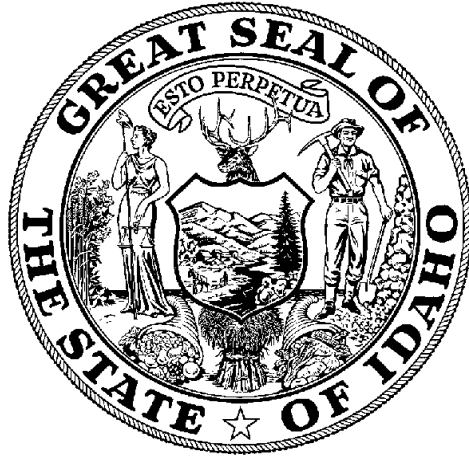


**September 2003**



# **Idaho Department of Correction**

## **Purchasing Card Manual**

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## Introduction

Welcome to the **Department of Correction** State of Idaho - Wells Fargo Bank MasterCard Purchasing Card Program!

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The Program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements. The goals of the Program are to:

- reduce the cost of processing small dollar purchases
- receive faster delivery of required merchandise
- simplify the payment process
- provide cardholders with empowerment to choose!

This reference guide will provide you with the particulars of the Program, including general guidelines, reconciliation and record keeping procedures, and customer service information. It is important to read the following information carefully, as you will be responsible for adhering to the state-established policy and procedures.

As with any new process, it is difficult to anticipate every question or issue that may arise. If you have any questions, please contact your Agency Purchasing Card Administrator (APCA). If the APCA has any questions, they may be referred to the Contract Administrator at the Division of Purchasing.

**Rod Knopp, Purchasing Agent 658-2003**  
Agency Purchasing Card Administrator

or **Jason Urquhart, Buyer 658-2010**

## **General Guidelines**

### **Card Issuance:**

As a cardholder, you will be asked to complete a cardholder application form, which will then be signed by your supervisor and the Purchasing Card Administrator. The application form sets up your account and establishes your limits. You will also be asked to read, understand, and sign the Cardholder User Agreement. By signing the application form and Cardholder User Agreement, you have agreed to adhere to the guidelines established in this manual. Please refer to Appendix I for an example of the cardholder application and Appendix VI for an example of the Cardholder User Agreement. Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use. As each purchasing card is linked to a specific state agency and individual employee, the card cannot be transferred from one employee to another.

Upon receipt of your MasterCard Purchasing Card, you will need to activate the account by calling the toll-free number printed on the card. For verification purposes, you will be asked to provide a piece of information, such as the last four digits of your Social Security Number. Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card. The State is responsible for payment of all purchases and your personal credit will not be affected.

### **Work Group Card Issuance:**

See general guidelines and instructions under Appendix X.

### **Account Maintenance:**

If there is a need to change any information regarding your account, such as mailing address or expense accounting code, please complete the Account Maintenance Form (see Appendix II) and forward to the Purchasing Card Administrator.

### **Card Usage:**

The MasterCard Purchasing Card can be used at any merchant that accepts MasterCard, except as the State otherwise directs. It may be used for in-store purchases as well as phone, fax or mail orders. There is no special terminal or equipment needed by the MasterCard merchant to process a purchasing card transaction.

When using the MasterCard Purchasing Card with merchants, please emphasize that an invoice must not be sent as this may result in a duplicate payment. For phone, fax and mail orders, please instruct the merchant to send a receipt only. This receipt must be retained for your records.

Revised 11-12-03  
djones

### **Vendors Not Accepting MasterCard:**

Not all of your suppliers will accept MasterCard. However, as purchasing card programs become more and more popular, vendors will want to accommodate their customers by accepting MasterCard as a method of payment. If you have a vendor who does not accept MasterCard, please contact the Purchasing Card Administrator. Your administrator will work with Wells Fargo Bank to communicate our desire, and the benefits, of accepting MasterCard. Alternatively, you may advise the vendor to contact its local bank for details of becoming a MasterCard member. It will be to our benefit, and the success of the program, if as many suppliers as possible are MasterCard merchants.

### **Limitations and Restrictions:**

The Department has assigned a credit limit to your card. Each card is restricted to \$10,000.00 per month and \$2,500.00 per day. There is also a single transaction limit of \$1,500.00 placed on your card, which means your card will be declined if you attempt to purchase more than this set amount at one time. **Do not split a purchase to avoid the single transaction limit.** If you believe the single transaction limit will inhibit optimum usage of the Program, please discuss this with your supervisor and the P-Card Administrator.

The Wells Fargo Bank MasterCard Purchasing Card Program also allows for Merchant Category blocking. If a particular Merchant Category is blocked (e.g., jewelry stores), and you attempt to use your card at such a merchant, your purchase will be declined. Management has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If your card is refused at a merchant where you believe it should have been accepted, you should call Wells Fargo Bank Customer Service at 800-932-0036 to determine the reason for refusal.

**IMPORTANT:** All requests for changes in limitations and restrictions must be made through your supervisor, administrator, and the Purchasing Card Administrator. Wells Fargo Bank will change existing cardholder restrictions only after a written request is received from the Purchasing Card Administrator.

### **Lost or Stolen Cards:**

You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, immediately report this information to Wells Fargo Bank Customer Service on 800-932-0036. Immediately after reporting to Customer Service, you must inform your Purchasing Card Administrator. It is extremely important to act promptly in the event of a lost or stolen card to avoid agency liability for fraudulent transactions.

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. The P-Card Administrator should issue a new card within 48 hours of notice to Wells Fargo Bank.

### **Termination of Employment:**

- ◆ Return your purchasing card to your Purchasing Card Administrator or your supervisor.
- ◆ Turn in all receipts to your supervisor.
- ◆ Sign a document that states there were no unauthorized purchases, and all expenses are proper State of Idaho expenses for the month of \_\_\_\_\_. See Appendix II.
- ◆ The Purchasing Card Administrator will contact Wells Fargo and cancel the card number of a terminated employee.

## **Authorized Purchases**

The Wells Fargo Bank MasterCard Purchasing Card Program is intended for small purchases (single purchases less than \$1,500.00) of products and supplies needed during the course of business. Purchases against State Contracts (up to the single transaction limit amount) may be made from suppliers willing to accept MasterCard. Some common uses of the MasterCard Purchasing Card Program may include:

- Building Materials, Plumbing, Electrical
- Automotive Parts
- Equipment Repairs
- Books and subscriptions
- Computer supplies, e.g., software and diskettes
- Hardware and tools
- Short term rentals
- Spare parts
- Miscellaneous items, e.g., books, car washes, welding repair
- Travel arrangements (airlines, hotels, rental cars, business meals)

## **Grant Purchases**

All purchases charged to a grant must have written pre-approval from the Grant Project Manager. The only purchases on any P-Card should be for the cardholder. No one should be charging anything for someone else, which includes any travel and/or registrations. The pre-approval by the Grant Project Manager must include the following:

- Item(s) being purchased (supplies, etc)
- Dollar amount of item (s)

- If travel, travel request form
- Grant Project Manager signature for approval or denial
- If approved, Grant Project Manager must assign the PCA and Grant/Phase

## Unauthorized Purchases

- Items for personal use
- Any single transaction exceeding \$1,500
- Alcoholic beverages
- Salaries and wages
- Entertainment
- Bars, Cocktail Lounges, Discotheques, etc.
- Medical - Doctors, Dentists, Chiropractors, etc.
- Capital goods over \$300 unit cost (due to FAS requirements)

## Grants

- Any item or travel not in the grant budget
- Any item or travel not pre-approved by the Grant Project Manager

***The Department has established the following maximum purchase amounts for P Cards:***

- ***Per transaction \$1,500.00***
- ***Daily limit \$2,500.00***
- ***Monthly limit \$10,000.***

See Exhibit VII for a list of restricted MCC's (Merchant Category Codes). If the cardholder needs access to any of these restricted MCC's, see your supervisor or Purchasing Card Administrator.

Failure to comply with ***Department Policy and Procedure, Administrative Rules, State Law, and*** the above guidelines for authorized purchases under the State of Idaho - Wells Fargo Bank MasterCard Purchasing Card Program may result in disciplinary action, cancellation of your card privileges, possible termination of employment, and criminal and civil liability. As with any agency or state purchase, the card is not to be used for any product, service or with any merchant considered to be inappropriate for state or public funds.

***Reinstatement of card privileges can only occur when any deficiencies have been corrected. Request for reinstatement must be made to your Division Administrator who must approve the request and forward it to the P Card Administrator.***

## Ordering Process

The Purchasing Card Program provides an option to the usual purchasing procedure regarding transactions for approved goods and services. **All purchases** must comply with all relevant purchasing rules and statutes. **All P-Card holders must read, understand, and comply with Division Directive 114.03.03.007, Purchasing and Contracting.**

Please be sure to follow these procedures when using the Purchasing Card:

- Identify if the purchase is appropriate for the Purchasing Card. Check the list of restricted goods and services (See Appendix VII – Restricted MCC -- Merchant Category Codes). If not, the purchase must be processed in accordance with established purchasing/disbursement procedures.
- Contact the Supplier and:
  - State that you are either calling from the State of Idaho and/or you are a State of Idaho Employee and you will be making a MasterCard Purchasing Card purchase.

**EMPHASIZE that the State of Idaho is a sales tax exempt organization.**

If the supplier requests proof of tax exemption, you may fax or provide the supplier with a completed copy of Form ST-101 - Sales Tax Resale or Exemption Certificate. The form may be obtained from the facility Account Tech or Central Office Fiscal Department.

- Order the item(s) or request services.
- Provide the supplier with the Purchasing Card number and the expiration date.
- Provide the supplier your name, the department name, and complete delivery address.
- Be sure to get an invoice, receipt, and/or credit card sales slip from the supplier.

Make sure the appropriate agency or departmental supervisor is aware of your purchase, **appropriate approval(s) have been obtained**, and that all state and departmental rules and procedures regarding purchasing, ordering, processing, and record retention have been followed.

When receiving a shipment, it is the responsibility of the agency to properly inspect the shipment. In cases of returns, the Cardholder is responsible for coordinating the return directly with the supplier and contacting the Purchasing Card Administrator with any unresolved issues.



## Reconciliation and Payment

Unlike personal credit cards, the Wells Fargo Bank MasterCard Purchasing Card Program is handled as corporate liability. Your personal credit history has not been taken into account when a card has been issued in your name.

The Department is responsible for paying the Program invoice(s) each month. You are not responsible for payment under your account.

The 10<sup>th</sup> and 25<sup>th</sup> of each month you are to log on to the Controller's P-Card Application system and verify all purchases. This process is discussed in detail in the P-Card Training Manual.

You are responsible for the following:

- Retaining all receipts and packing slips for items purchased under the Program.
- Ensuring all transactions posted are legitimate purchases made by you on behalf of the State.

### **Receipt Retention/Record Log:**

It is a requirement of the program that you keep all receipts and packing slips for goods and services purchased. For orders placed via phone, fax or mail, you must request a receipt, detailing merchandise price, freight, etc., be included with the goods mailed/shipped. (*Note:* a merchant should not reject this request, as it is a MasterCard policy). **It is extremely important to request and retain purchase receipts.**

To assist you in retaining receipts and tracking purchases we have provided a Purchasing Card Record Log (see Appendix III for example). Since standard reimbursement policies require retention of receipts or other proof of purchase, record keeping is not an extraordinary requirement.

**As purchasing card records will be audited from time to time, it is essential to adhere to the above record keeping guidelines.**

### **Reconciliation of Purchases:**

On the 10<sup>th</sup> and 25<sup>th</sup> of each month it is your responsibility to verify your purchases to ensure all the transactions posted are legitimate transactions made by yourself. By using the Purchasing Card Record Log mentioned above, reconciliation should be easy.

All grant-related purchases must be reviewed by the Grant Project Manager to ensure all purchases are approved. The written pre-approval from the Grant Project Manager must be included with the paper work for reconciliation and payment. The Grant Project Manager is responsible for all charges made against the grant. Therefore, if any purchases or travel is charged against the grant without the Grant Project Manager's signature becomes an allowable expense and will be charged to a general fund PCA.

**Disputed or Fraudulent Charges:**

If there is a discrepancy between your record log and your statement, it is imperative that the issue is addressed immediately! Depending on the type of discrepancy, you will need to contact either the merchant (supplier) or your Purchasing Card Administrator to resolve the disputed transaction.

If you believe the merchant has charged you incorrectly or there is an outstanding quality or service issue, you must first contact the merchant and try to resolve the error or problem. If you are able to resolve the matter directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and will appear on your account.

Note: The item should be highlighted on your record log as a reminder to verify that correct credit has been received.

If the merchant disagrees that an adjustment is necessary, immediately contact your Purchasing Card Administrator who will work with Wells Fargo to resolve the dispute. Wells Fargo Bank will request complete details of the dispute in writing in order to research the item in question. The details of the disputed transaction should be reported on State letterhead or on the Wells Fargo Bank Dispute Form (refer to Appendix IV).

Wells Fargo Bank must receive any charge dispute within 60 days of the transaction date. While pending resolution, Wells Fargo Bank will credit the account for the amount of the disputed transaction. Although Wells Fargo Bank acts as the arbitrator in any dispute, you should never assume that a dispute would be resolved in your favor.

If the dispute is not resolved to your satisfaction, and you believe the merchant has unfairly treated you, please notify your manager with the relevant details.

Any fraudulent charge, i.e., a charge appearing which you did not authorize, must be reported immediately to your Purchasing Card Administrator. Prompt reporting of any such charge will help to prevent the company from being held responsible. A Declaration of Forgery or Unauthorized Use form has been included with this package to facilitate notification of any such transactions (Appendix VI).

## Sales and Use Tax

Purchases for use by the State of Idaho are exempt from Idaho sales and use tax. The MasterCard Purchasing Card has embossed on it the words: For Official Use Only - Tax Exempt. When presenting the card to a merchant, **emphasize** that the purchase is tax-exempt. You may, however, be required to fax or provide merchants with the necessary form (ST-101) for verification of non-taxable status (including out of state suppliers). A copy of the ST-101 form - Sales Tax Resale or Exemption Certificate may be obtained from the facility Account Tech or Central Office Fiscal Department. It may be copied and used as needed. Questions regarding the tax-exempt form should be addressed to your Purchasing Card Administrator.

## Common Questions and Concerns

- **Why did the State decide to participate in a Purchasing Card Program?**

Like most organizations today, we are exploring ways to streamline processes and reduce costs. Frequently the expenses incurred to process a small dollar purchase can be more than the price of the item itself.

With a Purchasing Card, many of the typical purchasing steps should be eliminated including, generating a requisition, preparing a purchase order, matching a packing slip to a purchase order, matching invoices with purchasing requisitions, individual payments of invoices, etc.

