

PURCHASING CARD

APPROVER TRAINING

PUR204





WELCOME
WE'RE GLAD YOU'RE HERE!

- Delmar “Starkey” McGowan, Associate Director of Purchasing Services



AUTHORITY

*Designates:

Cardholders

Reconcilers

and Budget or Business Managers

*Signs proper forms for P-Card Maintenance
or Request of New Cardholder in WORKS

* Approves (or flags) reconciled transactions in
WORKS after checking for proper funding
and account codes, as well as attached
receipts.



- **WORKS** is the reconciliation system UNCW utilizes with Bank of America. It is a web based application from which transactions, once reconciled and approved, are fed to Banner. Approved transactions are fed to Banner once a week from July through May and daily during the month of June

SIGN - OFF

- *Budget Authority/Manager (Approver) will go over each transaction to verify that purchases are business related.
- *Sign – off of Approver is giving their ***verification that these purchases are for business use only and the proper funds and accounts are being sent to Banner.***



BUDGET



- *Make sure there is **sufficient budget** available for each fund used.
- *Designate the Purchasing Card Spending Level on each card in department.
 - ▣ There are 4 spending levels to choose from.

Purchasing Card Spending Levels

Teal 1 - \$ 5,000 / \$2,500

Teal 2 - \$10,000 / \$2,500

Teal 3 - \$15,000 / \$2,500

Teal 4 - \$20,000 / \$2,500

- The Single Transaction Limit is \$2,500 on all cards.

RESPONSIBILITIES



- *Oversee **appropriate use** of the card
- *Ensure **responsibilities of roles** are managed well
- *Can designate **Business Manager** to oversee department cards and sign-off on transactions

RESPONSIBILITIES

Purchasing Card Guideline Summary

There are some specific items that are typically not allowed on the purchasing card:

- Advertising
- Animals
- APPLE Apps. (Downloads/Uploads)
- Computer / PCs, Laptops, Google Glass, Notebooks, Tablets (Including Microsoft Surface and iPads), Netbooks, Programming, Servers, Maintenance, Repair and Service, Network/Information Service
- Entertainment— Movie Theaters, Bowling Alleys, Parks, Cruises, Events, Bands,
- Entertainers, etc.
- Equipment Rental and Leasing—Monthly
- Fuel / Gasoline
- Furniture, Carpet, Blinds
- Gifts / Gift Cards, Certificates, Prizes and Awards (Regardless of Funds)
- Hazardous Materials
- Independent Contractors, Individuals
- Interdepartmental Purchases / UNCW Operated Stores except Barnes & Noble
- Logo or Trademark Items
- Memberships (You may use your p-card at Costco or Sam's with a business membership but cannot pay for membership with card.)
- Postal Services (USPS)
- Services Performed On-Campus
- Travel/Ticket Agencies, Registrations, Hotels, Airfare, Baggage Fees, Car Rental, Taxis, (All Travel related expenses should be entered in Travel or paid via Travel Card)

MAINTENANCE



- *Advise Reconciler of **any changes** to funds (especially grants) or spending limits so the proper forms will be submitted to the P-Card team to process.
- *Please be sure to let us know when cardholders or reconcilers leave your department.

APPROVERS RESTRICTIONS



- *An Approver cannot sign-off on their own transactions!
- *Approvers will not see any pending transactions in WORKS if the Reconciler has failed to sign-off on the transaction.
- *Failure of the Approver to sign-off on transactions will cause the cardholder to receive a compliance violation.

FAMILIARIZE YOURSELF WITH THE PURCHAING CARD SIGHT

We have everything you need to use and manage the purchasing card on one sight.

- ❑ Purchasing Card Team Information
- ❑ WORKS Helpful Links (including WORKS Log-in)
- ❑ WORKS Training Tutorials
- ❑ Using the Purchasing Card
- ❑ Forms
- ❑ P-Card Feed Schedule
- ❑ NC Debarred Vendor list and State Contracts