

University of Washington
Financial Management

**ProCurement
Card Program
Instruction Manual**
Fall 2009



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Introduction

The UW ProCurement Card is a Visa charge card for faculty and staff, provided they are permitted to receive one by their department administrator who has the necessary delegated authority. All Washington State & UW purchasing regulations must be abided when purchasing with the UW Procurement Card. The function of the ProCurement Card is confined to UW business purchases only, and must never be used for personal expenditures or UW travel related purchases. Payments for purchases are performed centrally by UW Procurement Services, charging budgets associated with each transaction at the time of payment.

Getting Started

The University of Washington ProCurement Card is designed to:

- expand purchasing options, in addition to reducing the use of petty cash funds
- streamline the small dollar purchasing process
- reduce the number of requests for special checks, and
- eliminate the need to use personal funds

How to get a card

Once a department determines the need for a Procurement Card, certain administrative functions need to be considered.

The department administrator needs to:

- read, review and understand ProCurement Card rules and regulations
 - <http://www.washington.edu/admin/finserv/procard/>
- determine who will be cardholders and who will have purchasing (purchasing coordinator) oversight in the department
- create a written department policy establishing internal controls and procedures and identifying ProCard responsibilities
- provide the approval signature for applications establishing individual cardholder accounts

Department Roles

Cardholder: These are department purchasing agents responsible for appropriate purchases, obtaining sufficient documentation for purchases and performing the first level of transaction review at their J.P. Morgan Chase internet account.

Reviewers: 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 ProCurement Card Program in their College or Department.

Cardholder Responsibilities

- Discuss your request for a Procurement Card with the appropriate department administrator in your area
- Familiarize yourself with the Procurement Card rules and regulations
 - <http://www.washington.edu/admin/finserv/procard/>

- Complete and sign the application form
 - <http://www.washington.edu/admin/finserv/procard/forms.htm>
- Return the completed and signed form to the department administrator
- Register for the required ProCurement Card Training class
 - <http://www.washington.edu/admin/finserv/procard/training.htm>
- Understand your specific reconciling responsibilities at the JPMC website
 - Which review box to check?
 - Who is responsible for the allocation of the appropriate budget & object coding for each purchase?
 - Who is responsible to enter transaction notes in the transaction note box?
- Understand your departments purchase approval procedure
- Understand what you are allowed to purchase
- Sign the card when received
- Activate the card following procedures provided with card

Reviewer or Reviewer II Responsibilities:

- Familiarize yourself with the Procurement Card rules and regulations
 - <http://www.washington.edu/admin/finserv/procard/>
- Understand your specific reconciling responsibilities at the JPMC website
 - Which reconciling box to check?
 - Who is responsible for assigning the appropriate budget & object coding for each purchase?
 - Who is responsible to enter transaction notes in the transaction note box?
- Maintain source documentation for cardholder purchases

Department Administrator (with delegated signature authority) Responsibilities:

- Familiarize yourself with the Procurement Card rules and regulations at:
 - <http://www.washington.edu/admin/finserv/procard/>
- Manage the Procurement Card program within the department
- Create a written department policy establishing internal procedures and identifying ProCurement Card responsibilities for participating department individuals
- Delegate ProCurement Card roles and responsibilities for the department.
- Determine who should have a ProCurement Card
- Check completed application for accuracy and completeness
- Approve and provide the authorizing signature for each ProCurement Card application
- Obtain a signature from the cardholder acknowledging receipt of card
- Assign reviewers for all department cardholders
- Assign a departmental default budget for card
- Ensure individuals involved with the program have reviewed ProCurement Card rules and regulations
- Attend a ProCurement Card Training class
- Ensure that cardholders and reviewers attend a ProCurement Card Training class
- Determine their level of involvement. Upon request, the administrator can monitor all department cardholder activity.

Harborview Medical Center Applicants Must Have Prior Approval of HMC Resource Management

All cardholders using Harborview Medical Center budgets (3120200000 org code) must have prior approval from HMC Resource Management. Please contact Cathi Silva (cathih@u.washington.edu) for further information.

UW Medical Center Applicants must have Prior Approval of Materials Management

UW Medical Center Accounting and Materials Management staff needs to review and approve all UW Medical Center ProCard applications. Applications should be forwarded to Beth Wickwire's UW mailbox at 356018.

UW ProCurement Card Maintenance

UW ProCurement Card Services Requires Department Administrator Approvals

Department administrators are required to approve, and are contacted to substantiate the validity of all ProCard applicants and/or requests for monetary limit increases.

Password Information

Password and activation information is emailed to the cardholder after the UW ProCurement is sent through campus mail to the cardholder. Please keep this password information for future reference. This activation information is also used when it is necessary to contact JPMC regarding your ProCurement card account.

If you need the passwords for your account, please email procard@u.washington.edu. With your request, please include last 6 digits of your account and the expiration date.

Modifying ProCurement Card Transaction Limits or Defaults

All requests need to be emailed to ProCard Services at procard@u.washington.edu.

Increasing Transaction Limit Requests

- **Temporary or permanent monthly limit increases** need to be requested with the approval of a department administrator with delegated department budget authority. This can be accomplished if the email request comes directly from the administrator or the administrator is copied by the cardholder and replies with an email approving the request.
- **Temporary single transaction limit increases** need to be requested with the approval of a department administrator with delegated department budget authority. Please see "Single Transaction Limit Increases" on page 14 of this manual.

Changing ProCurement Card Defaults

- **Temporary or permanent increases in number of daily transactions** need to be requested with the approval of a department administrator with delegated department budget authority. This can be accomplished if the email request comes directly from

the administrator or the administrator is copied by the cardholder and replies with an email approving the request.

- **Merchant blocks can be temporarily lifted** with the approval of a department administrator with delegated department budget authority. This can be accomplished if the email request comes directly from the administrator or the administrator is copied by the cardholder and replies with an email approving the request.
- **Changing default budgets or object codes** are accomplished by copying the request to a department administrator with delegated department budget authority.
- **Changing employee profile information** accomplished by emailing ProCard Services with the correct information.
- **Reconciling access requests** need the approval of a department administrator with delegated department budget authority. This can be accomplished if the email request comes directly from the administrator or the administrator is copied by the cardholder and replies with an email approving the request.

Memorandums of Understanding are required for:

- Permanent single transaction limit increases.
- Permanent lift of a merchant block.

Email these requests to procard@u.washington.edu, providing the cardholder name and reason for the request. ProCard Services will approve the request based on the reasons given in the request. If approved, a MOU will be sent to the cardholder requiring signatures of the cardholder and the department administrator with delegated department budget authority. Please save a copy for your records and send the original back to ProCard Services.

Changing Default JPMC Statements

For cardholders with multiple accounts (active or inactive), check the default box to the right of the primary account number on the Electronic Statement Page to default the view to the selected account when accessing statements.

Expiration Dates & Renewal Procedures

UW Procurement Cards are automatically renewed. New cards are sent to the department after it's verified that ProCard training requirements have been fulfilled and the department confirms approval. The ProCard is good through the end of expiration month. For example, if the card has an expiration date of 10/08, the card will be good through October 31, 2008. A card with this expiration date will be reissued and arrive at the cardholder's office in the middle of October, 2008. Activate the card as soon as it is received by following the activation instructions on the card using password information received via email. Please destroy and discard the old card.

Can I take my ProCard to a new department and use it there? Not really? Why not?

The short answer is no for two reasons. Department approval is required for all ProCards. ProCard applications demonstrate department approval with signatures of authorized administrators. Secondly, the card potentially could be used by vendors for the previous department's purchases. Vendors often keep account numbers on file for future, recurring purchases.

All of the information requested on an application is necessary information required in moving an account to a new department/division (or org code number within the UW hierarchy). So an application is the easiest format to provide the new department information.

To expedite a ProCard, departments can request a rushed card. We handle those requests immediately and receive a card in our office in two business days; otherwise, it takes from 5 to 10 business days. For a UW ProCurement Card application, go to:
<http://www.washington.edu/admin/finserv/procard/forms.htm>

Beware of requests for Credit Card Information

There are many emails circulating that pretends to be from a banking or vendor organization which asks the recipient to "restore your account access" by going to a Web page. These messages are phony and are trying to trick the customer into submitting account numbers or access to other personal information.

Do not click on any links claiming to be from banks or other financial institutions. This is not how banks do business. If you receive such a message, we recommend that you delete it, or at least check with your financial institution by phone to find out whether the request is legitimate before responding.

Understanding Regulations Prior to Using the UW ProCurement Card

Delegation of Authority

Be sure that your department administrator (or Principal Investigator or other person authorized to approve expenditures for the budget) has authorized you to acquire goods or services. If you do not have this advance approval, then the University is under no obligation to pay the supplier or reimburse you for whatever you have bought. Preferably, this authorization will be in writing, such as in the job description for your position. Delegation of signature authority for sponsored research projects needs to follow [Grants Information Memorandum 14](#). Some federal sponsors require prior approval by the agency before any equipment items can be purchased.

Purchasing Ethics

Basics of Ethics Law

As employees of the state of Washington, faculty and staff of the University of Washington must follow all of the state statutes and regulations regarding ethics and conflicts of interest. State law is found primarily in [42.52 RCW](#), and sets out a strong statement of ethical principles and values for state officers and employees. In part, that statement provides:

State officers and employees of government hold a public trust, which obligates them, in a special way, to honesty and integrity in fulfilling the responsibilities to which they are elected and appointed. Paramount in that trust is the principle that public office--whether

elected or appointed--may not be used for personal gain or private advantage. (RCW 42.52.900)

Ethics in Purchasing

UW staff and faculty who are involved at any point in the process to select suppliers, award and administer contracts and approve payments must adhere to high standards of ethical behavior and ensure that they do not show favoritism to any supplier(s) over others who are also interested in doing business with the University.

Do not conduct any business with members of your family or with businesses in which you have a financial interest. As a public employee, you are responsible for following UW and State of Washington's ethics rules. Questions about this should be directed to your supervisor or department head.