- **What is the procedure when I pay for something with my Purchasing Card?**

Essentially, the process is the same as when using your personal credit card. You must always ask for a receipt for your records, particularly for phone, fax and mail orders.

- **Are there any restrictions associated with the use of my Card?**

Yes, in addition to the State policy detailing the type of products or services you can buy, other controls and limits **will** be placed on your card including:

- a monthly dollar limit
- a daily dollar limit
- a “per transaction” dollar limit
- “blocked” merchant categories

Please see your Purchasing Card Administrator for your specific restrictions.

- **How will I know if I have exceeded my monthly limit?**

You should maintain a log of your purchases to keep a running total of your expenditures. Once you have reached your limit within a given month, your card will not be accepted for additional purchases. To determine your outstanding balance at any given time, you may call the toll-free Wells Fargo Bank Customer Service number on the back of your card. If you are consistently getting close to your limit often, you should discuss a modification with your supervisor.

- **What should I do if a supplier does not accept the Wells Fargo Bank Purchasing Card?**

Please contact your Purchasing Card Administrator and provide him with the supplier's name, address and phone number.

- **How will my monthly Purchasing Card bills be paid?**

You are not responsible for the payment of your Purchasing Card bills. The **Department** will make one monthly payment to Wells Fargo Bank covering Purchasing Card expenses for all **Department** employees using the cards. You must verify your purchases on the 10<sup>th</sup> and 25<sup>th</sup> of each month on the Controller's P-Card Accounting program. Refer to P-Card Accounting Training Manual for procedure.

- **Who in our agency may I talk to if I have questions going forward?**

We have designated the following individual as Purchasing Card Administrator. Rod Knopp, Central Office - 658-2003 (or Jason Urquhart, Central Office - 658-2010). The **Purchasing Card Administrator** should be contacted for any questions you have regarding limits, usage and other issues.

Only the **Purchasing Card Administrator(s)** has the authority to change any existing information or restrictions to a cardholder's account.

- **What should I do if I have a problem associated with something I bought with my Purchasing Card?**

Please refer to the "Disputed or Fraudulent Charges" section of this guide for complete details. It is extremely important that you address these items immediately.

- **Once I receive the card, can I begin using it immediately?**

Once you receive your card, you will be instructed to call Wells Fargo Bank's toll-free number and provide certain information (e.g., the last four digits of your social security number to activate the card. This procedure ensures a secure card issuance process and helps to prevent fraud.

- **What should I do if my card is lost or stolen?**

It is extremely important to call Wells Fargo Bank's Customer Service toll-free number immediately in the event your card is lost or stolen. You must also notify your Purchasing Card Administrator.

- **Can another employee utilize my card for purchases?**

Each Purchasing Card will be embossed with the individual employee's name. The employee is responsible for the proper use of his card. ***At no time should another individual utilize your Purchasing Card.***

- **Can the Purchasing Card be used outside of the United States?**

Yes, the Wells Fargo Bank Purchasing Card is accepted worldwide. Purchases can be made in any currency and billed in U.S. Dollars. The currency, as well as the foreign exchange rate utilized, is stated for each transaction on your statement.

- **What should I do if I need to change my monthly or single purchase limits?**

Please contact your Purchasing Card Administrator.

- **I lost the receipt or the merchant did not give me a copy. What should I do?**

Receipts are important as they provide an audit trail. Every effort should be made to obtain a receipt for the purchase. If however, a receipt is lost or not available for some reason, a record of the purchase should be made. See Appendix VIII for a sample form to be used when no receipt is available.

- **What if my purchase(s) are to be charged to a grant?**

If you make a purchase to be charged to a grant, you must first get a written pre-authorization from the Grant Project Manager. The Grant Project Manager is responsible for all grant funds utilized. The Grant Project Manager must sign and code the approval with the grant PCA and Grant/Phase for payment purposes. If you are the Grant Project Manager, please just assign the PCA, Grant/Phase for payment purposes.

**CARDHOLDER APPLICATION**

**APPENDIX I**

Company Name: Idaho Dept of Correction

**1. Type of Request**

New    Change    Delete

Card Type: \_\_\_\_\_

Card Account #: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Name on the Card: \_\_\_\_\_

First Name

Middle Initial

Last Name

(Change: Complete only the fields to be changed in the following sections)

**2. Card Information**

Name - 24 Characters (Embossed on Card)

Last 4 digits of Social Security Number

Organization Name - 24 Characters  
(User defined - embossed below cardholder name on plastic)

Monthly Credit Limit (Required)

Address - 36 Characters

Single Transaction Limit

City - 25 Characters

MCC Group

State

Zip Code

Zip Ext.

Internal Audit Code - 22 Characters  
(Not Used In Idaho)

**3. Reporting Level (Hierarchy)**

Level 2 -  
Agency

**4. Special Instructions**

**5. Authorization**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Administrator  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CARDHOLDER ACCOUNT MAINTENANCE FORM

## TO ADD NEW ACCOUNT

1. Indicate "New Account" under Type of Request.
2. Complete all fields on the form.

## TO CHANGE INFORMATION ON AN EXISTING ACCOUNT

1. Indicate Type of Request.
2. Fill in card account number: \_\_\_\_\_
3. Fill in current name on card:

\_\_\_\_\_  
First Name Middle Initial

\_\_\_\_\_  
Last Name

4. Complete only the fields to be changed in the following sections.

## CARD INFORMATION

\_\_\_\_\_  
\*Name - 24 characters Maximum (Embossed on card)

\_\_\_\_\_  
\*Last 4 digits of SSN ( ) \*Work Telephone Number

\_\_\_\_\_  
\*Agency Name - 24 characters Maximum  
(User definable- embossed below name on card)

\_\_\_\_\_  
Internal Audit Code 22 characters Maximum (User definable)

\_\_\_\_\_  
\*Department Name

\_\_\_\_\_  
\*E-Mail Address

\_\_\_\_\_  
\*Statement Mailing Address

\_\_\_\_\_  
\*City

\_\_\_\_\_  
\*State \*Zip - 9 digit

\_\_\_\_\_  
\*Monthly Credit Limit \*Single Transaction \$ Limit

**Accept** the following Merchant Category Codes currently Blocked:

\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX II

## TYPE OF REQUEST

- A. New Account
- B. Address Change
- C. Internal Audit Code Change
- D. Account Closure
- E. Name Change
- F. Credit Line Adjustment
- G. Single Transaction & Limit
- H. MCC Change
- I. Other

## AUTHORIZATION SIGNATURES

\_\_\_\_\_  
Employee Signature  
[If this is an Account Closure, I certify that no unauthorized purchases that could be considered misappropriation of State funds have been made by myself or anyone known to me as of \_\_\_\_\_ (Date card was last used)]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Card Administrator

\_\_\_\_\_  
Date

[Those fields indicated by an asterisk (\*) must be completed before a new card can be ordered.]

\_\_\_\_\_  
\*Daily Transaction \$ Limit

**Block** the following MCC Codes Currently Accepted:

\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE RECORD LOG**

APPENDIX III

Period Covered: From \_\_\_\_\_ To: \_\_\_\_\_

Employee Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Location \_\_\_\_\_ PCA \_\_\_\_\_

Date	Description of Purchase	Vendor/Supplier	Total Charge	Other Information

**Cash Advance Reconciliation**

Date	ATM Cash Advance	Cash Expenses		Travel		Times		Description
		Meals	Other	From	To	Start	End	

TOTAL

--	--	--	--

Note: If cash advance is more than cash expenses, please attach a check payable to Idaho Department of Correction.

SIGNATURE \_\_\_\_\_ APPROVAL \_\_\_\_\_  
 DATE \_\_\_\_\_ DATE \_\_\_\_\_



State of Idaho  
Wells Fargo Bank Purchasing Card Dispute Form

APPENDIX IV

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Account Number: 5405-10 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Transaction Date : \_\_\_\_\_ Amount: \_\_\_\_\_

Merchant Description: \_\_\_\_\_

Please take a moment and check the appropriate statement that validates your dispute. Please attach any supporting documentation that validates your dispute, such as: credit memos, letter to merchants, sales slips or proof of payments.

\_\_\_\_ I certify that the transaction disputed was not made by me or the person authorized by me to use the \_\_\_\_\_ card, nor were the goods or services represented by this transaction received by myself or a person authorized by me.

\_\_\_\_ Although I did engage in the above transaction, I am disputing the entire charge, or a portion in the amount of \$\_\_\_\_\_. I have contacted the merchant and requested a credit to my account for the \_\_\_\_\_ reason explained in the attached letter.

\_\_\_\_ The enclosed sales slip for \$ \_\_\_\_\_ appeared on my statement as \$ \_\_\_\_\_.

\_\_\_\_ The enclosed credit memo: \_\_\_\_\_ has not posted to my account OR was listed as a purchase on my \_\_\_\_\_ statement/activity report.

\_\_\_\_ I did not receive the service and/or merchandise. I have contacted the merchant and they have not resolved my dispute. I expected to receive the merchandise/services on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_ I have already paid for the transactions shown above by: \_\_\_\_ check \_\_\_\_ cash \_\_\_\_ money order  
\_\_\_\_ other credit card \_\_\_\_ State Controller warrant.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Please return this form Immediately. We appreciate your cooperation and urge you to contact us at 800.932.0036, if you have any questions. Fax completed form to 415.975.6635.

**\*\*Wells Fargo must receive Transaction dispute within 60 days of posting to your account.**

Kathy Alvarado  
Dispute & Loss Specialist

**DECLARATION OF FORGERY OR UNAUTHORIZED USE**

**APPENDIX V**

Re: State of Idaho - Wells Fargo MasterCard© Purchase Card

Account Number: 5405-10\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I, \_\_\_\_\_, have reported that my above numbered card or account.(please check and complete applicable section)

\_\_\_ with an expiration date of \_\_\_\_\_ was not received by me.

\_\_\_ was discovered missing on \_\_\_\_\_.

\_\_\_ was stolen on \_\_\_\_\_, at \_\_\_\_\_.

I have notified the \_\_\_\_\_ police, who took report # \_\_\_\_\_.

\_\_\_ may have been used without my authorization, though valid card was in my possession at all times.

\_\_\_ additional information enclosed on separate sheet.

I last used the said card on \_\_\_\_\_, 20\_\_\_\_ in the city of \_\_\_\_\_.

Any duplicate of such card has been destroyed.

The transaction(s) listed below or on the attached sheet and/or transaction made after the date of the last usage were not made by me or by a person acting with my authorization. I received no benefit whatsoever from such use. I further authorize you to accept my telephone verification of any subsequent transaction(s).

**TRANSACTION DESCRIPTION    TRANSACTION DATE    AMOUNT**

TRANSACTION DESCRIPTION	TRANSACTION DATE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I declare under penalty of perjury that the foregoing is true and correct, and I will testify, declare, depose or certify to the truth hereof before any competent tribunal, officer or person in any case now or hereafter pending in connection with the matters contained within this declaration

Executed at (City/County and State) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Cardholder

**STOP! Signature of cardholder is required.**

## APPENDIX VI

### STATE OF IDAHO

#### **CARDHOLDER USER AGREEMENT**

##### *RETURN ONE SIGNED FORM TO THE P-CARD ADMINISTRATOR*

You are being entrusted with a State of Idaho Purchasing Credit Card, issued by Wells Fargo Bank. The card is provided to you based on your need to purchase materials for the State Of Idaho. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of the State of Idaho and will strive to obtain the best value for the State of Idaho.
2. I understand that the card is not to be used for any product, service or with any merchant considered to be inappropriate for state or public funds.
3. I have read and will follow the State of Idaho Purchasing Card Policies and Procedures. Failure to do so could be considered as misappropriation of funds of the State of Idaho. Failure to comply with this Agreement may result in either revocation of my use privileges or other disciplinary action, up to and including termination, and criminal and civil liability.
4. I understand that under no circumstances will I use the State of Idaho Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of funds of the State of Idaho and could result in corrective action, up to and including termination of employment and criminal and civil liability.
5. I agree that should I violate the terms of this Agreement and use the State of Idaho Purchasing Card for personal use or gain, that I will reimburse the State of Idaho within thirty (30) for all incurred charges and any fees related to the collection of those charges.
6. The State of Idaho Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
7. The Purchasing Card is property of the State of Idaho. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the assets of the State of Idaho. This may include being asked to produce the card to validate its existence and account number.
8. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 1-800-932-0036 and the agency program administrator.
9. I will receive a monthly statement which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the

card, I will reconcile my Purchasing Card purchases on the 10<sup>th</sup> and 25<sup>th</sup> of each month and resolve any discrepancies by either contacting the supplier or Wells Fargo Bank.

10. I agree to surrender the State of Idaho Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

11. Reinstatement of card privileges can only occur when any deficiencies have been corrected. Request for reinstatement must be made to your Division Administrator who must approve the request and forward it to the P-Card Administrator.

12.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Purchasing Card Account Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## RESTRICTED MERCHANT CATEGORY CODES - MCC

## APPENDIX VII

The following Merchant Category Codes (MCC) are restricted. The Purchasing Card cannot be used at these merchants. If there is a need to unblock any of these MCC restrictions, please consult with your Agency Purchasing Card Administrator.

