Idaho Department of Correction

Purchasing Card Manual
# Table of Contents

Introduction .................................................................................................................. 2

General Guidelines
- Card Issuance ........................................................................................................... 3
- Work Group Card Issuance ....................................................................................... 3
- Account Maintenance ............................................................................................... 3
- Card Usage ................................................................................................................. 3
- Vendors Not Accepting MasterCard .......................................................................... 4
- Limitations and Restrictions ..................................................................................... 4
- Lost or Stolen Cards ................................................................................................... 4
- Termination of Employment ....................................................................................... 5

Authorized Purchases ................................................................................................. 5
- Grant Purchases ......................................................................................................... 5

Unauthorized Purchases ............................................................................................ 6
- Grants .......................................................................................................................... 6

Ordering Process ......................................................................................................... 7

Reconciliation and Payment
- Receipt Retention/Record Log .................................................................................. 8
- Reconciliation of Purchases ....................................................................................... 8
- Disputed or Fraudulent Charges ................................................................................. 9

Sales and Use Tax ....................................................................................................... 10

Common Questions and Concerns ............................................................................. 10-12

Appendices
I - Cardholder Application
II - Cardholder Account Maintenance Form
III - Sample Record Log
IV - Dispute Form
V - Declaration of Forgery or Unauthorized Use
VI - Cardholder User Agreement
VII – Restricted MCC – Merchant Category Codes
VIII - Record of P-Card Activity, No Receipt Available Form
IX - Grant Purchase Pre-Approval
X - Work Group Cards General Guidelines and Instructions
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 10th and 25th 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 10th and 25th 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 paperwork 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 10th and 25th 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:

____________________________________  Middle Initial

____________________________________

First Name

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______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Purchase</th>
<th>Vendor/Supplier</th>
<th>Total Charge</th>
<th>Other Information</th>
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Cash Advance Reconciliation

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<tr>
<th>Date</th>
<th>ATM Cash Advance</th>
<th>Cash Expenses</th>
<th>Travel</th>
<th>Times</th>
<th>Description</th>
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TOTAL: ____________________________

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

SIGNATURE ____________________________
DATE __________________ APPROVAL __________________ DATE ____________________________

Page 15
State of Idaho  
Wells Fargo Bank Purchasing Card Dispute Form  

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).

<table>
<thead>
<tr>
<th>TRANSACTION DESCRIPTION</th>
<th>TRANSACTION DATE</th>
<th>AMOUNT</th>
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<tr>
<td>________________________</td>
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</tr>
</tbody>
</table>

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.
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) days 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\textsuperscript{th} and 25\textsuperscript{th} 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
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.