University guidelines regarding ethical practices may be found in the University Handbook, Volume Four, Part V - Employee Privileges and Obligations, Chapter 2 - Employee Conflict of Interest.

Employees with questions about whether certain situations pose ethical questions should seek advice from the head of their department. Department heads may consult with the Purchasing office, the Provost's office, and/or the Attorney General's division as necessary for any specific ethics question.

Ethics in Relation to Sole Source Statements

Individuals writing sole source statements need to understand that the statements carry weight similar to a perjury statement. Section 42.20.040 of the Revised Code of Washington (R.C.W.) discusses public employees making false reports. It states "Every public officer who shall knowingly make any false or misleading statement in any official report or statement, under circumstances not otherwise prohibited by law, shall be guilty of a gross misdemeanor." And R.C.W. Section 42.20.050 states "Every public officer who, being authorized by law to make or give a certificate or other writing, shall knowingly make and deliver as true such a certificate or writing containing any statement which he knows to be false, in a case where the punishment thereof is not expressly prescribed by law, shall be guilty of a gross misdemeanor."

Special Circumstances/Restrictions

There may be special rules and regulations for which your department is responsible when ordering and receiving goods and services. For example, there are laws regarding the handling and storage of hazardous materials; and the IRS has rules for determining when an individual can be paid as a contractor rather than through payroll. If you are starting a new purchase for something your department has not acquired before, please contact UW ProCurement Card Services for any special requirement guidelines.

Agreement Signatures

Do not sign any supplier's agreement. If the supplier requires that its standard form should be signed, send the agreement to the Purchasing Department for review. Suppliers' agreements protect their interests, and may need to be revised in order to protect the University.

Department Approval Procedure

Department purchase approval procedures must be established by department based upon purchasing roles and responsibilities.

Possible Cardholder Purchase Approval Models:

- Cardholder has authorization regarding what can be purchased because she/he is employed in a **position of department authority** and is responsible for the implementation of department, university and state purchasing regulations.
- Cardholder has department pre-approval to purchase up to a certain **monetary limit**. Beyond the limit the cardholder must seek written approval from a department head or delegated authority.

Cardholder has department pre-approval to purchase **specific items or categories of items** and may also have monetary limits. Beyond pre-approved items or item categories, the cardholder must seek written approval from a department head or delegated authority.

Receiving Purchases

Items are delivered directly to your location. Check them immediately on receipt for any damage, and report it to the supplier. Make sure that the items you receive match the items you requested on the order, and that they work in a satisfactory manner. If there are problems with the items delivered and the supplier will not correct them, you can initiate a JPMorgan Chase online dispute, within sixty days from the date of the statement in which the transaction appears.

Purchase Documentation

Purchase documentation, including receipts, invoices, packing slips and JPMC “UW Transaction Detail with Notes & Account Codes Report” (cardholder statements are optional) must be retained for six years by the department, **NOT** by the cardholder.

Departmental Purchasing Controls

Keep accurate and complete records of Procurement Card purchases placed by your department by documenting the purchase in a preliminary transaction log. Check off the initial logging of the purchase when it is posted and reviewed on your JPMC online account. Use JPMC cardholder statement and PaymentNet data for documentation along with vendor source documentation. Six-year retention is a department requirement of JPMC cardholder statements and vendor source documentation. Demonstrate separation of duties by having someone else to approving your purchases. Never approve your own purchases.

State Statutes and Delegated Authority for Purchasing

The University of Washington, as an agency of the State of Washington, is required to operate under rules and regulations adopted by the legislature and other governing bodies. Legislation is contained in the Revised Code of Washington (RCW); other regulations are part of the Washington Administrative Code (WAC).

The following excerpts from RCW Chapter 43.19 reflect the primary rules which govern purchases by the University for all of its programs. Insofar as practicable, all purchases shall be based on competitive bids, and a formal sealed bid procedure shall be used as a standard procedure for all purchases. ***However, formal sealed bidding is not necessary for:***

1. Emergency purchases
2. Purchases not exceeding \$41,000.
 - Quotations from \$3,300 to \$41,000 shall be secured from enough vendors to assure establishment of a competitive price.
 - The cardholder shall solicit quotes from at least one certified minority owned and
 - One certified woman owned business in addition to
 - Majority owned Vendor(s).
 - A record of competition for all such purchases shall be documented for audit purposes.
3. Purchases which are clearly and legitimately limited to a single source of supply. The legislature has also enacted a variety of laws related to very specific types of purchases, including:

- Personal services (RCW 39.29)
 - Never use the UW Procurement Card for personal services requiring 1099 reporting
- Printing (RCW 43.78)
- Data Processing (RCW 43.105)
- Minority and Women Businesses (RCW 39.19)

And, as a major recipient of federal funds, the UW is obligated to follow additional regulations, especially related to advance approval of certain purchases and reporting of activity with vendors.

RCW 28B.10 vests the University Of Washington Board Of Regents with the authority to handle all aspects of the University's operation. The Regents have delegated many responsibilities to the President, who in turn delegates them to the Vice Presidents and operating units.

Purchasing with the UW ProCurement Card

The UW ProCurement Card is for official UW business only. Single transaction limits are set at \$3,300 for most cards; depending on each department's needs. Never use the ProCurement Card for travel or personal expenses and never split charges to stay under the \$3,300 single transaction limit.

Go to <http://www.washington.edu/admin/finserv/procard/limitincr.htm> or contact ProCurement Card Services (procard@u.washington.edu) when facing special purchasing circumstances over the \$3,300 standard single transaction limit, where the ProCurement card is the only practical choice because of limited vendor payment options or time sensitive purchases.

What can the UW ProCurement Card purchase?

Any UW related item may be purchased with the ProCurement Card, as long as it doesn't exceed the \$3,300 single transaction limit¹ and is permissible on a budget the cardholder and/or department has authority to use. Because the UW has diverse expenditure needs, there are very few merchant blocks on the card.

A few examples of allowable purchases:

- Conference registrations
- Supplies under \$3,300 per transaction
- Advertising placements
- Subscriptions
- Software
- Books
- Food (when allowed by budget)
- Catering up to \$10,000
- Printing or copying
- Memberships
- Utilities
- Research tools & supplies

Well.... How about travel expenses?

The ProCurement Card must **never be used for travel expenses**. Never use it for airfare, lodging, rental cars or per diem meals.

Conference Registrations

Conference registrations may be charged to the ProCurement Card. It is permissible to use the ProCurement Card even if the conference registration package includes lodging and or meals. Any options that are offered beyond the packaged conference registration must not be included in the charge to the card.

How does the M&E Tax Exception apply to ProCard Purchases?

Machinery & Equipment Tax Exemption (M&E) is no longer possible when using a ProCard. The ProCard had a work around that was purely manual in an effort to deal with the M&E exemptions. The campus will be better served using an automated process like eProcurement or PAS requisition for M&E exemptions.

Purchasing Inventorial Equipment above \$2,000(includes tax/shipping)

Inventorial equipment (\$2000 and above) up to \$3,300 can be purchased with a ProCard without approval from ProCard Services or Equipment Inventory Office.

1. When using a ProCard for equipment purchases that exceed \$1,827 each before sales tax (\$1,827 can include shipping and warranty and if it is a computer system all bundled components making up the system), you are required to complete the following steps as soon as possible. Not following these guidelines and having unclear purchases will result in future equipment ProCard purchases being denied or cancelation of your ProCard account.

¹ Transaction limit increases can be approved on request basis by ProCurement Card Services.

Tag and report equipment into the OASIS system as soon as you receive it. University policy requires that equipment be tagged within 24 hours of receipt:

Asset Tag# (contact your department inventory person)

Item Description:

Manufacturer:

Model:

Serial Number:

User name:

Requisition # (use ProCard transaction ID #)

Building:

Wing/Room:

Budget number:

Object Code:

Total Cost:

Date Received:

It is extremely important that NO asset leave the campus without first being tagged and reported (e.g. going on a trip or to an off campus location).

2. Use the correct object code for the purchase. An improper object code will result in a variance between FAS and OASIS and will need to be JV'd subsequently by your department.

EIO and ProCard will continue to monitor the purchases until it is an approved asset in the OASIS system.

What shouldn't be purchased with the ProCurement Card?

Any personal or travel related expenses or purchases prohibited by UW or Washington State policy.

- **Facility maintenance and repair:** contact Facilities Services for all buildings and grounds work. If you are located in off campus rented facilities, contact the UW Real Estate Office.
- **Hazardous items:** radioactive chemicals, lab refrigerators, pressure vessels, biological safety cabinets, fume hoods, and other hazardous materials. If you need to purchase disposal services, contact Environmental Health and Safety.
- **Weapons:** these types of transactions must go through Purchasing department and Equipment Inventory Office.
- **Telecommunications:** contact Communication Technologies for all telephone equipment and services, including cellular and portable phones and radio pagers.
- **Vehicles:** purchase of vehicles, aircraft or vessel charter. For rental of vehicles in Seattle, contact UW Motor Pool; for rentals during travel status, refer to UW Travel.
- **Goods or services from other University departments:** contact the specific department, such as from Media Services, which will charge your budget by CTI, JV or ISD.

- **Term Contracts:** orders for a specific period of time, such as open orders, standing orders and maintenance contracts, must be set up through Purchasing. (See Recurring/Repetitive.)
- **Services provided by University employees,** or any temporary services which involve an employer/employee relationship, must be paid through UW Payroll. For personal services where no employer/employee relationship exists, refer to Administrative Policy Statement 59.1, Contracting for Outside Services, and the Payments to Individuals using Check Request Forms University of Washington 1570 or University of Washington 1571 Web page.

Restricted Unless Discretionary Funds/Special Approvals

The following items may be purchased by campus departments only if funded by discretionary 64-budgets or other budgets if expressly permitted by the funding source:

- **Personal office items, decorative and gift items:** Examples are awards, briefcases, calendars, clocks, desk sets, flowers, pictures, plants, and plaques.
- **Food and beverages:** Examples are food and beverages, alcoholic beverages, hosting and entertaining, coffee pots, microwaves, refrigerators; contact Accounting Operations or Grant and Contract Accounting for approval to purchase food and beverages.