<b>MCC</b>	<b>Description</b>	<b>MCC</b>	<b>Description</b>
4829	Wire Transfer Money Orders (WTMOs)	7922	Theatrical Producers Ticket Agencies
4899	Cable and other Pay Television Services	7929	Bands, Orchestras, and Miscellaneous Entertainers
5094	Precious Stones and Metals, Watches and Jewelry	7932	Billiard and Pool Establishments
5309	Duty Free Stores	7933	Bowling Alleys
5681	Furriers and Fur Shops	7941	Athletic Fields, Commercial Sports, etc.
5697	Alterations, Mending, Seamstresses, Tailors	7991	Tourist Attractions and Exhibits
5698	Wig and Toupee Shops	7992	Golf Courses, Public
5813	Bars, Cocktail Lounges, Discotheques, etc.	7993	Video Amusement Game Supplies
5921	Package Stores, Beer, Wine, Liquor	7994	Video Game Arcades/Establishments
5932	Antique Shops - Sales, Repairs, and Restoration	7995	Betting
5933	Pawn Shops	7996	Amusement Parks, Carnivals, etc.
5937	Antique Reproduction Stores	7997	Clubs Country Clubs, Membership, etc.
5944	Clock, Jewelry, Watch, and Silverware Store	7998	Aquariums, Dolphinariums, and Seaquariums
5945	Game, Toy, and Hobby Shops	7999	Recreation Services (Not Elsewhere Classified)
5947	Card, Gift, Novelty, and Souvenir Shops	8011	Doctors (Not Elsewhere Classified)
5948	Leather Goods and Luggage Stores	8021	Dentists, Orthodontists
5950	Crystal and Glassware Stores	8031	Osteopathic Physicians
5960	Direct Marketing - Insurance Services	8041	Chiropractors
5962	Telemarketing - Travel - Related Arrangement Servi	8042	Optometrists, Ophthalmologists
5963	Door-to-door Sales	8043	Opticians, Optical Goods, and Eyeglasses
5971	Art Dealers and Galleries	8044	Optical Goods and Eyeglasses
5972	Stamp and Coin Stores Philatelic and Numismatic	8049	Chiropodists, Podiatrists
5973	Religious Goods Stores	8050	Nursing and Personal Care Facilities
5992	Florists	8062	Hospitals
5993	Cigar Stores and Stands	8071	Dental and Medical Laboratories
5997	Electric Razor Stores Sales and Service	8099	Health Practitioners, Medical Services
6010	Financial Institutions Manual Cash Disbursements	8111	Attorneys, Legal Services
<del>6011</del>	<del>Financial Institutions Automated Cash</del>	8211	Schools, Elementary and Secondary
6012	Financial Institutions Merchandise and Services	8220	Colleges, Universities, Professional Schools
6051	Non Financial Institutions	8241	Schools, Correspondence
6211	Securities Brokers/Dealers	8244	Schools, Business and Secretarial
6300	Insurance Sales, Underwriting, and Premiums	8249	Schools, Trade and Vocational
6381	Insurance Premiums	8299	Schools and Educational Services
6399	Insurance Carriers Not Elsewhere Classified	8351	Child Care Services
7012	Timeshares	8398	Organizations, Charitable and Social Service
7032	Recreational and Sporting Camps	8641	Associations Civic, Social, and Fraternal
7033	Campgrounds and Trailer Parks	8651	Organizations, Political
7251	Hat Cleaning Shops, Shoe Repair ,Shoe Parlors	8661	Organizations, Religious
7261	Funeral Service and Crematories	8675	Associations, Automobile
7273	Dating and Escort Services	<del>8699</del>	<del>Organizations, Membership</del>
7276	Tax Preparation Service	8911	Architectural, Engineering, and Surveying Service
7277	Debt, Marriage, Personal Counseling Service	8931	Accounting, Auditing, and Bookkeeping Services
7296	Clothing Rental - Costumes, Uniforms, and Formal	8999	Professional Services Not Elsewhere Classified
7297	Massage Parlors	9211	Court Costs including Alimony and Child Support
7298	Health and Beauty Spas	9222	Fines
7321	Consumer Credit Reporting Agencies	9223	Bail and Bond Payments
7832	Motion Picture Theaters	9311	Tax Payments
7841	Video Tape Rental Stores	9399	Government Services Not Elsewhere Classified
7911	Dance Halls, Schools, and Studios	9401	Food Stamps

**RECORD OF P-CARD ACTIVITY - NO RECEIPT AVAILABLE**

**APPENDIX VIII**

This form is to be used in instances in which no receipt was provided by the merchant or if a receipt was lost.

Cardholder's Name: \_\_\_\_\_

Individual Card Number: \_\_\_\_\_

or

Group Card Number: \_\_\_\_\_

Transaction Record:

P-Card Statement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Merchant Name: \_\_\_\_\_

Item(s) Purchased:

Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ \_\_\_\_\_

Reason Receipt is Not Available: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder or GroupCard Responsible Person's Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Attach Original to Statement for Reconciliation  
Send a Copy to the Agency P-Card Administrator

**GRANT PURCHASE PRE-APPROVAL**

**APPENDIX IX**

Item(s) being purchased: (If travel, please attach the Travel Request Form)

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---

Dollar Amount of Item(s)

Item: _____ \$ _____	Item: _____ \$ _____
Item: _____ \$ _____	Item: _____ \$ _____
Item: _____ \$ _____	Item: _____ \$ _____
Item: _____ \$ _____	Item: _____ \$ _____
Item: _____ \$ _____	Item: _____ \$ _____
Item: _____ \$ _____	Item: _____ \$ _____

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Grant Project Manager's Signature

\_\_\_\_\_  
Date

Grant PCA \_\_\_\_\_

Grant/Phase \_\_\_\_\_

**Work Group Cards:**

Work Group cards are a variation of P-Card, where no name appears on the card, only the name of a department, bureau, section, program, etc. A Work Group card is intended for specific short-term needs such as travel by an employee who does not have an assigned P-Card. These cards are maintained in a secure location under the control of a single person at each location and are issued to an employee as the need arises.

Caution must be exercised when choosing a Work Group card. Vendors may, but are not required to, accept a card without an individual's name and corresponding signature. This may limit the use of the card in some instances. Without a name and signature, the vendor has no way to verify that the user of the card is an authorized purchaser. If a dispute arises about a purchase, there is no way for the state agency, or Wells Fargo Bank, to authenticate the purchase. For that reason, when a Work Group card is chosen, the state agency forfeits the right to dispute purchases on the grounds that an unauthorized individual made it. Both the person controlling the cards and the person using the card must be fully aware of this.

**Work Group Card Instructions:**

- ◆ Work Groups cards will be assigned to one (1) individual at each location or work unit only after approval from the appropriate spending authority. This individual will be responsible for the safekeeping of the cards, the issue and recovery of the cards, and the reconciliation of all purchases made using the cards.
- ◆ Work Group cards will be kept in a secure place when not in use (safe, locked cabinet, etc.) and will not be carried by individuals on a permanent basis.
- ◆ Work Group Cards will be issued to authorized persons for limited use, generally travel by an employee without a P-Card or for a specific purchase. Cards will be turned in immediately after the travel is completed or the purchase made. The reconciliation process will also be completed at that same time for the purchases made.
- ◆ Documentation of purchases (receipts, invoices, packing slips, etc.) will be retained in the same manner as individual assigned card purchases.
- ◆ The person responsible for control of the Work Group cards at each location will maintain a detailed card log-in/log-out record, including user name, date, and time. This person will be responsible for checking out the card, tracking its use on the record, recovering the card after each use, collecting receipts and reconciling those purchases. Reconciliation must be completed before the card can be checked out again and within the time limits established by P-Card policy.



## Idaho Department Of Correction

## APPENDIX X

- ◆ In addition to all restrictions relating to individual purchasing cards, Work Group cards may have additional restrictions such as lower dollar amounts and number of transactions allowed. Work Group cards will not be able to obtain cash either from an ATM or a bank teller.
- ◆ If the whereabouts of the card are unknown for any period of time, notify the bank, to cancel the card immediately, and the P-Card Administrator. A replacement card is far less expensive than the potential financial loss for the Department.
- ◆ Insist each purchase is pre-approved and the actual card is logged out for the purchase. DO NOT allow the card number to be written down, retained and used at the employee's discretion.
- ◆ The signature strip on each card will be covered with a sticker that states "Department of Correction ID and Signature Required." Card users must carry and show their ID for every purchase.

### **Work Group Card Limits:**

Card limits will not exceed those of individual P-cards. Standard limits will be set low enough to limit Department liability but high enough to meet occasional travel needs. Standard card limits will be:

- ◆ Transaction limit - \$500.00
- ◆ Daily limit - \$750.00
- ◆ Monthly limit - \$4,000.00

The appropriate division administrator must approved any higher Work Group card limits.

Each location and/or work unit will be financially responsible for all charges incurred by the use of Work Group cards, authorized or unauthorized.

## Work Group Card - Cardholder Agreement

This Idaho Department of Correction Work Group card is being issued on a temporary basis. With it, you are authorized to make small dollar purchases within the guidelines of the program. Along with this authority come the responsibilities for protecting the card, for using it properly, and for documenting the legitimate business purpose of each transaction.

As the temporary holder of this Department Card:

- ◆ I acknowledge receipt of this Department of Correction / Wells Fargo Work Group Card.
- ◆ I agree to comply with the terms and conditions of this Agreement and Department Policy.
- ◆ I agree to accept responsibility for the proper protection and use of the Work Group card.
- ◆ I agree to use this card for official purchases only, and I agree not to charge personal purchases.
- ◆ I agree to keep all receipts and provide all documentation required by the Department and the Board of Examiners Travel Policy for all travel related expenses.
- ◆ I agree to return the card, receipts, and required travel documentation after each use or completion of authorized travel to the person responsible for the card.
- ◆ I understand that the Department will audit the use of this Work Group card.
- ◆ I understand that the Department is liable to Wells Fargo for all charges made against this card until reported lost, stolen or canceled; and, that my institution/location will pay for all charges incurred.
- ◆ I agree to immediately notify Wells Fargo directly, at 1-800-932-0036, should I suspect this card is lost or stolen. I will also notify the Department P-Card Administrator.
- ◆ I agree that should I violate the terms of this Agreement and use the Work Group card for personal use or gain, that I will reimburse the Department within thirty (30) days for all incurred charges and any fees related to the collection of those charges.
- ◆ I understand that improper use of the Department Card may result in disciplinary action, up to and including termination of my employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Card Number: 5405** \_\_\_\_\_

**September 2003**



**State of Idaho  
Purchasing Card Program**

**P-Card Accounting Training Manual**

**Department of Correction**

**Rod Knopp, Purchasing Agent 658-2003**  
Agency Purchasing Card Administrator

**Jason Urguhart, Buyer 658-2010**

# P-Card Accounting Training Manual

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# P-Card Accounting Overview

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## Chapter One Overview

### P-Card...Purchasing Card

- ◆ Streamlines and simplifies requisitioning, purchasing and payment of small dollar transactions
- ◆ Reduces the approval process
- ◆ Reduces paperwork of procurement procedures such as... purchase orders, petty cash, expense reimbursements
- ◆ It is a Mastercard to both the vendor and agency personnel that use them

### P-Card Goals:

- ◆ Reduce the cost of processing small dollar purchases
- ◆ Receive faster delivery of required merchandise
- ◆ Simplify the payment process
- ◆ Improve timeliness of financial reporting
- ◆ Allows cardholders to choose vendor

### How does P-Card work?

- ◆ Cardholder uses P-Card for in-store purchases, telephone, fax, mail orders, etc., for approved expenditures
- ◆ Cardholder keeps sales slips and receipts
- ◆ Vendor submits sales slips to the bank for redemption daily
- ◆ Bank compiles daily MasterCard transactions
- ◆ Bank sends MasterCard files to SCO
- ◆ SCO uploads file to P-Card Accounting application
- ◆ Cardholder verifies purchases on or before each payday and submits sales slips and receipts along with transmittal for review to the Approver
- ◆ Approver and Central Office Fiscal Department approve transactions
- ◆ Transactions posts in FISCAL/STARS

# P-Card Accounting Overview

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It is the responsibility of Approver 2 to notify Rod Knopp, P-Card Administrator, of any changes such as:

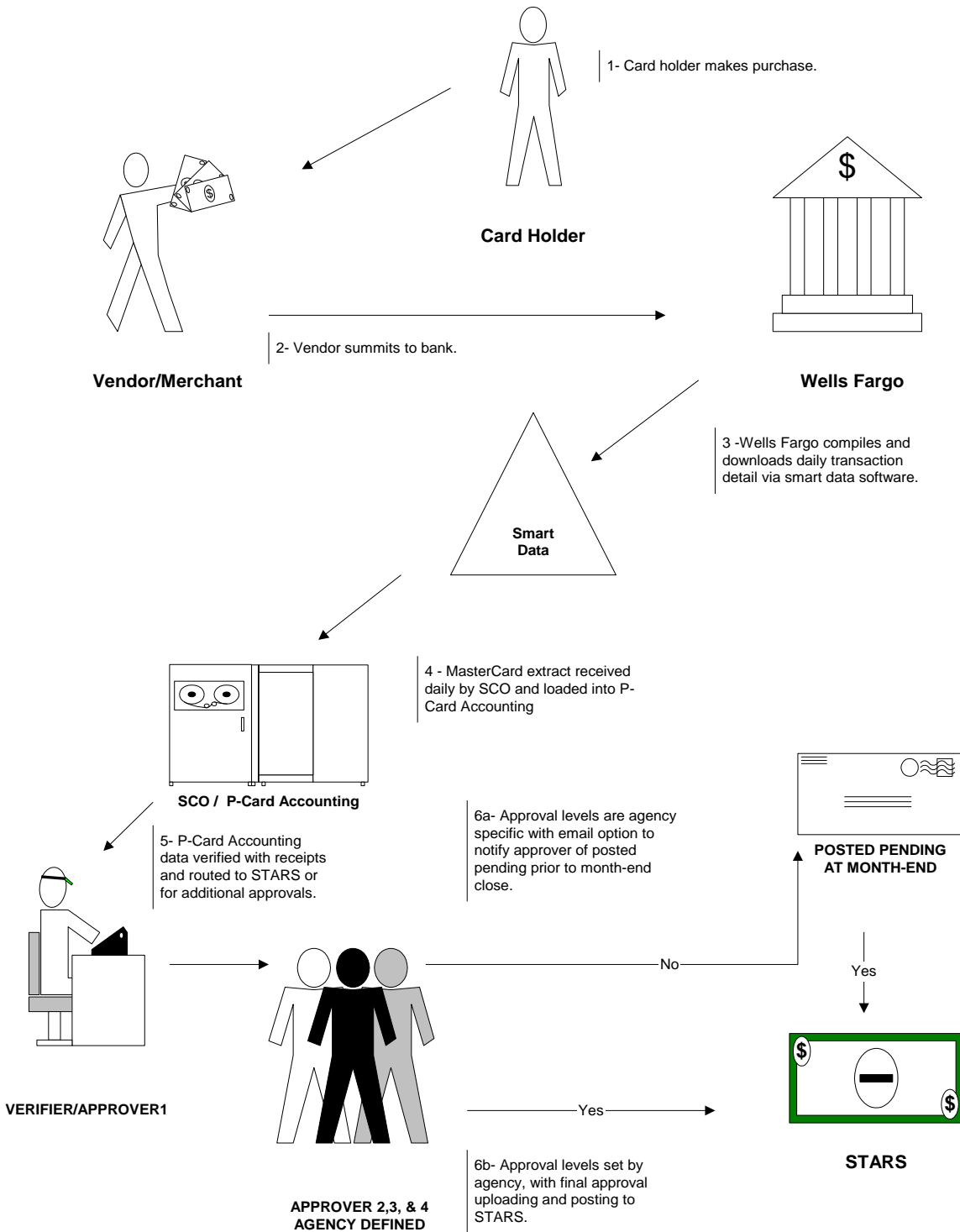
- ◆ New P-Card holder
- ◆ Transfer/termination/resignation of a P-Card holder
- ◆ Change in Approvers
- ◆ Change in default PCA

You will be provided a list of P-Card holders, Approver 1 and Approver 2 for your work group.

If you have any questions, please contact Rod Knopp 658-2003 or Jason Urquhart 658-2010.

