
 - ✓ Event planning expenses up to \$10,000 (when pre-approved)
 - ✓ Printing and copying
 - ✓ Membership
 - ✓ Local transportation not in travel status
 - ✓ UW owned cell phones and billing (paid by ghost card)

Purchasing with a ProCard

- What is **NOT** allowed? The following is a sample of items that are not allowable for purchase:
 - ✓ Travel expenses
 - ❖ Requires compliance to Travel policy, and not all travel expenses are allowable. The methods to use for these expenses that provide compliance are Travel Card, Central Travel Account (CTA) and Expense Report (ER).
 - ✓ Hazardous Materials (Praxair/Airgas allowed)
 - ✓ Weapons
 - ✓ Machinery that qualifies for M&E Tax Exemption (Use Ariba)
 - ✓ Facility Maintenance (Unless approved by Facilities Department)
 - ✓ Goods/Services from other departments

- Blocked vendors include:
 - ✓ Jewelry Stores
 - ✓ Furriers
 - ✓ Gambling establishments
 - ✓ Financial institutions (ATM's)

ProCard Purchasing Limits & Policies

- The default single transaction limit is \$3,500
- The default monthly limit is \$20,000
- Purchases must comply with the transaction limit approved by your department.
- Purchases must comply with the ProCard purchasing policy established within your department as well as the University purchasing policies.
- Purchases should never be split to get under the single transaction limit.
- Take the required Department of Enterprise Services (DES) Procurement Training
 - ✓ <https://finance.uw.edu/ps/DES-training>

Card Limit Increases

➤ Temporary Increase

- ✓ ProCard single transaction limits are defaulted at \$3,500 and monthly limits are defaulted at \$20,000.
- ✓ Departments can manage card limits based on needs or policies and thus could have different monthly and single transaction card limits. To determine if a limit increase is needed, individual card limits can be reviewed in PaymentNet.
- ✓ To request a temporary single or monthly transaction limit increase, submit the 'Card Limit Increase' form in Ariba and attach the necessary documentation.

➤ Permanent Increase

- ✓ All permanent monthly or single transaction limit increases for cardholders should be requested through Ariba. Permanent monthly limit increase requests are reviewed by the ProCard Office. The business justification must be noted in the comment section indicating the request is for a permanent increase.

ProCard Transaction Limit Increase Form

- The ProCard limit increase form is available in Ariba. Use this form to submit a request for an increase to a ProCard for:
 - ✓ Single transaction limit amount
 - ✓ Monthly transaction limit amount
 - ✓ Both

The screenshot displays the Ariba Spend Management interface for a ProCard Transaction Limit Increase form. The page title is "WLI21480: Untitled Card Limit Increase". The navigation bar includes "Home", "Contracts", "Procurement", and "UWPCardLimitIncreaseDisplayName". The user is logged in as "John B Whitney". The form is titled "COMPLETE FORM - CARD LIMIT INCREASE" and contains the following fields:

Cardholder:	<input type="text" value="John B Whitney"/>
Type of Increase:	<input type="text" value="Single"/>
Supplier Name:	<input type="text"/>
Item Description:	<input type="text"/>
Single - Total Transaction amount:	<input type="text"/> USD
Budget Number:	<input type="text" value="(none selected)"/>
Object Code:	<input type="text" value="(none selected)"/>

Signing Policy

- Procurement Services recommends that documents requiring signature be reviewed by the Buying staff regardless of the method of payment or dollar amount.
- **Important:** UW Academic departments, regardless of an employees' title, do not have the delegated signature authority to execute any contract/agreement related to the acquisition of goods and services. Only Procurement Services Buying staff have authority to sign documents on behalf of the University.
- Signing a supplier's document for goods or services without signature authority can subject an employee to personal liability.
- The Procurement Services Buying staff will review documents for compliance with the UW terms and conditions and determine whether or not it is appropriate to sign or if terms need to be negotiated.

Contract Review Form

- The Contract Review form in Ariba allows departments to submit contracts requiring review and signature to the Procurement Services Buying staff to review. This form will be used for purchases being paid through ProCard only.
- If the amount will be over the users card limit, a separate Card Limit Increase Form will need to be completed after the Contract Review Form is submitted. Enter the RV number in the comments section of the Card Limit Increase Form for reference.