Review the meals and light refreshments policy for specific conditions when UW funds may be used.

Do NOT use the ProCurement Card for these types of vendors:

- **Jewelry stores** (BLOCKED -contact ProCurement Card Services for exceptions)
- **Gambling establishments** (BLOCKED)
- **Furriers** (BLOCKED)
- **Financial Institutions (ATM's)** (BLOCKED for all cash or financial services)
- **Service Stations** for gas or automotive services (contact Motor Pool Dept.)
- **Personal Services** requiring 1099 reporting
- **Firearms**

Stop and research purchasing guidelines for food & chemicals

University of Washington purchasing guidelines apply for ProCurement Card purchases. For information concerning food purchases please go to the following URL:

<http://www.washington.edu/admin/payables/food2.html>

To help ensure a safe environment and conformance to various health and safety regulations, the Purchasing Department requests approval from or a notice to Environmental Health & Safety when a purchase is made for certain services, equipment and materials. Go to the Environmental Health & Safety homepage for a list of items that need EH&S approval or notice. <http://www.ehs.washington.edu/fsocapproj/purchaseappnotlist.shtm>

Placing Confirming Orders (\$3300 & under²) with a Vendor

1. List the items and quantities you need, obtain price quotes and estimated delivery dates.
 - a. Ask for "educational discounts".
 - b. Do **not** disclose prices to competitors or attempt to have vendors lower their prices because of the price another company offers you; this is considered an unfair practice.
 - c. Ask about shipping costs and methods (e.g., UPS).
2. Place the order with the vendor which best meets your price and delivery needs.
 - a. Verify the vendor's full company name and address.
 - b. Provide the vendor with the requested UW ProCurement Card account information for payment processing and tell them to send the invoice to your business address.
3. Give the vendor your exact departmental delivery address and any special delivery instructions, including:
 - a. Give directions to the nearest load zone or loading dock. If you do not know the nearest loading area, you can call Parking Services (206-543-1543) can help you with locations or directions can be obtained at gatehouses at the entrances to campus.
 - b. If the vehicle is unmarked, drivers must obtain a parking permit from a gatehouse.
 - c. If the delivery is going to take more than 30 minutes, make arrangements in advance with Parking Services at 206-685-1543.
 - d. Parking is prohibited on campus sidewalks, grounds, and roadways.
4. The department is responsible for routine status checks, material problems, and late deliveries.
5. Acquire and retain invoice and packing receipts from shipped item for the required six year retention cycle.
6. After the purchase is posted³ to PaymentNet, the cardholder reviews the purchase on their internet account fulfilling review procedures as designated by department procedures.
7. The department reconciler also reviews the cardholder's transactions, ensuring separation of tasks.

Phone purchases

- Call vendor and identify yourself and your department. Note the name and phone number of each vendor's salesperson.
- Apply the confirming order procedures from above, steps 1 – 7 as is appropriate.

Internet purchases

- Place order on vendor's web site.
- Apply the confirming order procedures from above, steps 1 – 4 as is appropriate.
- Print internet screen shot of ordered item and retain for the required six year retention cycle.

² Not including tax or shipping charges.

³ By Visa regulations, vendors are not allowed to process payments until the item(s) purchased is shipped.

- Apply the confirming order procedures from above, steps 5 - 7 as is appropriate.

Direct purchases (in-store purchase)

- Select item to be purchased by apply the confirming order procedures from above, steps 1 – 2 as is appropriate.
- Use Procurement Card at register to pay for item
- Apply the confirming order procedures from above, steps 5 – 7 as is appropriate.

Import/Export/US Customs

[Expeditors International](http://www.expeditors.com/) (<http://www.expeditors.com/>), the University's customs broker of record, will post updates regarding current import/export shipment impacts due to increased security measures. Frequent updates will be available in Expeditors Newsflash since the situation is fluid and subject to immediate change. Additional information may be obtained at [US Customs](#).

Receiving Purchases

Before Signing for Delivery

1. Match freight delivered with the Freight Bill.
 - Make sure the carton and packing slip match the freight bill. Check that shipper, receiver, number of cartons and marks match.
2. You do not have the right to open the carton before signing for the shipment.
3. Examine the cartons for damage. Check cartons on all sides, top and bottom. (Drivers have been known to put the side with the damage down.) Look for any type of visible external damage (no matter how slight), including the following:
 - Visible damage to carton
 - Crushed or dented cartons
 - Evidence of rough handling
 - Punctures
 - Gouges
 - Moisture damage
 - Open packages
 - Sounds of breakage
 - Creases
 - Scrape marks
4. Note damage on Freight Bill.
 - Write down any damage you've noted on all copies of the freight bill, especially on the driver's copy. Do not sign the freight bill until the driver signs and dates it (do not accept the driver's initials; it must be a full signature).
 - You have the right to note damage on the freight bill before accepting the shipment.

Sign the Delivery Receipt

1. Note any damage on the delivery receipt and legibly sign it in ink, showing "U.W.", your full name, date and number of cartons received.
2. Save the Freight Bill and all other shipping documents.

3. Open the cartons and inspect the contents immediately. It can be difficult to prove concealed damage, especially if the carton was in good shape when it was received. To protect yourself, use the following procedure:
 - a. Before moving a carton, open it immediately after delivery and inspect thoroughly for any concealed damage to contents. (If you move a carton prior to inspecting the contents, you won't be able to prove that the contents weren't damaged by you when you moved the carton.)
 - b. Also check to see that all items on the packing slip are contained in the carton.

If Shortage or Damage is Evident

1. Do not move the cartons, packing material, or merchandise.
2. Do not use, move or destroy the carton, packing material or merchandise unless instructed to do so by the buyer.
3. If you can, take a picture of the damaged carton and merchandise.
4. Contact the vendor or if appropriate the shipping vendor for resolution.

Conferences and Catering Contracts

Contracts are competitively awarded. Departments may use them without regard to purchasing dollar limits. However, if the purchase exceeds your single transaction limit you must contact UW ProCurement Card Services to temporarily increase your limit for transactions with these vendors. For a list, and information regarding these contracts go to: <http://www.washington.edu/admin/purchstores/contacts/catcon.html>.

Single Transaction Limit Increases

Department Procedures for Procurement Card Purchases above the \$3,300 Single Transaction Limit.

Items Greater Than \$3300

Except for commodities approved for higher ProCurement card limits; this requires unique purchasing circumstances where the UW ProCurement Card is the only viable option because of time sensitive circumstances or vendor payment acceptance.

1. Email purchase request to the Purchasing Department buyer of the commodity being purchased for approval (<http://www.washington.edu/admin/purchstores/buyers/listbuyer.cgi>), copying procard@u.washington.edu and your department administrator for approvals
2. Request must be approved by an authorized department administrator
 - a. Demonstrate approval by copying your department administrator and request their approval in the original request or the request should come from the administrator copying the cardholder
3. Identify the item being purchased
4. Identify the cardholder name
5. Identify the budget & object coding being used for purchase
6. Upon request, be prepared to fax the invoice to the Purchasing Department at 206-543-3854 and/or to ProCurement Card Services at 221-2454
7. If approved by the Purchasing Department, they will forward the email request string to procard@u.washington.edu for approval while copying the requesting department

8. If copied on the original request, your department administrator needs to reply with an email approval prior to ProCurement Card Services approving the purchase
9. ProCurement Card Services will confirm final approval to the requesting department with a reply to the email request string

Equipment between \$2,000 & \$3,300 (includes tax/shipping)

When using a ProCard for equipment purchases that exceed \$1,827 each before sales tax (\$1,827 can include shipping and warranty and if it is a computer system all bundled components making up the system), you are required to complete the following steps as soon as possible. Not following these guidelines and having uncleared purchases will result in future equipment ProCard purchases being denied or cancelation of your ProCard account:

Tag and report equipment into the OASIS system as soon as you receive it. University policy requires that equipment be tagged within 24 hours of receipt:

- Asset Tag# (contact your department inventory person)
- Item Description:
- Manufacturer:
- Model:
- Serial Number:
- User name:
- Requisition # (use ProCard transaction ID #)
- Building:
- Wing/Room:
- Budget number:
- Object Code:
- Total Cost:
- Date Received:

It is extremely important that NO asset leave the campus without first being tagged and reported (e.g. going on a trip or to an off campus location).

Use the correct object code for the purchase. An improper object code will result in a variance between FAS and OASIS and will need to be JV'd subsequently by your department.

EIO and ProCard will continue to monitor the purchases until it is an approved asset in the OASIS system. Please feel free to contact EIO or ProCard with any questions that may come up along the way.

Equipment Greater Than \$3300

Except for commodities approved for higher ProCurement card limits; this requires unique purchasing circumstances where the UW ProCurement Card is the only viable option because of time sensitive circumstances or vendor payment acceptance.

These steps are in addition to the tagging procedure mentioned above for equipment greater than \$2000.

1. Email purchase request to the Purchasing Department buyer of the commodity being purchased for approval (<http://www.washington.edu/admin/purchstores/buyers/listbuyer.cgi>), procard@u.washington.edu, and your department administrator for approvals
2. Request must be approved by an authorized department administrator
 - a. Demonstrate department approval by copying your administrator and request their approval in the original request or the request should come from the administrator copying the cardholder
3. Identify the item being purchased
4. Identify the cardholder
5. Identify the budget & object coding being used for purchase
6. Upon request, be prepared to fax the invoice to the Purchasing Department at 206-543-3854 and/or to ProCurement Card Services at 221-2454
7. If approved by the Purchasing Department, they will forward the email request string procard@u.washington.edu
8. If copied on the original request, your department administrator needs to reply with an email approval prior to ProCurement Card Services approving the purchase
9. ProCurement Card Services will confirm final approval to the requesting department with a reply to the email request string

Catering Events Up To \$10,000

Departments may use their ProCard to pay for catering events that do not exceed \$10,000 total. Contact the ProCard office (procard@u.washington.edu) to request approval for each transaction over \$2000. Departments with recurring catering events can apply for a permanent transaction limit increase for qualified catering expenses.