# P-Card Accounting Overview

## P-Card Accounting Data Flow



# P-Card Accounting Getting Started

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## Chapter 2 Getting Started

### P-Card Accounting Application Access

- ◆ You must have access to the State Controller's Office (SCO) website...Username and Password
  - ◆ This is the **View Paystub** Server Log-On.
- ◆ You must have access to the IDOC P-Card Accounting Application
  - ◆ P-Card Administrator adds new cardholders.
  - ◆ P-Card Administrator (Rod Knopp 658-2003)
    - ◆ Issues P-Cards and PIN's
    - ◆ Provides P-Cardholders with a Username & initial Password
    - ◆ Establishes User access/security
    - ◆ Monitors Posted/Pending transactions
    - ◆ Provides management reporting



# P-Card Accounting Getting Started

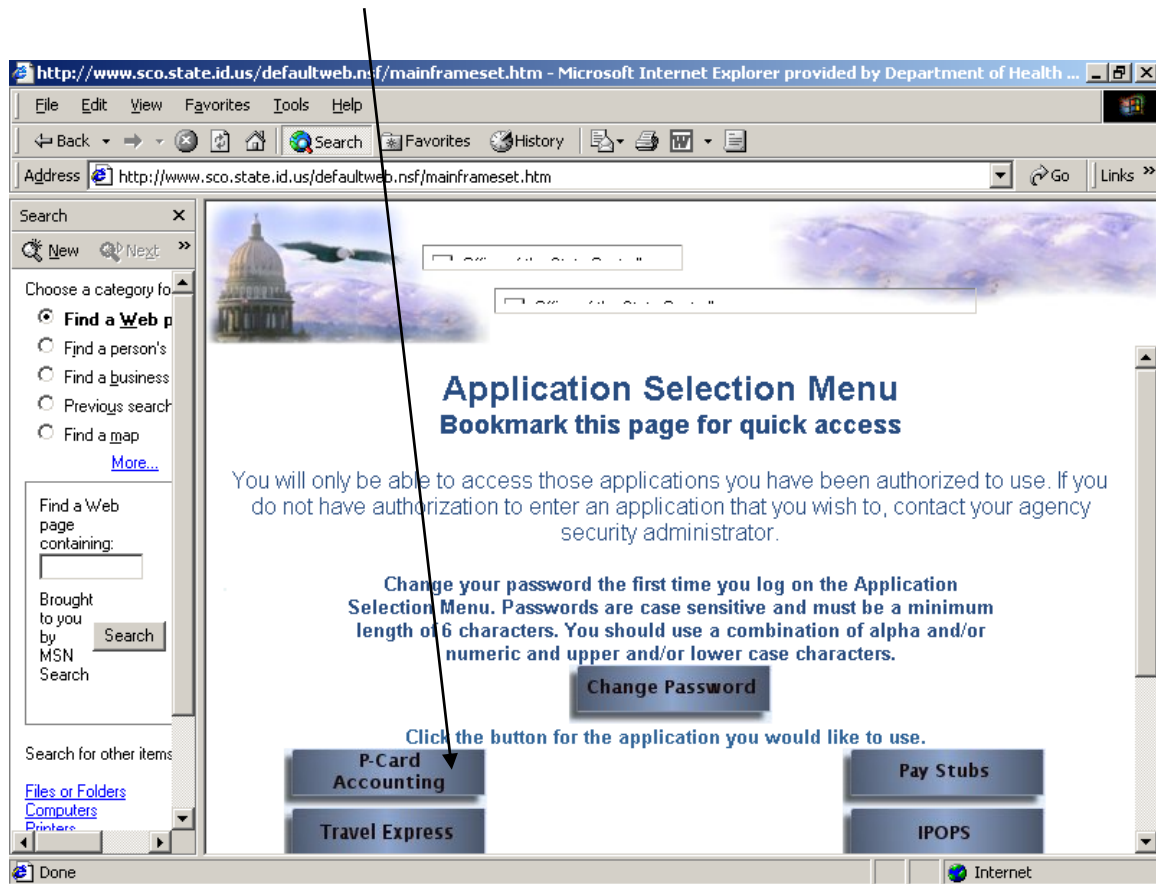
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## How to Login

To access the P-Card Accounting Application, you need to log on to 3 systems:

1. The Department of Correction system.
2. The State Controller Office Web Server.
3. The P-Card Accounting Application.

Once the State Controller's Office website is loaded on your screen, click on **P-Card Accounting** icon.



# P-Card Accounting Getting Started

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At the Server Logon screen:

Server Logon

Please enter your User Name, Agency and Password

User Name

Agency Code

Password  \*\* Passwords are case sensitive

Login

Forgot your Password?

State employees may request their password be reset using their own valid state of Idaho email address. At this time, for security reasons, we will not be able to accept any other email addresses. Please include your User Name and Agency Code in your email request to: [scohelpdesk@sco.state.id.us](mailto:scohelpdesk@sco.state.id.us)

Invalid email address?

If you do not have a valid state of Idaho email address or have difficulties emailing the SCO Help Desk, your [Agency Security Administrator\(s\)](#) may initiate a password reset in your behalf.

Enter the following information:

<b>Username</b>	Enter the same user name as you would for <b>Pay Stub</b> view.
Press <b>TAB</b> .	
<b>Agency Code</b>	Enter ' <b>230</b> '.
Press <b>TAB</b>	The cursor goes to the next field that will contain ' <b>Correction, Department of</b> '.
Press <b>Tab</b>	
<b>At Password</b>	Enter your password for <b>Pay Stub</b> view. <b>This field is case sensitive.</b>

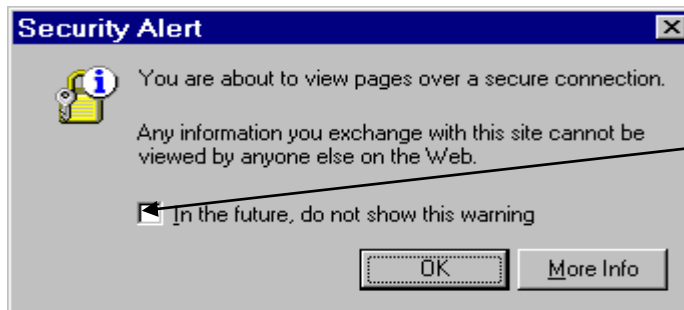
# P-Card Accounting Getting Started

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Click on the **Login** icon.

If you receive the message: 'Invalid username or password was specified.', try to enter your login information again. Before making a new attempt, verify the spelling of your username and password. Remember that the **PASSWORD** is case sensitive, so care must be taken for its entry. If your login attempts continue to be unsuccessful, contact the SCO Help Desk by clicking on the e-mail address in the **Server Logon** screen and include your User Name, Agency Code, and a message that you are not able to successfully log on to the Server.

Click '**OK**' on the Security Alert dialog box.



If you click here, you won't see this dialogue box in the future

# P-Card Accounting Getting Started

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The **Welcome** screen for the State of Idaho P-Card Application appears:

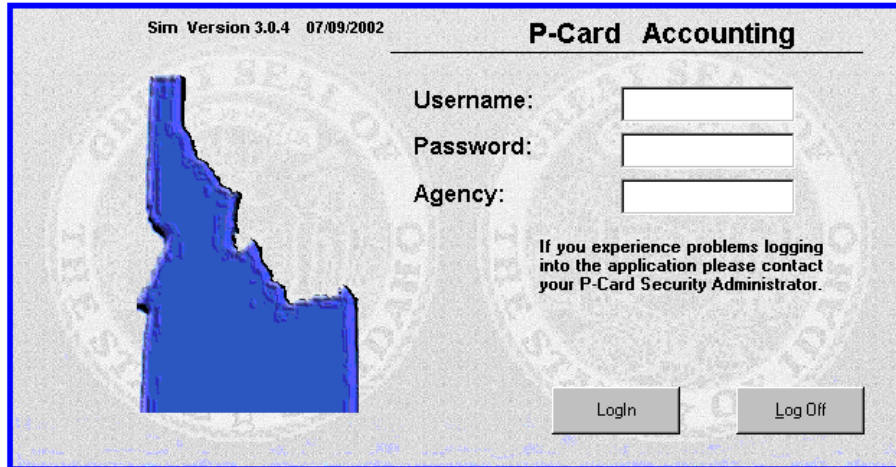


Once the P-Card Application completes loading, the P-Card Login screen will appear.

# P-Card Accounting Getting Started

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At the **P-Card Login** screen:



Sim Version 3.0.4 07/09/2002

**P-Card Accounting**

Username:

Password:

Agency:

If you experience problems logging into the application please contact your P-Card Security Administrator.

Login Log Off

Enter the following fields:

- Username** Enter the Username assigned to you by the P-Card Administrator. The username is the same as your e-mail address name before the @ sign. (i.e. rknopp)
- Password** Enter your Password. Remember to change your password from the default password initially assigned to you by the P-Card Administrator.
- Agency** Enter '230'.

Click on the **Login** icon

Special Notes:

In the P-Card Accounting application, neither the username nor the password is case sensitive. You may use lower case, upper case or a combination of the two.

# P-Card Accounting Getting Started

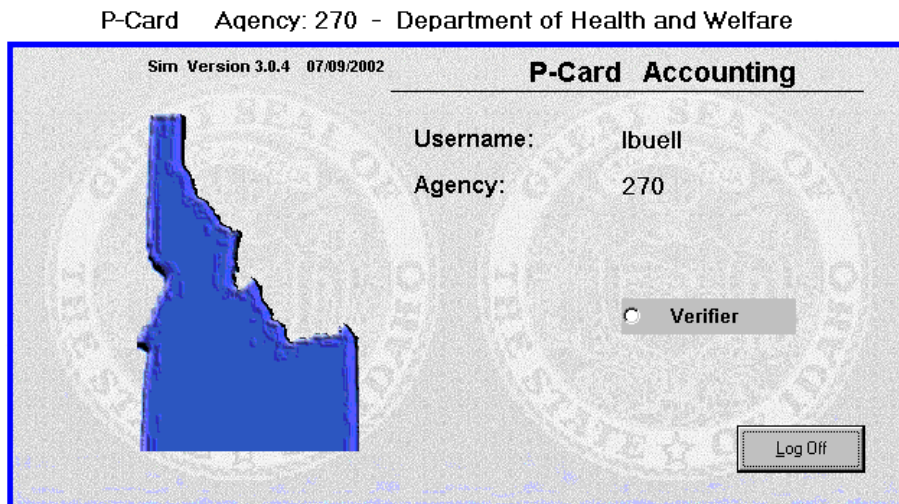
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The P-Card Accounting application allows a maximum of three failed attempts at Login. If the third attempt fails, P-Card Accounting will display the message '**Access denied – please try again.**' Click on the **OK** button. You will be backed out of the system completely. In order to make another Login attempt, you must start again from the original Internet address. Before making the new attempt, wait 15 minutes and verify the spelling of your username and password.

If you have forgotten your password, contact your P-Card Administrator who can reset the password to the default. The next time you access P-Card Accounting, make sure to change your password from the default to one you select.

At the P-Card Accounting screen, you will either have the verifier or verifier and approver screen.

If you are a verifier, you will see the following screen with Verifier only:



# P-Card Accounting Getting Started

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If you are both a verifier and an approver, you will see the following screen with both options.

P-Card Agency: 270 - Department of Health and Welfare

Sim Version 3.0.4 07/09/2002

### P-Card Accounting

Username: lbuell  
Agency: 270

Verifier  
 Approver

Log Off

Verifier functions see **Chapter 3, Verifier.**

Verifier and Approver functions see **Chapter 4, Approver.**

# P-Card Accounting Verifier

---

## Chapter 3 Verifier

Verifier Responsibilities Are:

- ◆ Must have access to P-Card Accounting through the Internet.
- ◆ Must keep all cash register receipts, invoices, and charge slips and have them available prior to verifying the charges.
- ◆ Verify that the charges recorded by MasterCard are valid and correct.
- ◆ Review default FISCAL accounting codes...correct if necessary.
- ◆ Split transactions if transactions need to be charged to more than one FISCAL accounting code.
- ◆ Be familiar with and abide by the Cardholder Agreement and Cardholder Policy and Procedures Manual.
- ◆ IDOC Purchasing Card Policies and Procedures.
  - ◆ No Gifts or Capital Outlay purchases
  - ◆ Mode of Travel and Lodging charges are appropriate
  - ◆ Be familiar with all other IDOC Policies and Procedures which includes, but not limited to, expenditures for the Department, Meeting Rules and Regulations, Travel Rules and Regulations and Purchasing Policies and Procedures which includes any computer purchases. If in question, please contact the P-Card Administrator for clarification before making purchase.



# P-Card Accounting Verifier

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P-Card Agency: 270 - Department of Health and Welfare

Sim Version 3.0.4 07/09/2002

**P-Card Accounting**

Username: lbuell  
Agency: 270

Verifier

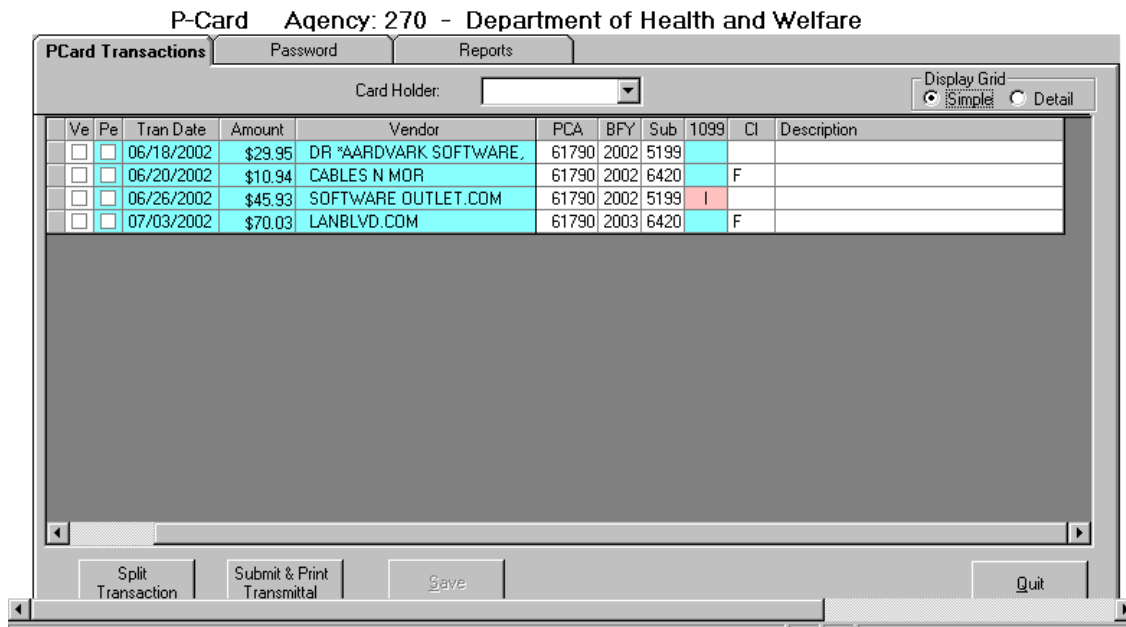
Log Off

At P-Card Accounting Screen:

Click in the circle in front of the **Verifier icon**

At the Cardholder screen along the top are 3 taps labeled P-Card Transactions, Password, and Reports:

# P-Card Accounting Verifier



1. **P-Card Transactions Tab** – provides an opportunity to verify that the charges recorded by MasterCard are valid and correct. This is the Cardholder's way of detecting any unauthorized charges. This tab allows the Verifier to change default codes, split transactions, and validate or modify FISCAL coding required for each P-Card transaction.
2. **Password Tab** – Used to change password for accessing the P-Card Accounting Application.
3. **Reports Tab** – Used to access online reporting functions.

