

December 2011



Purchasing Card News

Welcome to PNC and ActivePay:

Our bank is now PNC and we now use the ActivePay program:

<https://www.pncactivepay.com/Welcome.aspx>.

It is important to note that the Purchasing Card policy **has not changed**.

JPMC PaymentNet remains active. Although all card accounts are closed, credits may still post. Please check prior to each monthly download and reconcile if credits are posted.

We want to express our appreciation for your patience and understanding throughout the transition process.

Email Address Change:

Please make note that Marci was married this spring and her email has changed. You can contact Marci at marci.morehead@wku.edu

Purchasing Card Policy Training:

Cardholder Policy Training

All new cardholders are required to complete the Purchasing Card Policy training program prior to receiving the card. This program will be emailed to you when the card is ordered. You will be able to email your score to pam.davidson@wku.edu at the end of the program.

Record Keeper Training

New record keepers are required to complete the Purchasing Card Policy training and in-person ActivePay training prior to receiving access to ActivePay. Please contact Pam Davidson to schedule these trainings.

Pcard Record Keeping in Activepay:

71119 - Supplies Procurement Card

This is a clearinghouse account code. This account code does not describe what was purchased. *Please make sure to choose the account code that best describes what has been purchased.*

“Why is this so important?” - We must comply with state purchasing laws regarding contracts. In order for us to be in compliance, we must know what is being purchased. The purchasing card program has decentralized purchasing small dollar items, but the responsibility for compliance is still the same. Record Keepers are now responsible for this information by choosing the correct account code when reconciling ActivePay. Purchasing then utilizes the information to research for potential contracts.

Lost and Stolen cards:

Please report any lost or stolen cards immediately to Pam and/or Marci so that they can contact the bank. The cardholder can also report a lost or stolen card by contacting PNC directly at 1-800-685-4039. Please make sure to notify Pam or Marci if the card was reported lost or stolen directly to PNC.

- A dispute form must be completed for any fraudulent charge that may have posted.

FAQ's about receipts

1. What constitutes a receipt?

A receipt can be an invoice or an actual credit card tape receipt. It could also be a confirmation from an internet (such as airlines or hotels) purchase. The receipt must be a line item receipt with quantities and amounts.

2. What if the vendor doesn't provide a line-item receipt?

Many vendors will print a line-item receipt when asked. If the vendor can't provide a line-item receipt then use the receipt given.

3. What about a packing slip?

A packing slip will be considered if the quantities and amounts are listed. Again, it's best to have the actual invoice.

4. What do I do if the receipt is lost?

Contact the vendor to have a duplicate receipt sent to you. If a vendor can't provide a duplicate receipt, please complete a Purchasing Card Missing Receipt form found under Purchasing Card on the Division of Finance and Administration - Forms website:

<http://www.wku.edu/finadmin/forms/index.php>

5. If the transaction in PaymentNet has a line-item receipt attached (Level 3 data), can I use this as the receipt?

No. You must have an original receipt to complete the checks and balances of the reconciliation process.

EXCEPTION: If the original receipt is lost/destroyed and the vendor won't or can't give you a duplicate, then you may use the Level 3 data as a receipt if the data is itemized.

6. What do I do if there is tax on a receipt from a Kentucky vendor?

Contact the vendor and ask for a credit. Each PNC card should have a red

plastic WKU sleeve and a miniature KY sales tax exemption certificate. If the vendor requests the complete tax exemption certificate, please contact Pam or Marci and we'll provide one.

7. What do I do if there is tax on a receipt from a vendor in a different state?

Again, contact the vendor. Ask if they will accept the KY tax exemption and give us a credit. Many will if we provide a copy of the certificate. WKU also has tax exemption certificates for several other states. If you need one of these certificates, please contact Pam or Marci for a copy.

8. I have noticed that several of the credit card tape receipts are fading. What should I do?

Credit card tape is heat sensitive and will discolor when near heat. It also has a tendency to fade or discolor with time. Best practice is to make a copy of the original receipt and attach the original to the copy then file both with the statement.

Monthly Transaction Report

This report is going to all cardholders and record keepers. If you are not receiving a report and believe that you should, please contact Pam Davidson. The password to open these reports is "password".

Record Keeper or Supervisor Changes

Please contact Pam or Marci with any record keeper or supervisor changes. Log-in information to PNC ActivePay will be changed, and training will be scheduled for the in-coming record keeper or supervisor.


Statements

Statements are ready by the 1st of next month

- Must print a copy

- Obtain signatures
- Attach receipts
- File for 5 years (For grants, documentation must be kept 3 years after the end date of the grant.)

Disputes

The PNC Dispute Form can be found by clicking the  icon on the transaction you want to dispute. The Dispute icon is on the bottom of the transaction information.

- Complete form and send to pam.davidson@wku.edu or marci.morehead@wku.edu for approval and forwarding to the bank

Purchasing Card Policy - REMINDERS

University funds are committed each time a purchasing card is utilized. The card user must abide by the University's policies and procedures which include the [Purchasing Card Policy](#), the [Discretionary Spending Policy](#), [Purchasing Policy](#) and the [KRS 45 A](#).

Purchases are for University use only.



Personal purchases and Foundation purchases are prohibited.

Intentional misuse/abuse or fraudulent use may result in disciplinary action up to and including dismissal.

Purchasing Card Documents and Forms

Documents

Purchasing Card documentation can be found by clicking on "Purchasing Card" on the Purchasing website: <http://www.wku.edu/finadmin/purchasing/>

You will find the following documents:

- Purchasing Card Guidelines and Procedures
- PNC Training Manual
- Guide for Record Keepers
- Important Reminders
- Defining Purchasing card Misuse
- How to Avoid Phishing Scams
- Anti-Phishing Working Group
- Study Abroad Purchasing Card Guidelines
- Hospitality Guidelines - These are guidelines for the T & E cards.

Forms

Purchasing Card forms can be found by scrolling to "Purchasing Card" on the Division of Finance and Administration - Forms website:

<http://www.wku.edu/finadmin/forms/index.php>

You can also get to this website through the Purchasing Department website by clicking on Forms.

You will find the following forms: (forms in red are new forms)

- Application Form
- Purchasing Card Log - This is for department cards.
- Purchasing Card Missing Receipt Form
- Purchasing Card Personal Use Reimbursement Form
- Purchasing Card Purchase Form - This is for department cards.
- Record Keeper Agreement Form
- Study Abroad Purchasing Card Application
- User Agreement Form
- Food Request Form - To be used with the T & E cards.