**Catering events that exceeds \$10,000 per vendor must be pre-approved by Purchasing Department and ProCard services before the event.*

1. Email purchase request to procard@u.washington.edu for approval
2. Request must be approved by an authorized department administrator
 - a. Demonstrate approval by copying your department administrator and request their approval in the original request or the request should come from the administrator copying the cardholder
3. Identify the item being purchased
4. Identify the cardholder
5. Identify the budget & object coding being used for purchase
6. Upon request, be prepared to fax the invoice to ProCurement Card Services at 221-2454
7. If copied on the original request, your department administrator needs to reply with an email approval prior to ProCurement Card Services approving the purchase

8. ProCurement Card Services will confirm final approval to the requesting department with a reply to the email request string

If the increased dollar limit is approved for your transaction, please follow these guidelines:

- If there is a catering agreement that the vendor wants you to sign, we recommend that you forward the agreement to the Purchasing Department to review before you make any commitment to the vendor, to ensure that the agreement is reasonable and does not put the University or your department at risk.
- A deposit may be required by the vendor, but do not agree to pay for the entire event in advance.
- Retain a record of your activities relating to this purchase in your departmental files, including a justification for selecting the particular caterer and copies of any correspondence between you and the vendor. If you used one of the caterers on our existing catering contract, indicate that. A list of the caterers on contract can be found at the following url: <http://www.washington.edu/admin/purchstores/contacts/catcon.html>

Advertising Placements, No Monetary Limit

Departments may use their UW ProCurement Card to pay for advertising placements up to any dollar amount in media such as newspapers, periodicals, radio, television and the internet. The ProCurement Card should never be used to pay for advertising consultation, brokering or design services; it should only be used for ad placements. Please contact UW ProCurement Card Services, procard@u.washington.edu to request approval for each transaction over the standard \$3,300 limit. Departments with recurring advertising placement expenses can apply for a permanent single transaction limit increase for qualified advertising placements.

1. Email purchase request to procard@u.washington.edu for approval
2. Request must be approved by an authorized department administrator with budget authority
 - a. Demonstrate approval by copying your department administrator and request their approval in the original request or the request should come from the administrator copying the cardholder
3. Identify the item being purchase
4. Identify the cardholder
5. Identify the budget & object coding being used for purchase
6. If requested, be prepared to fax the invoice to ProCurement Card Services at 221-2454
7. If copied on the original request, your department administrator needs to reply with an email approval prior to ProCurement Card Services approving the purchase
8. ProCurement Card Services will confirm final approval to the requesting department with a reply to the email request string

If your increase dollar limit is approved for your transaction, please follow these guidelines:

- In the event the vendor requires a written contract to be signed prior to the commencement of services, the department shall forward the copy of the contract to Purchasing for review and signature.
- The department shall retain a complete record of all purchasing activities relating to this transaction in department files, including, but is not limited to, a justification for selecting the particular vendor and copies of any correspondence between the parties.
- This process is for advertisement placement only and is not to be used for services such as marketing consultation, advertisement brokering or any other type of consulting services. If questions arise regarding the appropriateness of a transaction, please contact Purchasing at extension 3-5810 or via email, purmro@u.washington.edu

Purchasing Benefits

All purchases made at the University Book Store using a UW ProCurement Card should receive a 10% discount at the time of the sale. On phone orders the discount isn't as apparent so the cardholder should remind the clerk that the 10% discount needs to be calculated on the transaction. If the clerk will not provide the 10% discount, remind them of the 10% discount policy and reference the University Book Store Director of Finance, Bryan Pearce as the individual responsible for the policy.

Purchasing Obstacles

What Address is the Merchant Requesting?

Merchants are requesting your UW department address. To locate the address, select PaymentNet from your JPMC home page. Next, select the menu drop down box in the middle top portion of the screen. Finally, select your profile, it will list the address associated with your JPMC account.

Pin Number?

Sometimes a vendor's credit card machine asks for a customer code or a pin number because the machine they received from their Merchant Bank requires one. The ProCurement Card doesn't have a customer code or a pin number. When asked for a number, any number provided will work. It is recommended that we use ten zero's when a number is requested.

Purchase declines?

Call ProCurement Card Services (543-5252) or JPMC customer service at: 1-800-270-7760. Both resources are professional and courteous and are experts in serving your immediate purchasing needs.

Managing UW ProCurement Card Expenditures

Demonstrating Separation of Duty

To ensure adequate internal controls, functions should be divided so that no one person has control over all parts of a transaction (i.e. having "two sets of eyes" looking at a transaction). Thus it is mandatory to demonstrate separation of duty for purchasing responsibilities.

Departments must display that each ProCurement Card transaction is reviewed by at least two people, the cardholder and the reconciler. An online PaymentNet review does not fulfill separation of duty functions alone; two reviewers are required to review and document the review with signatures on a JP Morgan Chase statement or monthly transaction report.

PaymentNet is a transaction review system used to ensure proper account codes for transactions and track the transaction status for budget management. Departments must designate individuals responsible for assigning proper budgets and object codes to each transaction. Usually the reconciler is the fiscal expert and is assigned the responsibility for appropriate account code assignment.

Departments must have at least one individual review the online transactions at PaymentNet. Only the online “Rev” review box needs to be checked. It is not necessary to have both cardholder and reconciler review the online transactions on PaymentNet, but it is recommended whenever possible. When only one individual reviews the transactions online, the second individual should review transactions with a hardcopy of the monthly statement along with a PaymentNet report detailing the specifics of the purchases. To demonstrate separation of duty functions, the cardholder and reconciler should sign and date the “UW Transaction Detail with Notes Report and Accounting Codes” or the cardholder's JPMC statement.

The Review

- Each ProCurement Card transaction must be reviewed by at least two people, either with a PaymentNet online review or with a hardcopy review procedure.
- With original source documentation, the cardholder and/or reviewer must review the cardholder’s transactions at PaymentNet:
 - validating that the purchase was received at the agreed upon price
 - enters details of the purchase in the transaction note box
 - ensures correct budget and object code allocation
 - checks the appropriate review boxes, “Cardholder” and/or “Rev” boxes
- The purchase cycle is closed when it is determined that the correct amount was charged and the item was received in acceptable condition.
- Do not check off the review boxes until the purchase cycle is closed.
 - Do not check any of the review boxes if a dispute has been initiated with the vendor or online with PaymentNet's dispute process.
 - Do not check off the review boxes if the transaction is being reviewed by JP Morgan's Fraud Department.
- For review purposes, it is recommended that either the cardholder or a reviewer run the “UW Transaction Detail with Notes Report & Accounting Codes” matching the account cycle for the monthly statement.
- To demonstrate separation of duty and approval of transactions, it is recommended that the cardholder and reviewer sign the “UW Transaction Detail with Notes Report & Accounting Codes”.

Transaction Edit Lock-Out Function

If departments want to prevent further editing of a transaction by other designated reviewers of the transaction, the department Reviewer (Rev) can check their ‘Rev’ review box on their PaymentNet screen. Departments desiring this function but don't have an

individual set up at the Rev II level can request this role level by sending an email to procard@u.washington.edu.

Transaction Detail with Notes Report

The UW ProCurement Card Advisory Board developed a report designed for efficient BAR reconciliation. This report is called the "Transaction Detail with Notes Report and Account Codes". It is available on the "All Reporting" section on PaymentNet. Select the "all" or "transaction" radio button and scroll down to the appropriate report. This report lists the purchases for each budget in order of object codes. It also shows the cardholder name, transaction date, merchant name, location, amount and any transaction notes included.

Approve All Transactions per Page

This feature allows a cardholder or reviewer to check off all CARDHOLDER, REV or Add Use Tax boxes on a page at one time. To use, check off the square box just below the column heading. A check mark will be placed in each box of the designated column for that page.

Express Mail Object Coding

Using 03-24 object coding on express mail transactions will prevent Use Tax (WA State sales tax collected by purchaser) from being charged. Express mail shipments using freight carriers such as UPS and FedEx are exempt from Sales/Use Tax.

It's recommended that customers of express mail request an Xmail ProCard Ghost account because these accounts are set up with a defaulted object code of 03-24. This will notify PAS that a Use Tax should not be charged. If you use your own ProCard for express mail payments you will need to ensure that 03-24 object coding is used.

Document Filing

Proper filing of purchasing documents is critical in demonstrating the appropriateness of expenditures. Original purchase documents should be retained centrally within the department and not with the cardholder.

- ProCurement Card purchasing documentation has a retention cycle of six years. This includes:
 - Purchasing documentation (invoices, receipts, internet order pages, packing slips, etc.) should be retained by budget
 - Monthly cardholder Transaction Detail with Notes Report and Account Codes.

Department Roles, Responsibilities & Configuration

One individual can fulfill several administrative roles, but not all roles. Departments need a role configuration that constitutes separation of duty. The foundation of all controls rests on the following concepts:

- Identification-legitimate users
- Authentication-preventing impostors
- Authorization-limiting people to access resources they really need

Departments have unique characteristics creating the need to provide management flexibility with the ProCurement Card Program. Each department configures its own controls and is responsible for the coordination of responsibilities. To ensure separation of duty each transaction must be reviewed by two individuals. First by the cardholder and then by a designated individual assigned as a reconciler, who approves the transactions.

User Role Access

There are three types of roles allowing different levels of budget and viewing access.

User Role 0 (cardholder)

This role only has viewing access to their transactions and budgets in their organization code (example: Drama 254-01-22-00-0, only budgets residing in this organization code are available). In the transaction detail screen the cardholder cannot change to a different org code to access budgets outside of the defaulted org code.

User Role 1 (reviewer I/manager)

This role has viewing access to all transactions in a designated division. All budgets residing in a College are available. Example: Drama 254-01-22-00-0, all budgets residing in 254 (Arts & Sciences) are available). In the transaction detail screen, Reviewer I can change the department and division org codes by using their drop down boxes to gain access to any budget within that College.