The P-Card application opens at the **P-Card Transaction** section.

## P-Card Transaction Section

You will see a drop-down field for **Card Holder** center below tabs. If you only verify for yourself, you will only see your name. Some staff verify for others, and in this situation, the drop-down field is used to select the card holder.

# P-Card Accounting Verifier

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You also have the option to view the **P-Card Transaction** section as **Display Grid Simple** or **Detail**. The default view is **Simple**. You can click on either button to toggle between the 2 views. The Detail provides more coding information for the transaction. Definitions are shown below for all the fields as seen with the **Detail** option.

Screen Definitions:

**Ve** – Verified. Click to tag the transaction as verified. Click a second time to untag the transaction. Do not click to verify until after all necessary changes are made to the transaction line. Each transaction must be verified separately.

**Pe** – Posted/Pending. Transactions that have not been verified by the Monthly P-Card cutoff date are processed using the default FISCAL coding. The Verifier is still required to review the transaction and correct the coding if necessary. Any coding changes will automatically create FISCAL adjustment transactions in order to reflect the correct coding.

**Tran Date** –Transaction Date as recorded by MasterCard.  
Cannot be modified.

**Amount** – Cannot be modified on the grid. However, the amount can be split as necessary between FISCAL coding by using the Split Transaction function. Detailed instructions can be found under the Splitting Transactions section later in this chapter.

**Vendor** – Cannot be modified. Displays Merchant name as recorded in MasterCard.

**Vendor ID & Suffix** – During the data upload from MasterCard, the Vendor ID is checked against the STARS Vendor ID table. If the MasterCard Vendor ID does not match up with a STARS

## **P-Card Accounting Verifier**

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Vendor ID, Central Office Fiscal Department must research and correct. The Suffix field is displayed and may be modified prior to posting to FISCAL, if necessary.

**PCA** – Program Cost Account. Modifiable field. The default PCA is based on Administration tables in P-Card Accounting as assigned by the P-Card Administrator. Each Cost Center or Program is assigned a default PCA that is based on the major funding source for that Cost Center or Program. Requests to change the default PCA may be submitted to P-Card Administrator.

**BFY** – Budget Fiscal Year. Modifiable field. The default BFY is the current fiscal year. If the transaction is related to a prior year encumbrance, the verifier must change the BFY to the correct fiscal year. The Encumbrance Number and the Suffix must also be entered in the correct cells.

**Sub** – Expenditure SubObject. Modifiable field. The default Expenditure SubObject is based on the Merchant Category Code (MCC) in MasterCard. When a merchant signs up with MasterCard, that merchant is assigned a MCC that identifies the general merchant type. The MCC is used to assign a default STARS Expenditure SubObject that best describes the majority of the merchandise or services provided by that merchant type. The default is maintained on a statewide basis through the State Controller's Office. If you feel the default expenditure SubObject does not correctly reflect the majority of transactions for this merchant, contact the P-Card Administrator with this information.

**1099 Indicator** –If the field has a red "I" in it, that indicates the transaction is 1099 reportable, but has an invalid 1099 Vendor ID number. If the field has a black "V", then the transaction is 1099 reportable and has a valid 1099 Vendor ID number. If the field is blank then either this transaction is not 1099 reportable

## **P-Card Accounting Verifier**

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or the Vendor Type is not 1099 reportable. The Central Office Fiscal Department is responsible for researching 1099 issues, and for obtaining and maintaining needed information.

**STARS Ven / Sfx** – Use this field to put in the correct vendor number if the one downloaded into the Vendor number field is incorrect.

**CI** – Capitalization Indicator. Not currently used.

**Grant** – When the P-Card transactions are uploaded to FISCAL, the PCA entered on this transaction is used to look up the grant. The information on this screen is not used for the upload. Enter active grant number if appropriate.

**Grant Ph** – Grant Phase. When the P-Card transactions are uploaded to FISCAL, the PCA entered on this transaction is used to look up the grant phase. The information on this screen is not used for the upload. Enter active grant/phase number if appropriate.

**Project** – If purchase affects a contract, enter the FISCAL Contract Number. Enter active project/phase number if appropriate.

**Ph** – If purchase affects a contract, enter the FISCAL Contract Number suffix.

**Encumb** – Encumbrance/Suffix. Only used by Central Office Fiscal Department

**Sfx** – Used for the two (2) digit encumbrance suffix.

**Fund** – When the P-Card transactions are uploaded to FISCAL, the PCA entered on this transaction is used to look up the fund. The information on this screen is not used for the upload.

# P-Card Accounting Verifier

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**Dtl** – When the P-Card transactions are uploaded to FISCAL, the PCA entered on this transaction is used to look up the fund detail. The information on this screen is not used for the upload.

**Description** – Optional free format field used to record additional information on the transaction. Use this field to describe purchases. Note: The first 30 characters entered in Description will be uploaded to FISCAL and STARS and will become public information.

**Property #** – Not currently used.

**Property Sfx** – Not currently used.

## Screen Icons

**Split Transaction** – Accesses the Split Transaction function. Instructions for the Split Transaction function are provided later in this chapter.

**Submit & Print Transmittal** – Saves all changes, assigns a Transmittal Number and Prints a Transmittal Report that shows all verified transactions. After printing the transmittal, the P-Card Accounting application will automatically return you to the P-Card Transaction Tab Screen. Additional information on the Transmittal is provided later in this chapter.

**Save** – Saves all changes, but neither assigns a Transmittal Number nor prints a Transmittal Report.

**Quit** – Clicking on Quit allows you to leave the Verifier screen and return to the Login Screen. If you have made changes, the system will ask if you want to save the changes before exiting. To Quit and Save any changes, click on the **Yes** button. To Quit and not Save changes made since the last time you clicked Save, click on the **No** button.

# P-Card Accounting Verifier

## Modifying

- ◆ Tinted fields cannot be modified
- ◆ To modify non-tinted field, click on the box, type in the new code. Press **ENTER** or use ↑ ↓ keys to move to new transaction.
- ◆ Click on **Split Transaction** to allocate to more codes
- ◆ P-Card validates PCA and Expenditure SubObject
- ◆ Invalid code entry will be in Bold Red Characters
- ◆ Correct 1099 'I' Error by:
  - ◆ Changing Exp SO to non-1099 Exp SO, if appropriate
  - ◆ Or change Vendor Number in the **STARS Ven** field. Click on **Detail** screen option to find STARS Ven field.
- ◆ PCA's and Expenditure SubObjects have a Lookup Field.

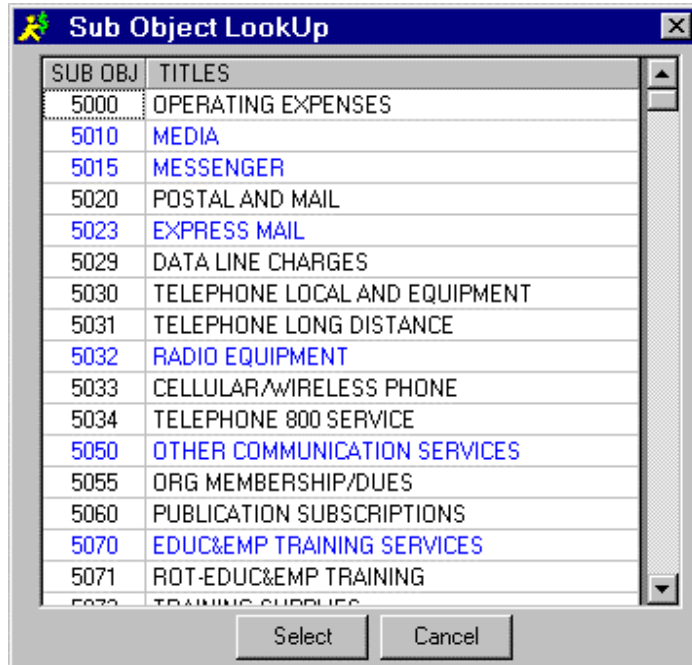
P-Card Agency: 270 - Department of Health and Welfare

Ve	Pe	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA*	BFY	Sub*	1099	CI	Description
		10/7/2002	\$30.00	ANYTIME LOCK & KEY	820397631		61073	2003	5618			
		10/7/2002	\$132.81	CIRCUS CIRCUS RENO ADV			34792	2003	5397			
		10/8/2002	\$7.99	MISTER CAR WASH 0501	043299064	00	61073	2003	5230			
		10/8/2002	\$74.00	USPS 5480520062	135641517		61678	2003	5020			
		10/11/2002	\$138.50	ALASKA A 0272145544815			74767	2003	5380			
		10/11/2002	\$160.00	KRM TELEPHONE SEMINARS	391785822	00	13333	2003	5722			
		10/12/2002	(\$31.50)	BARNES & NOBLE.COM	134027879	00	73019	2003	5060			
		10/17/2002	\$84.54	DIFFERENCE MAKERS INTL	261663408		73019	2003	5199	I		
		10/18/2002	\$79.50	DIFFERENCE MAKERS INTL	261663408		73019	2003	5199	I		
		10/18/2002	\$85.00	ISU CONTINUING EDUCATI	082601354		17257	2003	5770			
		10/21/2002	\$12.99	D & B SUPPLY	820237932	07	75056	2003	5410			
		10/22/2002	\$373.08	ATC*VERIZONWIRELESSWR			61844	2003	5199	I		

# P-Card Accounting Verifier

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F3 will bring up the PCA or SubObject Lookup:





# P-Card Accounting Verifier

## Splitting Transactions

- ◆ Click on **Save** before splitting a transaction
- ◆ Use to allocate costs to different coding
- ◆ Split into as many sub-transactions as necessary
- ◆ Place cursor on row of transaction to be split
- ◆ Click on **Split Transaction** button

The screenshot shows the 'PCard Transactions' window. At the top, there are tabs for 'Password' and 'Reports'. Below them is a 'Card Holder' dropdown menu set to 'lbuell' and a 'Display Grid' section with 'Simple' selected. The main area contains a table with the following data:

Ve	Pe	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	Cl	Description
		06/18/2002	\$29.95	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			
		06/20/2002	\$10.94	CABLES N MOR	541656645		61790	2002	6420		F	
		06/26/2002	\$45.93	SOFTWARE OUTLET.COM	330714962		61790	2002	5199	I		
		07/03/2002	\$70.03	LANBLVD.COM	954833580	00	61790	2003	6420		F	
		07/10/2002	\$198.00	ATOMICPARK.COM	392029661		61790	2003	5570			

At the bottom of the window, there are four buttons: 'Split Transaction', 'Submit & Print Transmittal', 'Save', and 'Quit'. Two callout boxes provide instructions: one points to the first row of the table with the text '1st...click on transaction row to be split', and another points to the 'Split Transaction' button with the text 'Next...click on Split Transaction'.

# P-Card Accounting Verifier

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...Takes you to the P-Card Splits screen:

The screenshot shows a software window titled "P-Card Splits". It contains two tables: "Parent Transaction" and "Split Transactions".

**Parent Transaction**

Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
06/18/2002	\$29.95	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			

**Split Transactions**

Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
06/18/2002	\$0.00	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			
06/18/2002	\$0.00	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			

At the bottom of the window, there is a "Remaining Balance" field showing "\$29.95" in red, and buttons for "Split Again", "Save", and "Cancel".

## Screen Definitions:

**Parent Transaction** – Transaction as it appears on the P-Card Transactions screen.

**Split Transactions** – Use this area to split the Transaction into as many sub-Transactions as needed. If you need more than two lines to complete the split, click on the **Split Again** button to display as many extra lines as needed. Enter the split amounts in the **Amount** column and change the other coding as needed. The P-Card Split screen has the same validation capabilities as the P-Card Transactions screen.

**Remaining Balance** – The amount displayed in the box must be reduced to \$.00 before the splits can be saved.

**Split Again** – Click here to add additional lines to be used in the splitting of the Parent Transaction.

# P-Card Accounting Verifier

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**Save** – When the P-Card application splits screen is first displayed, the **Save** button is disabled and is not enabled until the Split Transaction is totally allocated to differing coding combinations. After completing the splits, click on **Save**. The P-Card Accounting application will save the transactions, flag them as verified, and return you to the P-Card Transactions screen. *In order to unsplit or unverify these transactions, you must select one of the verified, split transactions. Press **Split Transaction**, and then change every split line amount to \$0.00 except for one that should be changed to the unsplit amount. Press **Save**, and you are returned to the P-Card Transaction Tab, with one unverified, unsplit transaction.*

**Cancel** – If the P-Card Splits screen is displayed in error, or if you decide to not complete the split at this time, click on the **Cancel** button to return to the P-Card Transactions screen.

After entering the first line of the split, the screen will show a **Remaining Balance**, and the **Save** button is not enabled:

The screenshot shows the 'P-Card Splits' application window. It features a 'Parent Transaction' table and a 'Split Transactions' table. The 'Parent Transaction' table has one row with a date of 06/18/2002, an amount of \$29.95, and a vendor of DR \*AARDVARK SOFTWARE. The 'Split Transactions' table has two rows: one with an amount of \$5.00 and another with an amount of \$0.00, both for the same vendor. At the bottom, a 'Remaining Balance' field shows \$24.95, and there are buttons for 'Split Again', 'Save', and 'Cancel'.

Parent Transaction										
Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
06/18/2002	\$29.95	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			

Split Transactions										
Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
06/18/2002	\$5.00	DR *AARDVARK SOFTWARE,	411901640		61079	2002	5199			
06/18/2002	\$0.00	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			

Remaining Balance :

# P-Card Accounting Verifier

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You can click on the **Split Again** button to add more lines for the distribution.

Once you have completed the distribution the **Remaining Balance** will be \$0.00, the **Save** button will be enabled:

The screenshot shows a software window titled "P-Card Splits". It contains two tables: "Parent Transaction" and "Split Transactions".