The screenshot displays the Ariba Spend Management interface for a Contract Review form. The header includes the Ariba logo, 'SPEND MANAGEMENT', and navigation links for Home, Help, and Logout. The user is identified as John B. Whitney. The main navigation bar contains tabs for Home, Contracts (selected), Procurement, T & E, Invoicing, and Reimbursement. Below this, a secondary bar offers actions like Create, Search, Manage, Recent, and Preferences. The form title is 'RV6461: Untitled Contract Review', with 'Prev', 'Submit', and 'Exit' buttons. A instruction bar states: 'Review your request, make changes as necessary, and then submit it for approval.' The 'Summary' tab is active, showing fields for Title (Untitled Contract Review), Requesting department (Campus Users), What is this order for? (no value), and How are you going to pay for this? (no value). A 'My Labels' section with an 'Apply Label...' link is also present. A progress bar indicates 'COMPLETE FORM - CONTRACT REVIEW'. The bottom section includes fields for Requester (John B. Whitney), Supplier Name, and Detailed Description.

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Welcome John B Whitney

Create Search Manage Recent Preferences

RV6461: Untitled Contract Review [Prev] [Submit] [Exit]

Review your request, make changes as necessary, and then submit it for approval.

Summary Approval Flow

Title: Untitled Contract Review

Requesting department: Campus Users

What is this order for? (no value)

How are you going to pay for this? (no value)

My Labels: Apply Label...

COMPLETE FORM - CONTRACT REVIEW

Requester: John B. Whitney

Supplier Name:

Detailed Description:

Reconciling ProCard

- Departments must ensure that every transaction is subject to a documented, independent review by someone other than the cardholder. In addition, it is strongly recommended that documentation of the review is completed within 30 days of the monthly cycle end date.
- The deadline for ProCard transactions is on the 5th business day of each month. Budgets allocated to the transactions are charged at this time. Departments must perform certain tasks within PaymentNet before this deadline.
- PaymentNet is a JPMC transaction review system used by cardholders and reviewers to ensure that the charges are valid, and that proper account codes and budgets are assigned to each transaction.
- Purchase receipts and supporting documentation (i.e., proof of receipt of goods, business purpose, itemized list of what was purchased and pricing information) are required for all transactions.
- Either the Cardholder or a Reviewer runs the UW Transaction Detail with Notes & Account Codes Report in PaymentNet. The report must be printed, signed and dated by the Cardholder and Reviewer after the monthly cycle in PaymentNet has closed, and kept on file within the department.

Card Renewal Process

- Renewal application process – The ProCard office will **not** be sending notifications to cardholders when their card is expiring (every 3 years). It will be the responsibility of the cardholder to take the assessment **first** prior to submitting the application.
 - ✓ The ProCard office receives the renewal cards approximately 6 weeks before the expiration date.
 - ❖ **Example:** Cardholder expiration date is July 2019. The ProCard office receives new card June 15th (approx.)
 - ✓ Cardholder takes Assessment, submits application any time after June 15th. If renewal Assessment and application is not completed by July 31, 2019, the card will be cancelled.

- Three step renewal process:
 - ✓ **Step 1:** It is the responsibility of the Cardholder to take the ProCard Assessment and receive a passing score of 22/24 or better.
 - ✓ **Step 2:** Submit the renewal application form in Ariba including the Assessment score received in the Comments section.
 - ✓ **Step 3:** Once steps 1 and 2 have been completed, you will receive an email notification from the ProCard office with activation instructions and a confirmation your card has been sent through campus mail.

ProCard News Updates

- Procards will be mailed to telework addresses if cardholder notifies the Procard Office with the complete address. Default mailing is still to the cardholders UW Mailbox listed in Paymentnet.
- **Home Deliveries** - Procurement Services has received numerous questions regarding residential deliveries of supplies for staff working remotely at home. Under normal circumstances, we do not advise home delivery for several reasons, including:
 - ✓ Tax implications
 - ✓ Appropriate use of UW owned materials
 - ✓ Tracking and tagging equipment
 - ✓ Returned goods issues

However, we have modified our guidance for ProCard purchases to allow home delivery provided the appropriate person in the ordering department authorizes it. Departments should work with their administrative staff and human resources representatives regarding telework policies, responsibility for telework equipment and supplies, and tracking UW owned equipment and the plan for its return to the department (more information is available on the university's [telework policy and process web page](#)).

ProCard Best Practices

- If the supplier is in Ariba, it is highly recommended that you use Ariba. Consider these Ariba purchasing options:
 - ✓ Ariba Catalogs
 - ✓ Non-Catalog Purchase Order for a purchase of goods/services not available in a catalog
 - ✓ Blanket Purchase Order (BPO) for ongoing standing orders of goods/services over a period of time (including Subawards)
- Purchases should never be split to get under the single transaction limit.
- Do not sign Contracts/Agreements. Use the Contract Review Form in Ariba to have someone from the Procurement Services Contracting Team review and sign if necessary.
- Take time to research a supplier if you have never used them before.
- Develop strong internal controls, specific to department needs for reconciling ProCard transactions.

ANY
QUESTIONS
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