User Role 2 (reviewer 2/division)

This role has viewing access to transactions in one department level and all branches off of that level. Access to all UW budgets is available. In the transaction detail screen, Reviewer II can change the “College”, “Department” and “Division” org codes by using their drop down boxes to gain access to any UW budget.

Accessing JP Morgan Chase

From the UW Homepage menu, click the Administrative Gateway link, click Finance & Purchasing, and then click ProCurement Card Program. From the UW ProCurement Card website, click the PaymentNet tab located on the top horizontal menu. This will take you to the UWnetID login page. Enter your UWnetID name and password to gain access to your account on the JPMC website.

UW NetID login lasts 8 hours or until you exit your browser. To protect your privacy, **exit your Web browser** when you are done with this session.

JP Morgan Chase PaymentNet

System Requirements

Windows Systems

- Internet Browser that supports Secure Socket Layers (Recommended browsers are: Internet Explorer 4.x and greater, or Netscape 4.17 or greater.

- In order to view and print reports you must have Adobe Acrobat Reader installed on your computer. You can obtain a free copy of Adobe Acrobat Reader from www.adobe.com.
- A "gateway" to the Internet (You must have access out of any "firewalls" your company has placed.)
- 800x600 (or greater) screen resolution recommended
- Use the latest version of Java Virtual Machine (<http://www.java.com/en/download/manual.jsp>)

MacIntosh Systems

MacIntosh systems have trouble performing PaymentNet queries. In addition to the above, Mac users should:

- always use the latest version of Mac's Safari browser
- use a newer Mac operating system such as OS 9.x or latest. These have been tested to work with the PaymentNet Query Wizard. (OS 10 provides a way to flip back and forth between OS10.x and OS 9.x)
- use the latest version of Java Virtual Machine (<http://www.java.com/en/download/manual.jsp>)

JPMC Electronic Statements

The statement for the previous month is available on the second business day of the preceding month for the previous month account cycle. Departments are not required to maintain a copy of the cardholder's statement; it is optional. The cardholder is the only individual that can gain access to their statement.

Navigating PaymentNet

To view transactions, click the PaymentNet button on the JPMC welcome page. Once in the PaymentNet screen locate the main navigation bar on the blue rail at the top of the screen. The drop-down menu navigates through all of PaymentNet's screens. Initially it will open to =====Transaction=====. Click on the menu drop down box to see all of the options available.



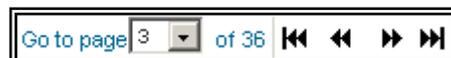
Navigation Tools

To better navigate on the Transaction List, Employee Profile List, and Merchant Profile List screens here are a few navigation tools:



“Select a View” Drop-Down Menu

This displays queries that have been created and saved. If no queries have been created, this will show only the Default View option. If a query has been created it will say Transaction List (custom view) above the “Select a View” box. To revert back to default view, select “Default View” and click go.



Page Navigator

The “Go to page ___ of ___” displays the number of pages of transactions that are available for viewing. By clicking on the arrows on the upper right part of the screen, you can

display the first page, previous page, next page, or last page. The options available are dependent on the current page. The drop-down feature allows you to go to a specific page number. If more than 100 pages exist, a text box will allow you to type in the desired page number.

Sorting Columns

To sort data by category, click on one of the underlined column headings. This will sort the information in ascending order. To sort in descending order, click on the underlined category again. An upward or downward triangle indicator (☒☒) will appear next to the column that is being sorted, depending on if it is sorted in ascending or descending order.



Sorting Indicator

The Transaction Identifier (Trans ID)

This number is a unique reference number assigned to each transaction in PaymentNet. As new transactions are posted, the row numbers will become sequentially higher.

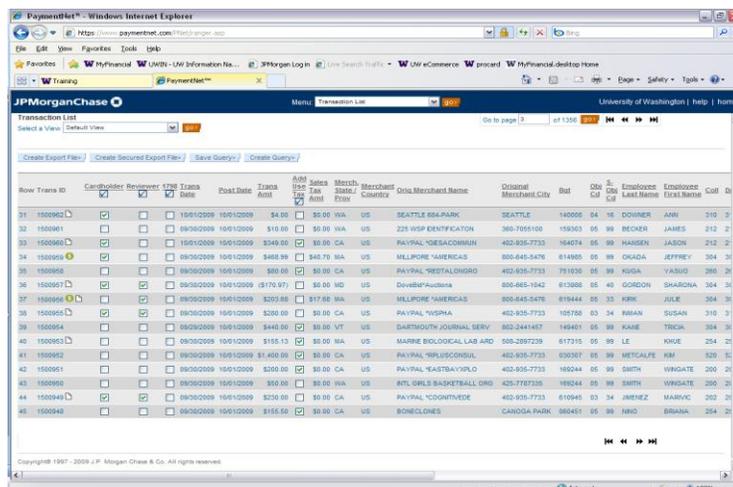
Icons

A variety of icons are visible in the Trans ID column. Clicking on each of these icons will allow the user to view additional detail pertaining to that transaction.

Note Icon	Purchase Addendum Icon
Airline Addendum Icon	Shipping Services Addendum Icon
Car Rental Addendum Icon	Temporary Services Addendum Icon
Fuel Addendum Icon	Dispute Initiated Icon
Lodging Addendum Icon	Dispute in Process Icon

Viewing Transactions

The Transaction List screen enables users to review transactions that have been posted. The transaction information shown includes general transaction data, as well as account code information.



Access to transactions depends on the user role access levels. From the Transaction List Screen all user roles can complete many functions:

- **Role 0 (Cardholders)**—Viewing only their transactions cardholders can match transactions with receipts, reassign accounting codes, split transactions, dispute transactions and create queries and reports.
- **Role 1 (Reviewer I)**—Viewing all transactions within their division, reconciler I can perform the same functions as a cardholder but can do it for all cardholders in the division.
- **Role 2 (Reviewer II)**— Viewing all transactions within their division and the sub levels off of that division, reconciler II can perform the same functions as a cardholder but can do it for all cardholders in the division and its sub levels.

All transactions on the above transaction listing screen are purchases that have **not** been downloaded into PAS (general ledger). A gray background in a review box is a purchase with a post date that is in an account cycle that has been paid. Once the bill has been paid for purchases within a particular account cycle, transactions cannot be edited, although they can still be viewed or used for reporting.

Reviewing Transactions

Using the checkboxes (which are viewable on the Transaction List and Transaction Detail Record screens), cardholders can match transactions with receipts and click “Cardholder.” Reviewers can click “Rev”. **Only the “Rev” box needs to be checked to identify department review compliance.**

The “Food Form 1798” Column

The “Food Form 1798” column is used for food transaction where the budget being used does not have a food approval code; but is pre-approved by the department head to use for specific transactions. Please see the UW Food policy at: <http://www.washington.edu/admin/finserv/payables/forms/food.pdf>

Row	Trans ID	Cardholder	Reviewer	1798	Trans Date	Post Date	Trans Amt	Add Use Tax	Sales Tax Amt	Merch. State / Prov	Merchant Country	Orig Merchant Name	Original Merchant City	Bqt	Obi Cd	S-Obi Cd
46	1500947	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2009	10/01/2009	\$308.00	<input checked="" type="checkbox"/>	\$0.00	CA	US	PAYPAL *CEREBELLAR	402-935-7733	617324	05	99
47	1500946	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2009	10/01/2009	\$325.00	<input checked="" type="checkbox"/>	\$0.00	CO	US	NOVUS BIOLOGICALS LLC	303-730-1950	617793	05	31



Check the “Food Form 1798” box if you have a food form on file.

The “Add Use Tax” Column

Row	Trans ID	Cardholder	Reviewer	1798	Trans Date	Post Date	Trans Amt	Add Use Tax	Sales Tax Amt	Merch. State / Prov	Merchant Country	Orig Merchant Name	Original Merchant City	Bgt	Obj Cd	S-Obj Cd
46	1500947	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2009	10/01/2009	\$308.00	<input checked="" type="checkbox"/>	\$0.00	CA	US	PAYPAL *CEREBELLAR	402-935-7733	617324	05	99
47	1500946	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2009	10/01/2009	\$325.00	<input checked="" type="checkbox"/>	\$0.00	CO	US	NOVUS BIOLOGICALS LLC	303-730-1950	617793	05	31

A **checked tax** box tells the system **to charge** the purchase a Washington State Use tax.

A **blank tax** box tells the system **NOT** to charge the purchase a Washington State Use tax.

The “Add Use Tax” box is a communication tool to the UW Purchase Accounting System (PAS).

- A **checked “Add Use Tax”** box tells the system **to charge** the purchase a Washington State Use tax.
- A **blank “Add Use Tax”** box tells the system **NOT to charge** the purchase a Washington State Use tax.

Only be concerned about out of state merchants. Vendor state locations are identified by the merchant state box on PaymentNet.

It is the responsibility of University of Washington employees to ensure tax is charged to all UW purchases if the item being purchased is used in the state of Washington.

Each receipt/invoice for ProCard transactions with an out of state merchant should be reviewed to determine if the merchant charged Washington State sales tax. A check mark should not be entered into the tax box if an out of state merchant charged tax on the transaction. The box should be checked if sales tax was not collected on the transaction. If the tax box is checked, a Use Tax (Washington State sales tax) will be added to the transaction prior to the transaction appearing on the BAR.

Before the purchase hits your BAR, the Purchasing and Accounting System (PAS) reads the transaction and determines the need to issue a use tax by the information in the tax box. If the tax box is checked, PAS will then look at the detail in the tax amount column⁴, if tax is not identified there, PAS will finally look at the object coding to determine if this is a taxable purchase. Tax for transactions with Washington State vendors is handled by the UW ProCurement Card administrators. No action is by department users for Washington State purchases.

⁴ Never depend on the information in the tax amount column to determine if tax has been charged to a purchase. Tax is displayed by the vendor in PaymentNet if they use technology to break it out from the total cost of the transaction. Always depend on your receipts to determine if tax has been paid.