**Parent Transaction**

Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
06/18/2002	\$29.95	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			

**Split Transactions**

Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
06/18/2002	\$5.00	DR *AARDVARK SOFTWARE,	411901640		31276	2003	5199			supplies
06/18/2002	\$5.00	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			supplies
06/18/2002	\$19.95	DR *AARDVARK SOFTWARE,	411901640		61073	2003	5199			supplies
06/18/2002	\$0.00	DR *AARDVARK SOFTWARE,	411901640		61079	2002	5199			

At the bottom of the window, there is a "Remaining Balance" field showing "\$0.00", a "Split Again" button, and "Save" and "Cancel" buttons.

Note:

There is another method you can use to complete your allocation for the transaction to be split. You can also press **Enter** after entering an amount of the first line. The remaining balance is automatically entered into the second line. You can immediately enter the amount for the second line (if not the remaining balance). After pressing **Enter**, the revised remaining balance is placed in the next line. You can continue on with this process until the transaction is completely allocated.

# P-Card Accounting Verifier

Once you have completed the split, click on **Save**. The P-Card Accounting application returns you to the P-Card Transactions screen where the Transactions now show as verified and are tinted as shown below:

The screenshot shows the 'PCard Transactions' window with a 'Card Holder' dropdown set to 'Ibuell'. The 'Display Grid' is set to 'Simple'. The table below shows the transaction data:

Ve	Pe	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2002	\$5.00	DR *AARDVARK SOFTWARE,	411901640		31276	2003	5199			supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2002	\$5.00	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2002	\$19.95	DR *AARDVARK SOFTWARE,	411901640		61073	2003	5199			supplies
<input type="checkbox"/>	<input type="checkbox"/>	06/20/2002	\$10.94	CABLES N MOR	541656645		61790	2002	6420		F	
<input type="checkbox"/>	<input type="checkbox"/>	06/26/2002	\$45.93	SOFTWARE OUTLET.COM	330714962		61790	2002	5199		I	
<input type="checkbox"/>	<input type="checkbox"/>	07/03/2002	\$70.03	LANBLVD.COM	954833580	00	61790	2003	6420		F	
<input type="checkbox"/>	<input type="checkbox"/>	07/10/2002	\$198.00	ATOMICPARK.COM	392029661		61790	2003	5570			

At the bottom of the window, there are four buttons: 'Split Transaction', 'Submit & Print Transmittal', 'Save', and 'Quit'. The 'Save' button is highlighted in a light blue color.

The Split Transactions can only be modified from the P-Card Splits screen. If additional charges are required, click on any box in the Split Transactions range. Then click on the **Split Transaction** button to return to the P-Card Splits screen and make the needed changes there.

# P-Card Accounting Verifier

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## Verifying and Saving

- ◆ Retain documentation in a safe place until ready to perform on-line verification
- ◆ You can verify as soon as purchases show on-line...usually within 2 working days after purchase
- ◆ Verify P-Card on or before each payday

### On-line Verification:

- ◆ Transaction Date order
- ◆ Review default codes shown on-line and correct if necessary
- ◆ After coding is correct...click **Ve** box to verify
- ◆ Click **Ve** box a second time to unverify
- ◆ You can correct coding on a verified transaction. Once you do so, you must press **Save** again.

### Saving:

- ◆ Click on **Save** button after successfully modifying and verifying transactions
- ◆ Does not assign transmittal number or print a transmittal
- ◆ Transactions will remain on screen for future log in
- ◆ If you click on the **Quit** button without saving, Dialogue Box appears asking if you want to save.

# P-Card Accounting Verifier

## Submitting and Printing the Transmittal

- ◆ Make sure all necessary changes have been made
- ◆ After printing transmittal, Verifier can't unverify/change
  - ◆ You can highlight change on the Transmittal for the Approver to correct.
  - ◆ If not caught until after approved and processed through FISCAL, the correction must be entered directly into FISCAL using a 230 and 231 STARS Transaction Code.
- ◆ Changes can be made by Approver
- ◆ Clicking on **Submit & Print Transmittal**
  - ◆ Saves changes
  - ◆ Assigns a Transmittal Number to verified transactions
  - ◆ Prints the Transmittal

Verified Non-Split Transactions:

P-Card Agency: 270 - Department of Health and Welfare

PCard Transactions Password Reports

Card Holder: lbuell

Display Grid  
 Simple  Detail

Ve	Pe	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2002	\$29.95	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			
<input type="checkbox"/>	<input type="checkbox"/>	06/20/2002	\$10.94	CABLES N MOR	541656645		61790	2002	6420		F	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/26/2002	\$45.93	SOFTWARE OUTLET.COM	330714962		61790	2002	5199		I	
<input type="checkbox"/>	<input type="checkbox"/>	07/03/2002	\$70.03	LANBLVD.COM	954833580	00	61790	2003	6420		F	

Split Transaction Submit & Print Transmittal Save Quit

# P-Card Accounting Verifier

Verified Split Transactions:

PCard Transactions Password Reports

Card Holder: lbuell

Display Grid  
 Simple  Detail

Ve	Pe	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2002	\$5.00	DR *AARDVARK SOFTWARE,	411901640		31276	2003	5199			supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2002	\$5.00	DR *AARDVARK SOFTWARE,	411901640		61790	2002	5199			supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2002	\$19.95	DR *AARDVARK SOFTWARE,	411901640		61073	2003	5199			supplies
<input type="checkbox"/>	<input type="checkbox"/>	06/20/2002	\$10.94	CABLES N MOR	541656645		61790	2002	6420		F	
<input type="checkbox"/>	<input type="checkbox"/>	06/26/2002	\$45.93	SOFTWARE OUTLET.COM	330714962		61790	2002	5199	I		
<input type="checkbox"/>	<input type="checkbox"/>	07/03/2002	\$70.03	LANBLVD.COM	954833580	00	61790	2003	6420		F	
<input type="checkbox"/>	<input type="checkbox"/>	07/10/2002	\$198.00	ATOMICPARK.COM	392029661		61790	2003	5570			

Split Transaction Submit & Print Transmittal Save Quit

Click on **Submit & Print Transmittal**



# P-Card Accounting Verifier

After clicking on **Submit & Print Transmittal** you are taken to the Transmittal Report screen:

Agency: 270 - Department of Health and Welfare

Date: 07-15-2002 16:50:06  
Verify Report

PCARD Transmittal Number: 21  
Transmittal Created By: Larry Buell Approved By: \_\_\_\_\_

To: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Approver)

To: ACCOUNTING DATE: \_\_\_\_\_ Approved In System: \_\_\_\_\_

Card Holder: lbuell - Larry Buell

Tran. Date	Amount	Vendor Name	Vendor ID/ *Stars Ven.	Sfx	1099	PCA	SubOb.	Grant	Ph.	Project	Ph.	Description	Spitt
06/18/2002	\$5.00	DR*AARD/ARK S OFTW/ARE.	411901640			31276	5199	A20022	03			supplies	Y
06/18/2002	\$5.00	DR*AARD/ARK S OFTW/ARE.	411901640			61790	5199					supplies	Y
06/18/2002	\$19.95	DR*AARD/ARK S OFTW/ARE.	411901640			61073	5199	A07003	03			supplies	Y

Close

- ◆ Click on the Printer Icon to print the transmittal
- ◆ Click on **Done**
- ◆ You will be returned to the P-Card Transaction Tab screen.
- ◆ Verified transactions are no longer on the screen
- ◆ Attach receipt/documentation and forward to Approver 1 for your location.
  - ◆ Include Lost Receipt Documentation
  - ◆ Travel Documents
- ◆ Approver 1 will review and approve
- ◆ Approver 1 will forward documentation to Approver 2 for review and approval

# P-Card Accounting Verifier

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## Post/Pend Transactions

- Transactions that were not verified by month cut-off may become Post/Pend Transactions.
- These transactions need to be verified and approved. This process will automatically create FISCAL interface adjustments.
- **Verify the transactions on or before the 10<sup>th</sup> and 25<sup>th</sup> of each month.**

Password

Click on **Password** Tab:

Enter OLD Password:

Enter NEW Password:

Verify NEW Password:

Save Clear Entries

Quit

- ◆ Enter old password in top box (asterisks show)
- ◆ Enter New password in middle and bottom boxes
- ◆ Passwords requirements:
  - ◆ Minimum of 4 characters

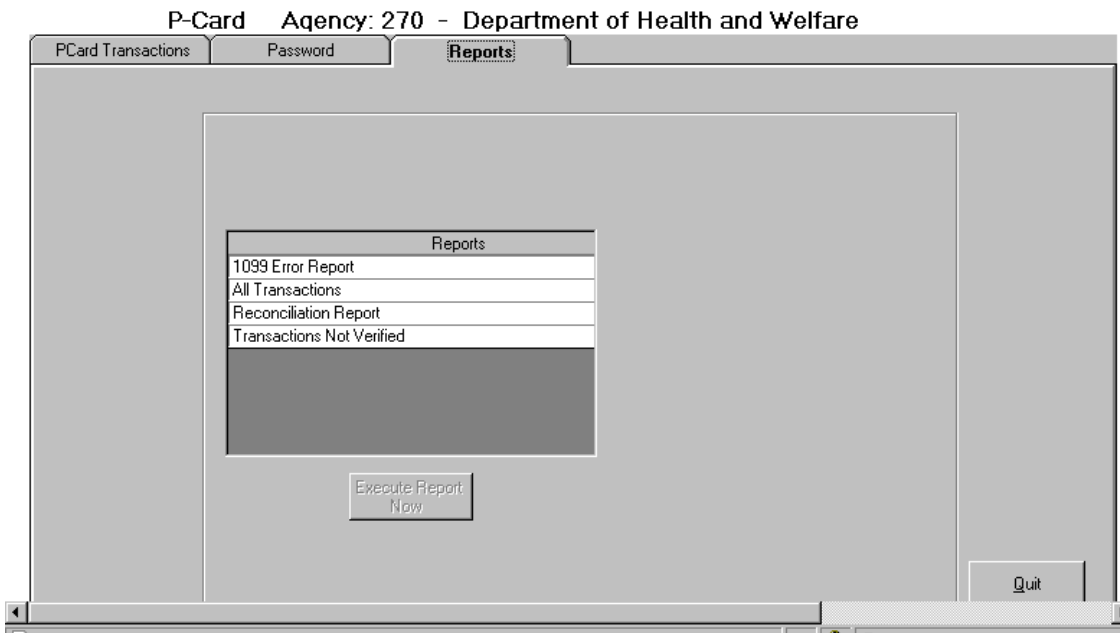
# P-Card Accounting Verifier

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- ◆ Maximum of 10 characters
- ◆ Can be either alpha or numeric, or combination
- ◆ Click on **Save**
- ◆ Success message or error message

## Reports

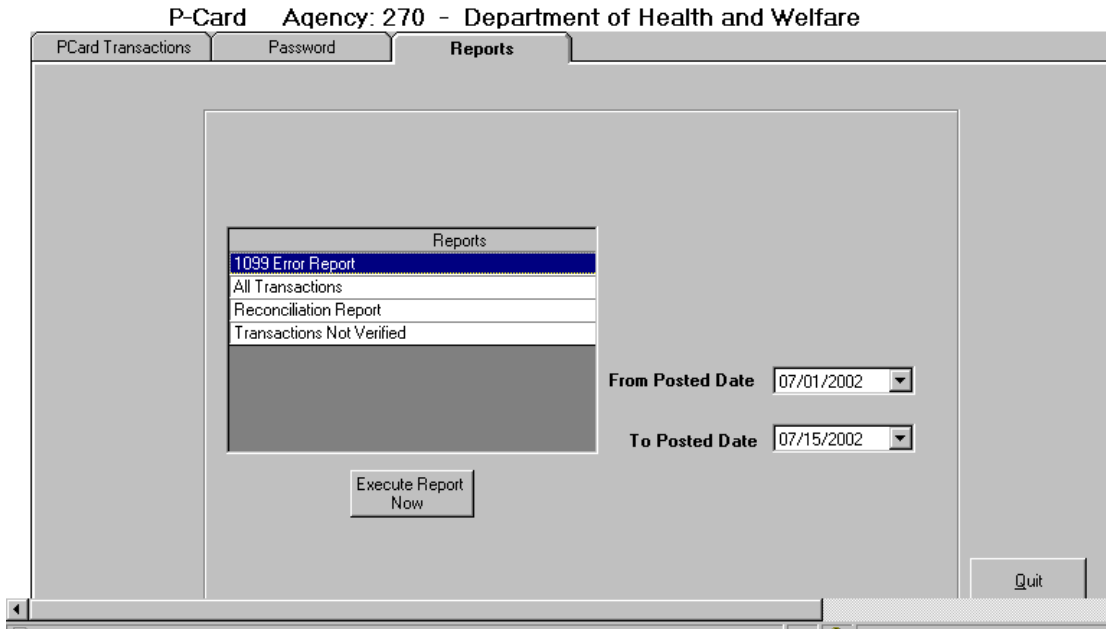
Click on **Reports** Tab:



# P-Card Accounting Verifier

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Click on report you want to request:



- Click in **From Posted Date** and **To Posted Date** to modify. Use down arrow to right of box to select dates.
- Click on the **Execute Report Now** button.
- If report data exists, report will be on next screen, otherwise you will get the message dialogue box:



# P-Card Accounting Verifier

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All Transactions Report:

**Pcard Reports** Transaction Report  
From 06/01/2002 To 07/15/2002  
Total Amount: \$354.85

Sorted by: User Name

User Name	Card No.	Ve	avel	avel	avel	P/P	Tran Date	Post Date	TM #	Vendor	Vendor ID	Sfx	Amount	P
lbuell	351199	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/18/2002	06/19/2002	21	DR *AARDVARK SOFTWARE,	411901640		\$5.00	3
lbuell	351199	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/18/2002	06/19/2002	21	DR *AARDVARK SOFTWARE,	411901640		\$5.00	6
lbuell	351199	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/18/2002	06/19/2002	21	DR *AARDVARK SOFTWARE,	411901640		\$19.95	6
lbuell	351199	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/20/2002	06/24/2002	24	CABLES N MOR	541656645		\$10.94	6
lbuell	351199	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2002	06/27/2002	0	SOFTWARE OUTLET.COM	330714962		\$45.93	6
lbuell	351199	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/03/2002	07/04/2002	0	LANBLVD.COM	954833580	00	\$70.03	6
lbuell	351199	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2002	07/12/2002	0	ATOMICPARK.COM	392029661		\$198.00	6

Save as MDB    Filter    Show  Grid  Printer    Done

# P-Card Accounting Verifier

Click in Printer Option for Transaction Report to Print Report:

The screenshot shows the 'Pcard Reports' application window. The title bar reads 'Pcard Reports'. Below the title bar, the window content includes:

- Transaction Report
- From 06/01/2002 To 07/15/2002
- Total Amount: \$354.85
- Sorted by: User Name
- Navigation icons: back, forward, search, and refresh.
- A central table titled 'P-Card Transactions From 06/01/2002 to 07/15/2002 Agency: 020 - Department of Health and Welfare Sorted by: User Name'. The table has columns for User Name, Card No., PO, DTY, SAHON, Ed, S66, L07, PLS, Trans, Part, and Year. The data rows list various users and their transactions, including 'DR. GARDNER SOFTWARE', 'CASES MADE', and 'SOFTWARE OUTLETCOH'.
- At the bottom of the window, there are buttons for 'Save as MDB', 'Filter', 'Show' (with 'Grid' and 'Printer' options), and 'Done'. The 'Printer' option is selected.

# P-Card Accounting Verifier

Click on Print Icon to print Transaction Report

Pcard Reports
\_ | 5 | X

Transaction Report  
 From 06/01/2002 To 07/15/2002  
 Total Amount: \$354.85

Sorted by: User Name

1/1
Q
🖨️

P-Card Transactions From 06/01/2002 to 07/15/2002  
 Agency: 270 - Department of Health and Welfare  
 Sorted by: User Name Printed 37:47/15/2532

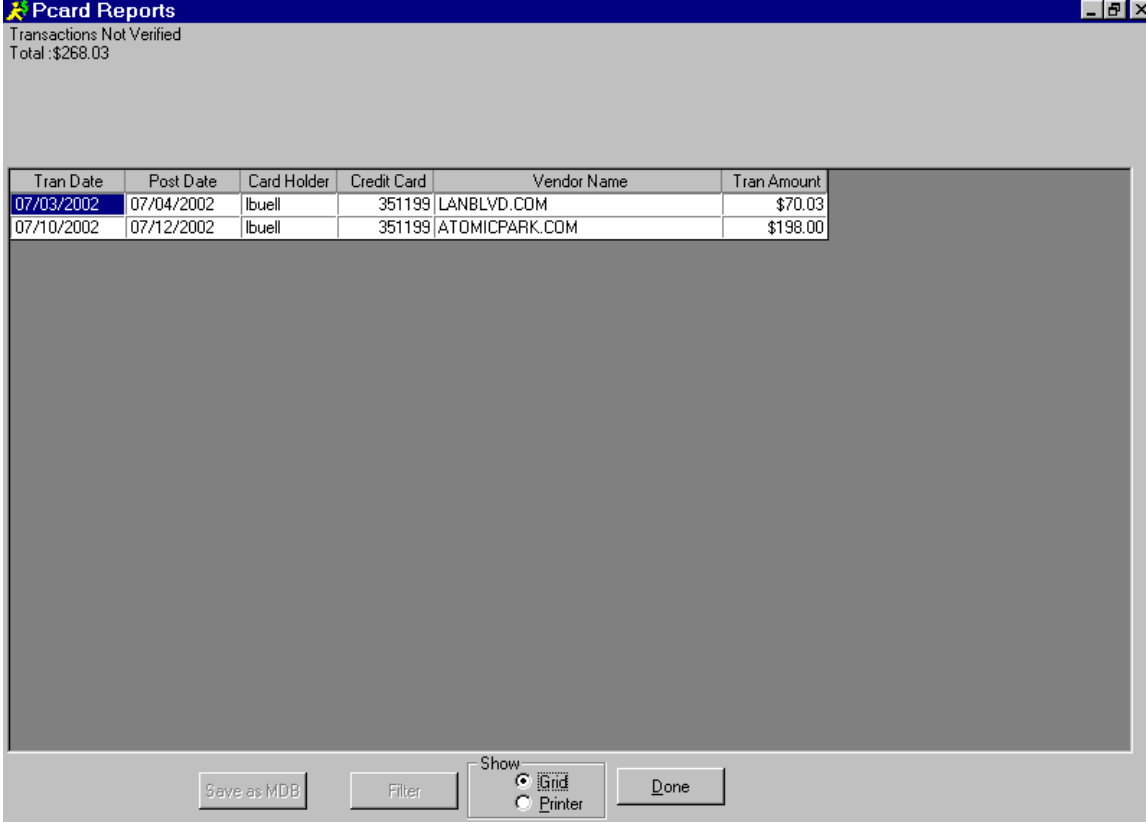
User Name	Card No.	PCA	BFY	Sub Obj	Obj	1099	FAS	Tran Date	Post Date	Amount
Vendor	Vendor ID	Sta	Ver	Le v	Lev	Lev	P/P	Prop #	St	T/M
Description	STARS Ven	Sta	Grant	Ph	Project	Ph	Encumb	St	Fund	DI
bell	351199	31276	2003	5199				06/18/2002	06/19/2002	\$5.00
DR *AARDVARKSOFTWARE,	411901640		Yes							21
bell	351199	61790	2002	5199				06/18/2002	06/19/2002	\$5.00
DR *AARDVARKSOFTWARE,	411901640		Yes							21
bell	351199	61073	2003	5199				06/18/2002	06/19/2002	\$19.95
DR *AARDVARKSOFTWARE,	411901640		Yes							21
bell	351199	61790	2003	6420			F	06/20/2002	06/24/2002	\$10.94
CABLES N MOR	541656645		Yes							24
bell	351199	61790	2002	5990				06/26/2002	06/27/2002	\$45.93
SOFTWAREOUTLET.COM	330714962		Yes							01
bell	351199	61790	2003	6420			F	07/03/2002	07/04/2002	\$7.03
LANBLVD.COM	954533880		Yes							05
bell	351199	61790	2003	5970				07/10/2002	07/12/2002	\$199.00
ATOMICPARKCOIN	392029661		Yes							01
Total										\$354.85

Save as MDB
Filter
Show
 Grid
 Printer
Done

# P-Card Accounting Verifier

---

Transactions not verified report:



The screenshot shows a window titled "Pcard Reports" with a subtitle "Transactions Not Verified" and a total amount of "\$268.03". The window contains a table with the following data:

Tran Date	Post Date	Card Holder	Credit Card	Vendor Name	Tran Amount
07/03/2002	07/04/2002	lbuell	351199	LANBLVD.COM	\$70.03
07/10/2002	07/12/2002	lbuell	351199	ATOMICPARK.COM	\$198.00

At the bottom of the window, there are several buttons: "Save as MDB", "Filter", a "Show" dropdown menu with "Grid" selected and "Printer" as an option, and "Done".



# P-Card Accounting Verifier

Click in Printer Option for Transactions Not Verified Report to Print Report.

Click on Print Icon to print Transactions Not Verified Report.

**Pcard Reports**  
Transactions Not Verified  
Total: \$268.03

1/1

**P-Card Transactions Not Verified Report**  
Agency: 270 - Department of Health and Welfare  
Sorted By: Card Holder Printed 07/15/2002

Tran Date	Post Date	Card Holder	Credit Card	Vendor Name	Tran Amount
07/03/2002	07/04/2002	bte ll	351199	LANBLVD.COM	\$70.03
07/10/2002	07/12/2002	bte ll	351199	ATOMICPARK.COM	\$198.00
Total:					\$268.03

Save as MDB Filter Show  Grid  Printer Done

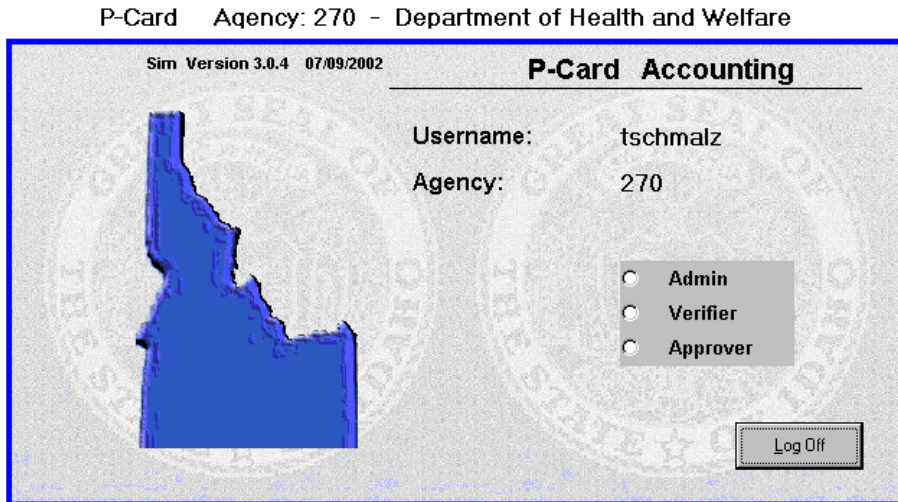
Don't use Reconciliation Report at this time.

# P-Card Accounting Approver

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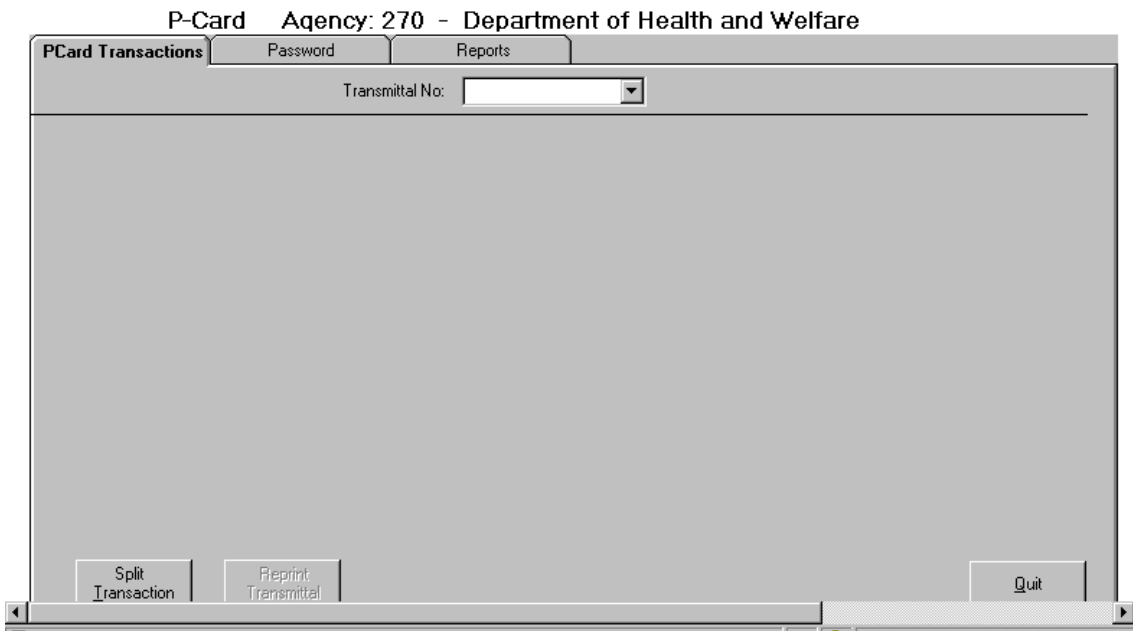
Approver

Click the Approver button on your P-Card Accounting sign on:



You are taken to the Approver P-Card Transaction screen:

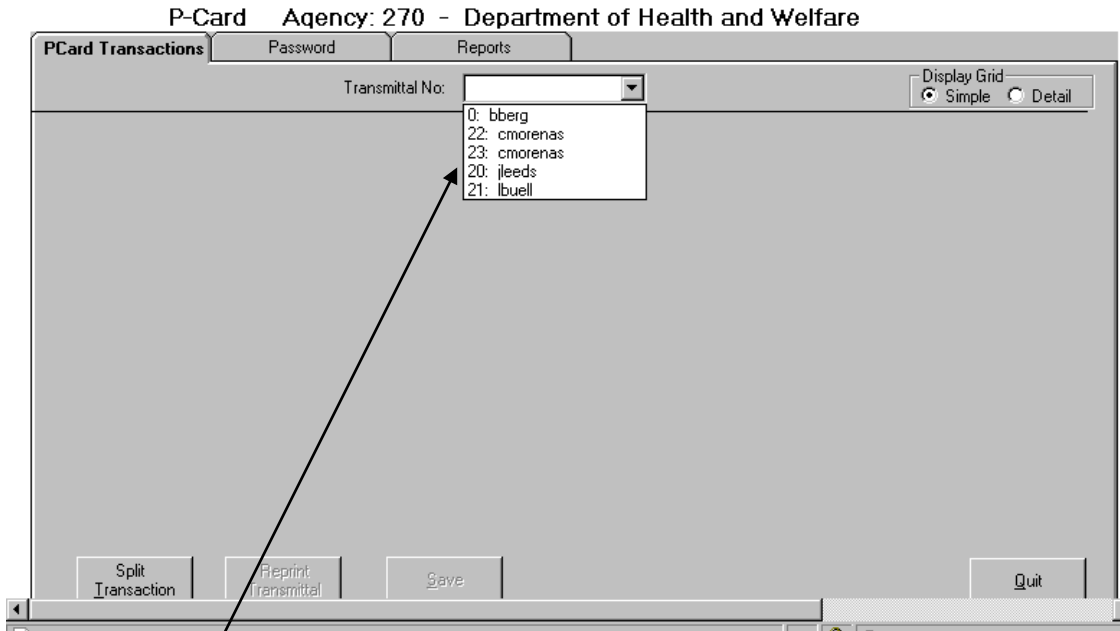
## P-card Transaction



# P-Card Accounting Approver

---

You can access unapproved transmittals for your location here.  
Click on the **Transmittal No.** down arrow:



Click on the transmittal to review/approve.

# P-Card Accounting Approver

---

P-Card Agency: 270 - Department of Health and Welfare

PCard Transactions Password Reports

Check All    Transmittal No: 22: cmorenas Chris Morenas Display Grid  Simple  Detail

Lev	Lev	Lev	Pe	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA	BFY	Sub	1099	CI	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/27/2002	\$35.00	IDM COMPUTER SOLUTIONS	279866297		61790	2003	6420		F	

Split Transaction Reprint Transmittal Save Quit

1<sup>st</sup> Review the documentation, make necessary changes, and click on the 1<sup>st</sup> Lev.

Then, click on **Save**.

# P-Card Accounting Approver

Click on the **Reprint Transmittal** button to view the transmittal.