Transaction Detail Screen

To view the detail of an individual transaction, click the blue text of any transaction on the “Transaction Listing” screen.

Transaction Detail

Accounting Codes

Add Transaction Notes

Users may assign accounting codes to each transaction, split transaction to multiple accounting codes, dispute transactions, and review or approve transactions from the Transaction Detail screen.

Assign Accounting Codes

From the **Transaction Detail** screen accounting codes can be reallocated using a drop-down selection box.

To assist the accurate selection of data, PaymentNet combines the accounting code description with the code. This feature is available both when assigning accounting codes to transactions and splitting transactions.

Split Transactions to Multiple Accounting Codes

1. Up to 50 splits can be made on a single transaction; this helps allocate certain parts of the dollar amount to different budgets or object codes.

2. Click on the **Split >** button to begin dividing the total amount of the transaction it into multiple accounting codes.
3. Select the number of splits from the drop-down list.
4. To edit a particular row, click **Edit Row >** and begin with the smallest percentage first so the split doesn't exceed 100% at any point of the operation. The user can edit accounting codes and allocate the billing amount by either percentage or by dollar amount.

Obj Cd	S-Obj Cd	S-S-Obj Cd	Project-Task-Option	Percent	Amount	
05 SUPPLIES AND MATERIALS	64 OFFICE SUPPLY/PAPER	00 SUB-SUB-OBJECT	0000000000	24.99	4.89	Save Row >
05	64	00	0000000000	24.99%	4.89	Edit Row >
05	64	00	0000000000	24.99%	4.89	Edit Row >
05	64	00	0000000000	25.04%	4.90	Edit Row >

5. When you are finished allocating a row, click **Save Row >**. This will refresh the screen and enable you to edit any additional rows.
6. When you have finished the entire split, click **Save Split >**. If you would like to cancel the changes you have made, click the **Undo/Cancel Split >** button.



For tax calculating purposes, in split transactions, the parent transaction will retain the total amount due.

Disputes

Cardholders can initiate disputed transactions on-line up to 60 days from the JPMC statement date in which the transaction appears. By choosing the appropriate reason, PaymentNet will automatically supply you with any further information fields that are required to complete the dispute.

1. When a cardholder wishes to dispute a transaction, they select the transaction, access the detail, and click the **Dispute >** button.

Dispute for Record # 2603 [Return to Transaction Edit](#)
[Return to Transaction List](#)

[Undo >](#) * Denotes required information

Name	JON
Transaction Date	10/08/2003
Trans Merchant Name	ENTERPRISE RENTACAR
E-mail Address*	<input type="text" value="jondoe@company.com"/>
Trans Merchant City	LOS ANGELES
Merch. State / Prov*	<input type="text" value="CA"/>
Dispute Entry Date	11/13/2003
Transaction Amount	\$129.89
Micro Reference	69434252311522
Dispute Information	
Dispute Reason *	<input type="text" value="I do not Recognize this charge."/>
Additional Information	Select a reason for Dispute I have been billed more than once by the same merchant. I have been charged for a purchase that was paid for by other means: (Other Credit Card, Check, Cash, Etc.) I have been billed for the wrong amount on my account.
The Transaction	<input type="text" value="I do not recognize this charge."/> I did not Authorize this charge. Merchant was to issue credit for goods returned, or attempted to be returned on _____. This credit has not posted to my account. I have not received the Services/Merchandise I've been charged for. I Canceled: Service, Airline Ticket, Hotel Reservation, on _____, Cancellation # _____ I have resolved my dispute with the merchant.



Items with the gray asterisk (*) are required fields

- The cardholder then enters the required information and clicks [Submit](#). A yellow square immediately appears next to the transaction on the [Transaction List](#) screen, indicating that the dispute has been initiated (see below).

1	260375	\$	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/07/2002	11/08/2002	\$13.49	\$0.00	FEDEX SHP 11/01/02 AB#
2	260370		<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/07/2002	11/08/2002	\$129.89	\$0.00	ENTERPRISE RENTACAR
3	260366	\$	<input type="checkbox"/>	<input type="checkbox"/>	11/07/2002	11/08/2002	\$13.49	\$0.00	NOISE OFFICE*IN#728465

Yellow Square Indicator

- The cardholder can cancel the dispute at this point by clicking the [Undo >](#) button on the [Transaction Detail](#) screen. The yellow square indicator will be removed and the dispute will be dropped.
- Once the JPMorgan Chase Dispute department has processed all required information, the yellow square indicator next to the transaction will be replaced with a red square (■), indicating that the transaction is currently in the dispute process.

Resolving a Dispute

Cardholders can resolve disputed transactions online with the [Mark as Resolved >](#) button. This option will appear for transactions already displaying the yellow square indicator.

After the Mark as Resolved button is clicked, PaymentNet displays the following message:

This record has been sent to the dispute department for resolution

Once the resolution has been processed, the yellow square indicator will automatically be removed.

Enhanced Transaction Detail

Depending on a merchant's enhanced data capture abilities, PaymentNet can display Level I, II, and III information. If Level III information is available from the merchant, a green dollar icon  appears next to the Trans ID on the Transaction List screen. By clicking on the icon, the Purchase Detail, including sales tax amounts and, if transmitted, line item details are displayed (see the graphic below).

Purchase Detail for Record # 384711								
Trans Merchant Name	STAPLES #727	Shipping Information						
Trans Merchant City	SHELTON	VAT Invoice #						
Transaction Date	11/10/2002	Order Date		11/10/2002				
Post Date	11/12/2002	Purchase Time		00:00				
Sales Tax Amount		\$5.18		Shipping ZIP/Postal Code				
Transaction Amount		\$91.54		Destination ZIP/Postal Code				
Customer Code	000684244			Destination Country Code				
Merchant Tax Registration Number				VAT Tax Amount				
Customer Tax Registration Number				VAT Tax Rate				
				Discount Amount				
				Freight Amount				
				Duty Amount				
Row	Commodity Code	Product Code	Description	Quantity	Unit of Measure	Price Each	VAT Tax Rate	VAT Tax Amount
2	036076		STPLS TAPE INVS 3/4X1000 6	1.00		\$2.00	0	\$0.00
3	474307		STAPLES OPTI FLOW ASST 6PK	1.00		\$0.74	0	\$0.00
4	392486		NP NO.78 TRI-COLOR INKJET	1.00		\$34.99	0	\$0.00

Creating Queries

The Query function enables you to view the transactions that meet user-specified criteria. Queries are available on the Transaction List page as well as many other pages. This feature is available to all user roles.

Macintosh users should use Safari to perform query functions; all PC users should use Internet Explorer.

In order to create a query, click on the **Create Query** button.

Save Query > Delete Query > **Create Query >**

Determine if the query is to:

Meet **Any** questions asked within the query

OR

Meet **All** questions asked within the query.

Select your choice of **All** or **Any** from the drop-down box.

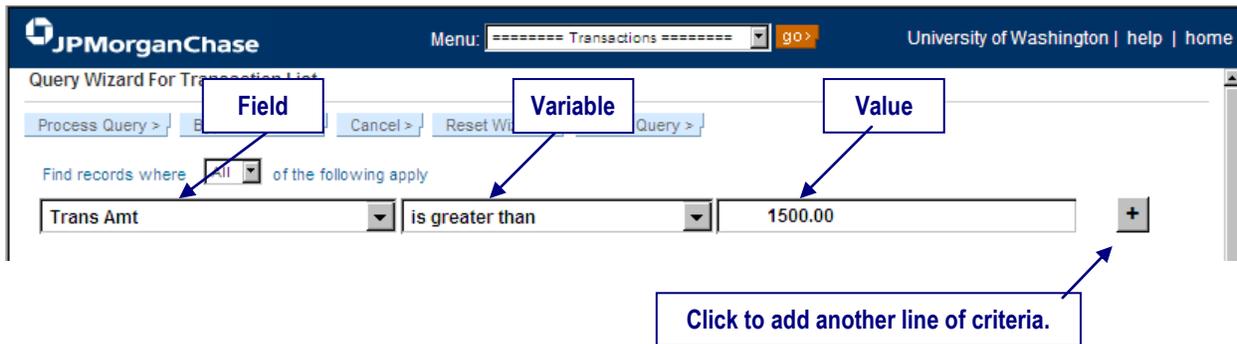
Find records where

All of the following apply

All

Any

1. In the first drop-down box, select the field to query.
2. In the second drop-down box, select the variable of the query.
 - **Is between** will create a range between two dates or two amounts.
 - **Contains** is recommended for all text field searches.
3. Fill in the last box with the appropriate information.



To add additional criteria rows, click the plus button (**+**). Click the delete (**x**) button to remove one row of criteria. Click **Reset Wizard >** to clear all information and begin a new query. Click **Reset Query >** to revert to your previous query. Repeat Steps 4-7 until your query is completed.

Click **Process Query >**.

Your results will now display on the Transaction List page.

Save a Query

If you need to run this query often, you can save the query by clicking on the **Save Query >** button. You will be prompted to type in a name for the query. This saved query will then appear in the “Select a View” drop-down box.

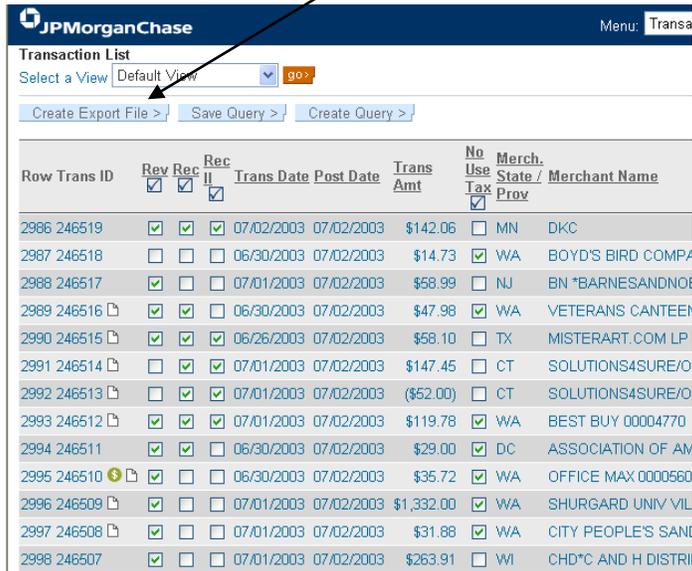
Delete a Query

In order to delete a query, first select that query from the “Select a View” drop-down box and click **go >**. Once the information has populated on the Transaction List page, click the **Delete Query >** button.

Creating an Export File

PaymentNet allows you to create a download file that can be imported into an Excel spreadsheet.

To create a download file, click on “create export file” located at the top of the Transaction List screen. You will be notified by e-mail when your export file is ready. You can view or download it by navigating to the **Available Downloads Files Page**.



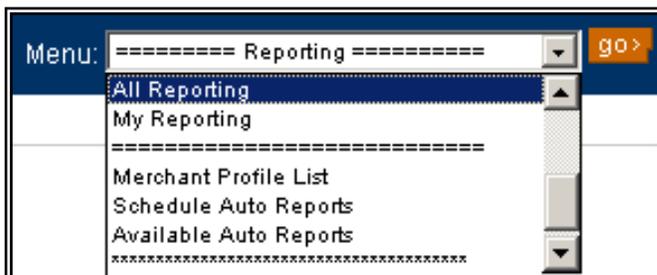
Row	Trans ID	Rev	Rec	Rec II	Trans Date	Post Date	Trans Amt	No Use Tax	Merch. State / Prov	Merchant Name
2986	246519	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/02/2003	07/02/2003	\$142.06	<input type="checkbox"/>	MN	DKC
2987	246518	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/30/2003	07/02/2003	\$14.73	<input checked="" type="checkbox"/>	WA	BOYD'S BIRD COMPA
2988	246517	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2003	07/02/2003	\$58.99	<input type="checkbox"/>	NJ	BN *BARNESANDNOE
2989	246516	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/30/2003	07/02/2003	\$47.98	<input checked="" type="checkbox"/>	WA	VETERANS CANTEEN
2990	246515	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/26/2003	07/02/2003	\$58.10	<input type="checkbox"/>	TX	MISTERART.COM LP
2991	246514	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/01/2003	07/02/2003	\$147.45	<input type="checkbox"/>	CT	SOLUTIONS4SURE/O
2992	246513	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/01/2003	07/02/2003	(\$52.00)	<input type="checkbox"/>	CT	SOLUTIONS4SURE/O
2993	246512	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/01/2003	07/02/2003	\$119.78	<input checked="" type="checkbox"/>	WA	BEST BUY 00004770
2994	246511	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/30/2003	07/02/2003	\$29.00	<input checked="" type="checkbox"/>	DC	ASSOCIATION OF AM
2995	246510	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/30/2003	07/02/2003	\$35.72	<input checked="" type="checkbox"/>	WA	OFFICE MAX 0000560
2996	246509	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/01/2003	07/02/2003	\$1,332.00	<input checked="" type="checkbox"/>	WA	SHURGARD UNIV VIL
2997	246508	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2003	07/02/2003	\$31.88	<input checked="" type="checkbox"/>	WA	CITY PEOPLE'S SANI
2998	246507	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2003	07/02/2003	\$263.91	<input type="checkbox"/>	WI	CHD* C AND H DISTRI

The file is downloaded into a zipped format. Save the file to a location on your computer (desktop recommended), using your existing zipping utility (Please see the technical assistance person in your department for help in unzipping your file). After unzipping, the file will be in a tab delimited format that can be opened into a spreadsheet.

Open a spreadsheet program. From the “File” menu, click open. Locate & select the file in the “Open” box. Select “All Files” from the “Files of Type” drop down box. Click once on the downloaded file in the window and then click the open button. From the “Text Import Wizard” click “next” for the first 2 windows and click “finish” in the final window. Your downloaded file is now in a spreadsheet format.

Note: A transaction that has been split across multiple budgets or object codes will show a separate row for each segment of the split.

Creating Reports



Now that we’ve seen the Transaction List Screen, as well as the functions available for individual transactions, we are going to create reports from transaction data.

First, click on PaymentNet’s Main Navigation Bar (see graphic on the left), scroll down to “All Reporting” and press “Go.”

There are five different categories of reports:

Cardholder/Employee Transaction Merchant Administration All

Selecting each option next to the category will display a different set of reports.

Submitting Criteria and Creating a Report

There are three steps to creating a report. Each step will help narrow your report criteria down and make reports more informative:

1. Inputting or Bypassing Report Criteria
2. Narrowing Hierarchy
3. Generating the Report



CASE STUDY—As a Department Administrator, you need to run a report showing cardholders with **available limits over \$3500**. Follow the steps below and run the report yourself.

Inputting or Bypassing Report Criteria

- First, click on the “Cardholder Status” Report from the **Cardholder/Employee** category of reports.

Report	Description
45-Day Report	The 45-Day report can be used to monitor delinquencies as it identifies accounts that are between 30 and 60 days past due. The report lists: Account Number, Account Name, 30 Days Past Due Amount, 60 Days Past Due Amount, Number of Days Past Due, Bill Date and Balance.
Accounts Renewing within 3 Months	The Accounts Renewing within 3 Months report identifies accounts that will expire within 3 months of the report date, and can be used to help monitor card renewals. Subtotals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account #, Business Phone, and Expiration Date.
Available Limit by Low Available Balance	The Available Limit by Low Available Balance report can be used to help monitor cardholders who are nearing their available limit and determine if their credit lines are sufficient. The report includes Account Name, Acct #, Current Balance, Date Balance was Effective, Credit Limit, Cash Limit, and Available Balance.
Card and Manager Hierarchy	The Card and Manager Hierarchy report shows all individuals with their card hierarchy and their manager hierarchy. It includes individual names including non-cardholders and shows card account numbers where appropriate. Roles are also displayed.
Cardholder Information	The Cardholder Information report provides a listing of card accounts. The report lists: Account Name, Account Number, Address, Business Phone, and Total number of Accounts.
Cardholder Listing by Hierarchy	The Cardholder Listing by Hierarchy report can be used to monitor the number and status of accounts in each Cost Center. The report lists: Hierarchy, Account Name, Account #, Credit Limit, Cash Limit, Single Transaction Limit, and Status.
Cardholder Listing with Addresses	The Cardholder Listing with Address report provides a list of accounts in each Cost Center along with the Cardholder's address and Card expiration date. The report lists: Hierarchy, Account Name, Account #, Address, Business Phone, and Card Expiration Date.
Cardholder Status Report	The Cardholder Status report can be used to identify account limits and status (i.e. Close, Not Activated, Active, etc.). The report which is sorted and sub-totaled by Account Status lists the following: Cardholder Name, Account Number, Open Date, Credit Limit, Single Transaction Limit, Available Limit, and Status.
	The Cardholder Status with Hierarchy and Closed date report can be used to identify account limits and status (i.e. Closed, Not Activated, Active, etc.). The report

- The report description will show fields that can be used as criteria for narrowing down your report’s focus.
- The next screen allows you to input criteria that will help limit the results of the report. However, you can click on **Bypass Criteria >** and run a report without any restrictions.
- For our case study, we want to restrict the Available Limit report to only show cardholders who have a available limit over \$3,500.00. Criteria are restricted by three values: Field, Variable, and Value.
 - Change the **Field** to show “Available Limit.”
 - Change the **Variable** to show “is greater than or equal to.”

- Type “3500.00” in the **Value**.

The screenshot shows a criteria entry form with three main sections: **Field**, **Variable**, and **Value**. The **Field** section contains a dropdown menu with "Available Limit" selected. The **Variable** section contains a dropdown menu with "is greater than or equal to" selected. The **Value** section contains a text input field with "3500.00" entered, followed by a small "X" button and a "+" button. A callout box with the text "Click to add another line of criteria." has an arrow pointing to the "+" button.

When finished, click the [Process Criteria >](#) button.

Narrowing Hierarchy

- The hierarchy will match the UW hierarchy structure and will help focus the report on a certain department. Reconciler II’s (but no users below that level) can input the desired hierarchy level and ID, instead of clicking on the various drop-down folders and sub-folders to select your hierarchy. For this Case Study, we’ll go ahead and click the [Proceed With Report >](#) button.

Generating the Report

- If you want to regularly run this report, you can click [Save Report Criteria >](#) at this point.

The screenshot shows the "Report Available Limit" page. At the top, there is a "Save Report Criteria >" button. Below that is an "Optional File Prefix" text input field containing "over 3500". There are three rows of options, each with a green arrow button: "Create your report in Adobe PDF format.", "Create your report in Microsoft Excel format. Version 5 or higher required.", and "Create your report in Microsoft Word format. Version 5 or higher required."

- If desired, enter a file prefix to help identify the report. Now, select the format you want the report generated in: Adobe PDF, Microsoft Excel, or Microsoft Word by clicking on the green arrow [→](#) next to the format type.

Accessing the Report

- PaymentNet will automatically load the **Available Download Files** page. As soon as your report is ready, it will appear on this page. Most reports are available immediately, so you may click [Refresh >](#) until your report appears. You may also continue using PaymentNet and check back later.

Users may select the “Notify me by e-mail when files become available” box. Choosing this option will send a message to the users e-mail account when the file is ready to view.

- When the file name appears, click on the desired report. It will then generate the report in whichever format you selected.