Agency: 270 - Department of Health and Welfare

Date: 07-15-2002 17:10:20  
Approver Report

P-CARD Transmittal Number: 22  
Transmittal Created By: Chris Morenas Approved By: \_\_\_\_\_

Reprinted By: Teresa Schmalz

To: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Approver)

To: ACCOUNTING DATE: \_\_\_\_\_ Approved In System: \_\_\_\_\_

Card Holder: cmorenas - Chris Morenas

Tran. Date	Amount	Vendor Name	Vendor ID/ *Stars Ven.	Sfx	1099	P-CA	SubOb.	Grant	Ph.	Project	Ph.	Description	Split
06/27/2002	\$35.00	ICM COMPUTER SOLUTIONS	279866297			61790	6420						N

Close

- You can print if needed (normally only when changes are made).
- Initial and date transmittal with attached receipt documentation.
- After approved, submit to Approver 2.
- Approver goes through the same process and submits receipt documentation to the Fiscal Department.
- After all approvals have been made, transactions post in FISCAL the next nightly cycle.

# P-Card Accounting Approver

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## Password

- Refer to Chapter 3, Verifier...works the same

## Reports

P-Card Agency: 270 - Department of Health and Welfare

PCard Transactions Password **Reports**

Transmittal No: 23: cmorenas

Reports
1099 Error Report
All Transactions
Reconciliation Report
Transactions Not Verified
Transmittals Not Approved

Execute Report Now

Quit

# P-Card Accounting Approver

---

- Transmittals Not Approved

P-Card Agency: 270 - Department of Health and Welfare

PCard Transactions Password Reports

Transmittal No: 23: cmorenas

Reports
1099 Error Report
All Transactions
Reconciliation Report
Transactions Not Verified
<b>Transmittals Not Approved</b>

From Posted Date 06/01/2002

To Posted Date 07/16/2002

Execute Report Now

Quit

- Enter **From Posted Date** and **To Posted Date** if different from default
- Click on **Execute Report Now**:

# P-Card Accounting Approver

Pcard Reports  
Transmittals Not Approved

Sorted By: Tran Date

Tran Date	Post Date	Card Holder	Credit Card	Vendor Name	Transmittal #	Level 1	Level 2	Level 3
06/18/2002	06/19/2002	lbuell	351199	DR *AARDVARK SOFTWARE,	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2002	06/19/2002	lbuell	351199	DR *AARDVARK SOFTWARE,	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2002	06/19/2002	lbuell	351199	DR *AARDVARK SOFTWARE,	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2002	06/19/2002	lbuell	351199	DR *AARDVARK SOFTWARE,	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/20/2002	06/24/2002	lbuell	351199	CABLES N MOR	24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/03/2002	07/10/2002	cmorenas	351173	ATOMICPARK.COM	23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save as MDB   Filter   Show  Grid  Printer   Done

- Click on column headings to change Sort
- Click on **Printer** button:



# P-Card Accounting Approver

The screenshot shows a window titled "Pcard Reports" with a subtitle "Transmittals Not Approved". The window is sorted by "Tran Date" and shows page "1/1". The main content area displays a report titled "P-Card Transmittals Not Approved From 06/01/2002 to 07/16/2002" for "Agency: 270 - Department of Health and Welfare", sorted by "Tran Date" and printed on "3747/16/2532". Below the title is a table with the following data:

Tran Date	Post Date	Card Holder	Credit Card	Vendor Name	Transmittal #	Level 1	Level 2	Level 3
06/18/2002	06/19/2002	bte II	351199	DR *AARDVARKSOFTWARE,	21			
06/18/2002	06/19/2002	bte II	351199	DR *AARDVARKSOFTWARE,	21			
06/18/2002	06/19/2002	bte II	351199	DR *AARDVARKSOFTWARE,	21			
06/18/2002	06/19/2002	bte II	351199	DR *AARDVARKSOFTWARE,	21			
06/20/2002	06/24/2002	bte II	351199	CABLES N MOR	24			
07/03/2002	07/10/2002	cm oreaas	351173	ATOMIC PARK.COM	23			

At the bottom of the window, there are buttons for "Save as MDB", "Filter", "Show" (with radio buttons for "Grid" and "Printer"), and "Done".

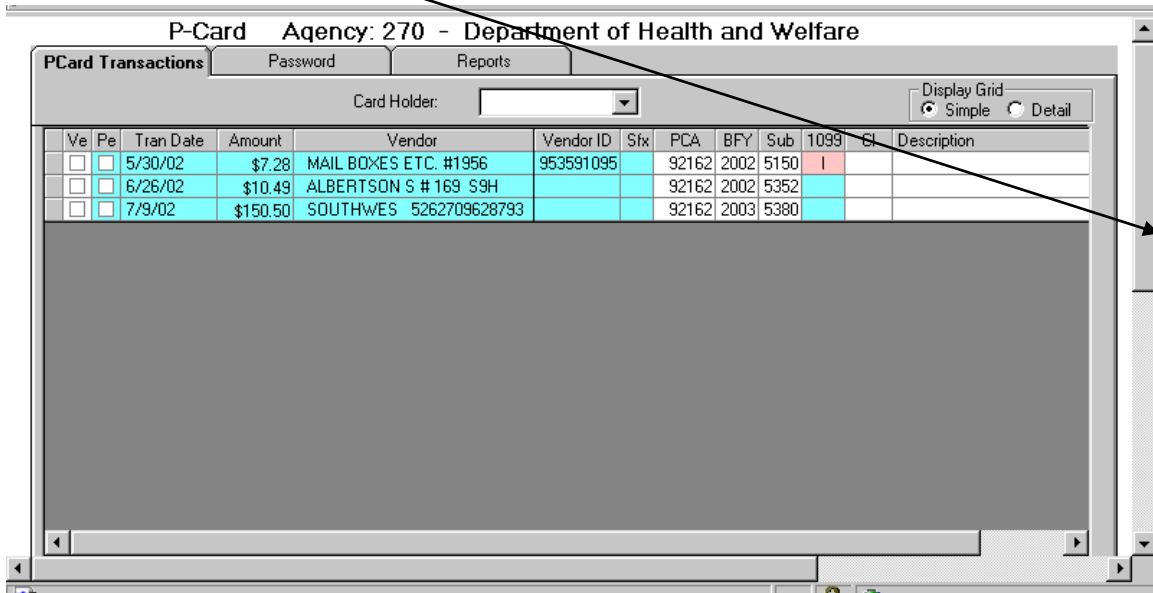
- Click on printer icon
- Use scroll icon to view other pages
- Zoom icon to change view size
  
- Refer to Chapter 3, Verifier for other reports

# P-Card Accounting Log Off

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## Chapter 5 Log Off

In order to access the **Quit** button, you need to move the vertical scroll bar down.



# P-Card Accounting Log Off

Click on **Quit**.

The screenshot shows a web browser window with the address [http://simapps1.sco.state.id.us/pcard/sim/PCard.nsf/files/prestarsdocument.vbd/\\$FILE/prestarsdo](http://simapps1.sco.state.id.us/pcard/sim/PCard.nsf/files/prestarsdocument.vbd/$FILE/prestarsdo). The page title is "P-Card Agency: 270 - Department of Health and Welfare". The application window has tabs for "PCard Transactions", "Password", and "Reports". The "PCard Transactions" tab is active, showing a table of transactions. The "Card Holder" is set to "alterj". The "Display Grid" options are "Simple" (selected) and "Detail".

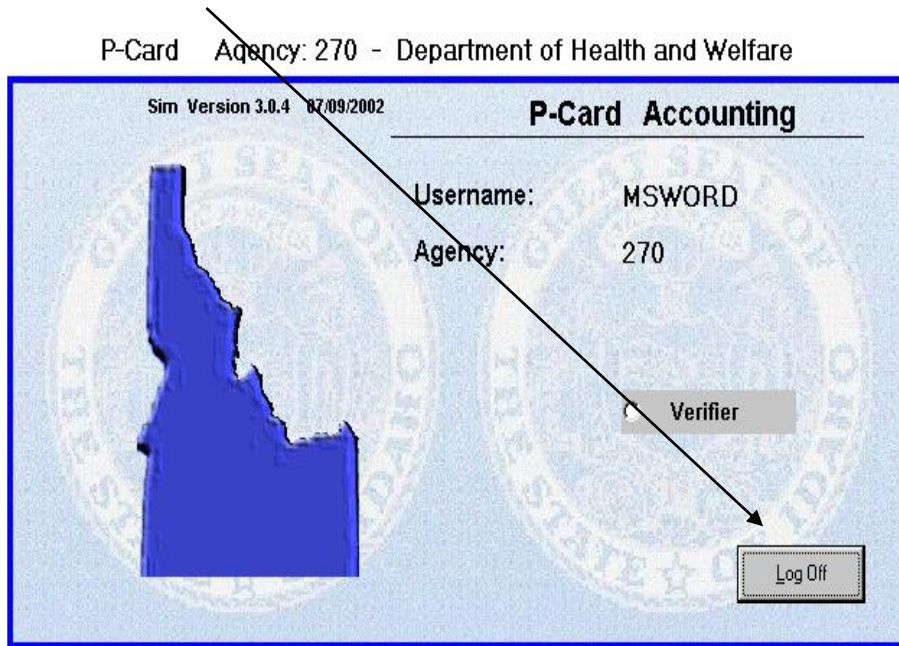
Ve	Pe	Tran Date	Amount	Vendor	PCA*	BFY	Sub*	1099	CI	Description
<input type="checkbox"/>	<input type="checkbox"/>	7/9/2002	\$100.00	CUSTOM TRUCK	13342	2003	5618			
<input type="checkbox"/>	<input type="checkbox"/>	7/9/2002	\$10.72	P I*PALMNET SERVICE	13342	2003	5199	I		
<input type="checkbox"/>	<input type="checkbox"/>	7/10/2002	\$562.38	ALTA CRYSTAL RESORT LL	13342	2003	5396			
<input type="checkbox"/>	<input type="checkbox"/>	7/10/2002	\$50.00	CUSTOM TRUCK	13342	2003	5618			
<input type="checkbox"/>	<input type="checkbox"/>	7/11/2002	\$325.00	HAR*JEMS SALES&CONF	13342	2003	5199			
<input type="checkbox"/>	<input type="checkbox"/>	7/16/2002	\$327.50	AMERWEST 4017290919670	13342	2003	5381			
<input type="checkbox"/>	<input type="checkbox"/>	7/19/2002	\$108.99	VERISIGN	13342	2003	5199			
<input type="checkbox"/>	<input type="checkbox"/>	7/23/2002	\$33.98	DTI*DAYTIMERS INC	13342	2003	5199	I		
<input type="checkbox"/>	<input type="checkbox"/>	7/24/2002	\$151.00	NEW HORIZONS CLC OF BO	13342	2003	5070	V		
<input type="checkbox"/>	<input type="checkbox"/>	7/30/2002	\$53.49	AMAZON.COM *PAYMENTS	13342	2003	5029			
<input type="checkbox"/>	<input type="checkbox"/>	7/30/2002	\$11.44	AMAZON.COM *PAYMENTS	13342	2003	5029			
<input type="checkbox"/>	<input type="checkbox"/>	8/3/2002	\$96.95	AMAZON.COM *SUPERSTOR	13342	2003	5720			
<input type="checkbox"/>	<input type="checkbox"/>	8/5/2002	\$629.87	STAPLES #714	13342	2003	5410			
<input type="checkbox"/>	<input type="checkbox"/>	8/6/2002	\$38.49	AMAZON.COM *PAYMENTS	13342	2003	5029			
<input type="checkbox"/>	<input type="checkbox"/>	8/9/2002	\$10.72	P I*PALMNET SERVICE	13342	2003	5199	I		

Buttons at the bottom: Split Transaction, Submit & Print Transmittal, Save, Quit.

# P-Card Accounting Log Off

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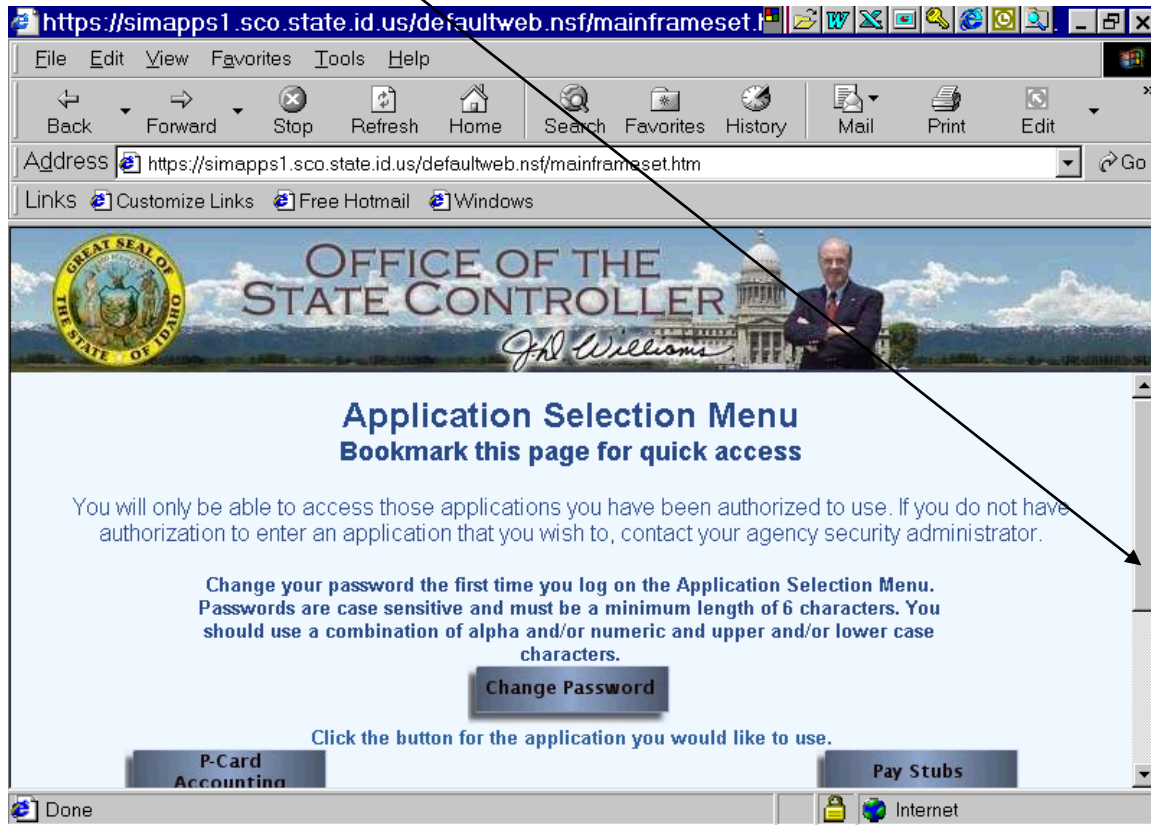
Click on **Log Off**



# P-Card Accounting Log Off

---

Move the Vertical Scroll Bar down so that you can see the **Log Off** button.



# P-Card Accounting Log Off



Click on **Log Off**

# P-Card Accounting Log Off

Click on the 'X Out' button.



You have completed Log Off.