The report should look similar to the following:

CARDHOLDER NAME	ACCOUNT#	OPEN DATE	LIMIT	SINGLE TRAN LIMIT	AVAILABLE LIMIT	STATUS
ROBIN T.	XXXXXXXX00048540	07/08/1997	\$5,000.00	\$99,999,999.00	\$4,022.00	Active
CHARL T.	XXXXXXXX00078597	06/19/1997	\$10,000.00	\$99,999,999.00	\$7,281.00	Active
Y. J.	XXXXXXXX00062486	03/20/1998	\$10,000.00	\$99,999,999.00	\$7,285.00	Active
HARNEY, MORGAN R.	XXXXXXXX000641747	07/01/2000	\$3,500.00	\$99,999,999.00	\$3,500.00	Active
HARNEY, MORGAN R.	XXXXXXXX000571762	06/08/2000	\$5,000.00	\$99,999,999.00	\$5,000.00	Active
HARNEY, MORGAN R.	XXXXXXXX000202482	11/06/1999	\$10,000.00	\$1,200.00	\$8,082.00	Active
HARTON, ROBERT J.	XXXXXXXX000601130	02/22/2000	\$3,500.00	\$99,999,999.00	\$3,500.00	Active
HASK, NATALIE.	XXXXXXXX00044583	06/10/1995	\$60,500.00	\$99,999,999.00	\$59,226.00	Active
BECKSTROM, JON A.	XXXXXXXX00025552	04/30/1999	\$3,500.00	\$99,999,999.00	\$3,500.00	Active
BECKSTROM, JON A.	XXXXXXXX00023550	05/28/1999	\$10,000.00	\$99,999,999.00	\$6,310.00	Active
BERGL, JUSTIN C.	XXXXXXXX000385791	09/07/2000	\$3,500.00	\$99,999,999.00	\$3,500.00	Active
HERTZAN, JORGE L.	XXXXXXXX000238041	04/10/2001	\$5,000.00	\$99,999,999.00	\$4,732.00	Active
HUTCHES, KATHLEEN J.	XXXXXXXX000948108	04/10/2002	\$5,000.00	\$99,999,999.00	\$4,970.00	Active
DODDY, RENSHELL J.	XXXXXXXX000747342	02/12/2002	\$3,500.00	\$99,999,999.00	\$3,500.00	Active
BROWN IV, WILLIAM C.	XXXXXXXX00044837	06/08/2001	\$15,000.00	\$99,999,999.00	\$15,000.00	Active
HUCKLEY, CLIVE.	XXXXXXXX00023436	04/22/1999	\$10,000.00	\$99,999,999.00	\$8,172.00	Active

- When you are ready to download the report, return to the **Available Download Files** page and right mouse-click over the **blue text of the report title**. Select “Save Target As” and save the file on your system.

If you know you will be using a particular report often, new reports may also be added directly in the “Schedule Auto Reports” page. This functionality is especially helpful for larger reports that may take longer to generate. Auto Reports are scheduled for generation during off hours and can be accessed at a later time.

Downloading UW Transaction Detail With Notes Account Codes Report

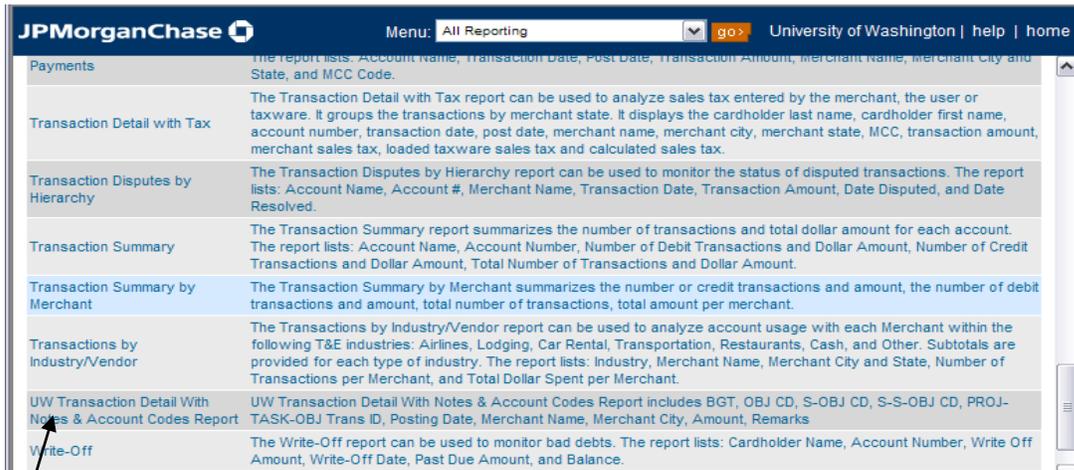


First, click on PaymentNet’s Main Navigation Bar (see graphic on the left), scroll down to “All Reporting” and press “Go.”

There are five different categories of reports:

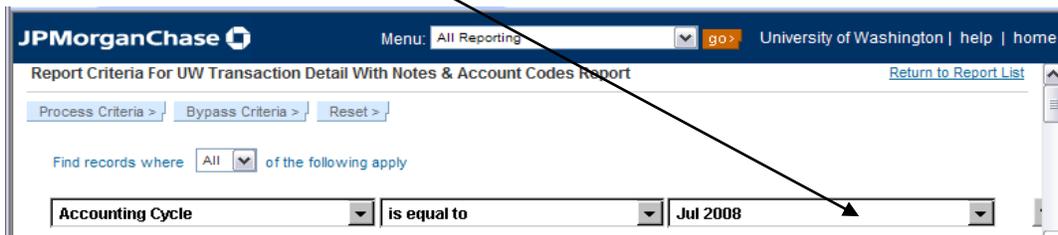
- Cardholder/Employee
 Transaction
 Merchant
 Administration
 All

Select either 'Transaction' or 'All' to display a different set of reports.

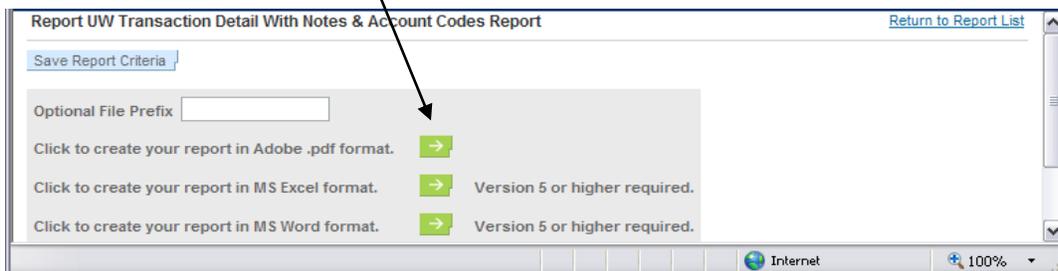


Click on this report to download your monthly transaction details.

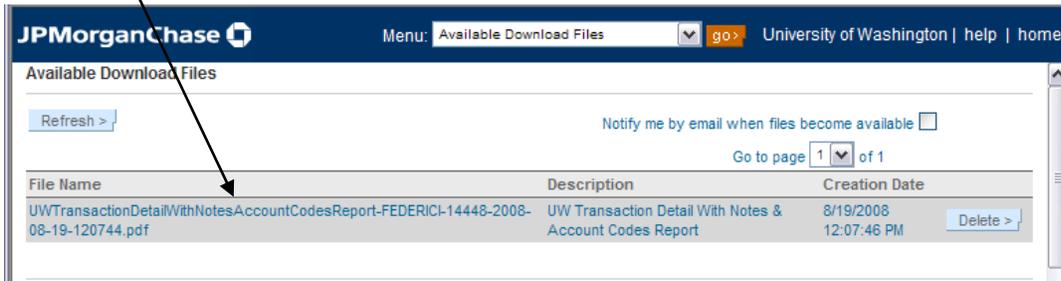
Select the reporting month you like to download.



Use the .pdf file format to download your report



Finally, click the file to open your report. Click the refresh button, if you don't see the file.



Displaying Employee Profiles

Using the PaymentNet Main Navigation Bar, select **Employee Profile List** to see your profile or if you are a reconciler or department administrator, a summary of cardholder information, such as budget defaults, employee addresses and cardholder status, etc.

Please email procard@u.washington.edu if you need to change any profile information



Employee Profiles will help:

- Assign default accounting codes and cost centers
- Edit e-mail addresses for notification that transactions have not been reviewed or approved
- Resynchronize transactions for specific cardholders

Click on an employee to view individual details, including hierarchy, credit limits and current available balance.

Merchant Profiles



Next, select **Merchant Profile List** from the Main Navigation Bar. This section of PaymentNet allows the program administrator to:

- Modify merchant information, including 1099/TIN data (however, with enhanced data reporting, some of this information may be automatically filled out, depending on the merchant's capabilities.)
- Assign default accounting codes and cost centers to merchants
- Export merchant file for other accounting purposes.

Any user can click on a merchant to view all the fields.

Contact Information

ProCurement Card Helpline: 206-543-5252

ProCurement Card Email: procard@u.washington.edu

ProCard Web site:

<http://www.washington.edu/admin/finserv/procard/>

David J. Wright
Director of eCommerce

Phone: 206-616-7076

Email: djwright@u.washington.edu

Fax: 206-221-2454

UW mailbox: 351120

Aris Gempesaw
ProCard Administrator

Phone: 206-543-9183

Email: arisg@u.washington.edu

Fax: 206-221-2454

UW mailbox: 351120

Katherine Wu
Travel Card/CTS Administrator

Phone: 206-543-0825

Email: yabonunu@u.washington.edu

Fax: 206-221-2454

UW mailbox: 351120

Robert Patton
Fiscal Specialist II

Phone: 206-685-6673

Email: repatton@u.washington.edu

Fax: 206-221-2454

UW mailbox: 351120

Carolyn Drebert
Fiscal Specialist II

Phone: 206 685-6505

Email: cdrebert@u.washington.edu

Fax: 206-221-2454

UW mailbox: 351120

Lost or stolen cards must be reported immediately to JP Morgan Chase and then to the UW ProCurement Card administration.

within
US/Canada
JP Morgan Chase: 1-800-270-7760

outside
US/Canada
1-801-281-5825

Canceling a ProCurement Card

Whether a cardholder leaves the department or the card is no longer needed by the cardholder, it is necessary to email all cancellation requests to: procard@u.washington.edu. The card and viewing access will be canceled but it is the cardholder's responsibility to destroy and dispose of the card.

Notes:

For the complete, updated manual, click the document box located on the top bar at PaymentNet's Homepage, or click the Help button for specific assistance.