<table>
<thead>
<tr>
<th>MCC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4829</td>
<td>Wire Transfer Money Orders (WTMOS)</td>
</tr>
<tr>
<td>4899</td>
<td>Cable and other Pay Television Services</td>
</tr>
<tr>
<td>5094</td>
<td>Precious Stones and Metals, Watches and Jewelry</td>
</tr>
<tr>
<td>5309</td>
<td>Duty Free Stores</td>
</tr>
<tr>
<td>5681</td>
<td>Furriers and Fur Shops</td>
</tr>
<tr>
<td>5697</td>
<td>Alterations, Mending, Seamstresses, Tailors</td>
</tr>
<tr>
<td>5698</td>
<td>Wig and Toupee Shops</td>
</tr>
<tr>
<td>5813</td>
<td>Bars, Cocktail Lounges, Discotheques, etc.</td>
</tr>
<tr>
<td>5921</td>
<td>Package Stores, Beer, Wine, Liquor</td>
</tr>
<tr>
<td>5932</td>
<td>Antique Shops - Sales, Repairs, and Restoration</td>
</tr>
<tr>
<td>5933</td>
<td>Pawn Shops</td>
</tr>
<tr>
<td>5937</td>
<td>Antique Reproduction Stores</td>
</tr>
<tr>
<td>5944</td>
<td>Clock, Jewelry, Watch, and Silverware Store</td>
</tr>
<tr>
<td>5945</td>
<td>Game, Toy, and Hobby Shops</td>
</tr>
<tr>
<td>5947</td>
<td>Card, Gift, Novelty, and Souvenir Shops</td>
</tr>
<tr>
<td>5948</td>
<td>Leather Goods and Luggage Stores</td>
</tr>
<tr>
<td>5950</td>
<td>Crystal and Glassware Stores</td>
</tr>
<tr>
<td>5960</td>
<td>Direct Marketing - Insurance Services</td>
</tr>
<tr>
<td>5962</td>
<td>Telemarketing - Travel - Related Arrangement Servi</td>
</tr>
<tr>
<td>5963</td>
<td>Door-to-door Sales</td>
</tr>
<tr>
<td>5971</td>
<td>Art Dealers and Galleries</td>
</tr>
<tr>
<td>5972</td>
<td>Stamp and Coin Stores Philatelic and Numismatic</td>
</tr>
<tr>
<td>5973</td>
<td>Religious Goods Stores</td>
</tr>
<tr>
<td>5992</td>
<td>Florists</td>
</tr>
<tr>
<td>5993</td>
<td>Cigar Stores and Stands</td>
</tr>
<tr>
<td>5997</td>
<td>Electric Razor Stores Sales and Service</td>
</tr>
<tr>
<td>6010</td>
<td>Financial Institutions Manual Cash Disbursements</td>
</tr>
<tr>
<td>6012</td>
<td>Financial Institutions Merchandise and Services</td>
</tr>
<tr>
<td>6051</td>
<td>Non Financial Institutions</td>
</tr>
<tr>
<td>6211</td>
<td>Securities Brokers/Dealers</td>
</tr>
<tr>
<td>6300</td>
<td>Insurance Sales, Underwriting, and Premiums</td>
</tr>
<tr>
<td>6381</td>
<td>Insurance Premiums</td>
</tr>
<tr>
<td>6399</td>
<td>Insurance Carriers Not Elsewhere Classified</td>
</tr>
<tr>
<td>7012</td>
<td>Timeshares</td>
</tr>
<tr>
<td>7032</td>
<td>Recreational and Sporting Camps</td>
</tr>
<tr>
<td>7033</td>
<td>Campgrounds and Trailer Parks</td>
</tr>
<tr>
<td>7251</td>
<td>Hat Cleaning Shops, Shoe Repair, Shoe Parlor</td>
</tr>
<tr>
<td>7261</td>
<td>Funeral Service and Crematories</td>
</tr>
<tr>
<td>7273</td>
<td>Dating and Escort Services</td>
</tr>
<tr>
<td>7276</td>
<td>Tax Preparation Service</td>
</tr>
<tr>
<td>7277</td>
<td>Debt, Marriage, Personal Counseling Service</td>
</tr>
<tr>
<td>7296</td>
<td>Clothing Rental - Costumes, Uniforms, and Formal</td>
</tr>
<tr>
<td>7297</td>
<td>Massage Parlors</td>
</tr>
<tr>
<td>7298</td>
<td>Health and Beauty Spas</td>
</tr>
<tr>
<td>7321</td>
<td>Consumer Credit Reporting Agencies</td>
</tr>
<tr>
<td>7832</td>
<td>Motion Picture Theaters</td>
</tr>
<tr>
<td>7841</td>
<td>Video Tape Rental Stores</td>
</tr>
<tr>
<td>7911</td>
<td>Dance Halls, Schools, and Studios</td>
</tr>
<tr>
<td>7922</td>
<td>Theatrical Producers Ticket Agencies</td>
</tr>
<tr>
<td>7929</td>
<td>Bands, Orchestras, and Miscellaneous Entertainers</td>
</tr>
<tr>
<td>7932</td>
<td>Billboard and Pool Establishments</td>
</tr>
<tr>
<td>7933</td>
<td>Bowling Alleys</td>
</tr>
<tr>
<td>7941</td>
<td>Athletic Fields, Commercial Sports, etc.</td>
</tr>
<tr>
<td>7991</td>
<td>Tourist Attractions and Exhibits</td>
</tr>
<tr>
<td>7992</td>
<td>Golf Courses, Public</td>
</tr>
<tr>
<td>7993</td>
<td>Video Amusement Game Supplies</td>
</tr>
<tr>
<td>7994</td>
<td>Video Game Arcades/Establishments</td>
</tr>
<tr>
<td>7995</td>
<td>Betting</td>
</tr>
<tr>
<td>7996</td>
<td>Amusement Parks, Carnivals, etc.</td>
</tr>
<tr>
<td>7997</td>
<td>Clubs Country Clubs, Membership, etc.</td>
</tr>
<tr>
<td>7998</td>
<td>Aquariums, Dolphinariums, and Seaquariums</td>
</tr>
<tr>
<td>7999</td>
<td>Recreation Services (Not Elsewhere Classified)</td>
</tr>
<tr>
<td>8011</td>
<td>Doctors (Not Elsewhere Classified)</td>
</tr>
<tr>
<td>8021</td>
<td>Dentists, Orthodontists</td>
</tr>
<tr>
<td>8031</td>
<td>Osteopathic Physicians</td>
</tr>
<tr>
<td>8041</td>
<td>Chiropractors</td>
</tr>
<tr>
<td>8042</td>
<td>Optometrists, Ophthalmologists</td>
</tr>
<tr>
<td>8043</td>
<td>Opticians, Optical Goods, and Eyeglasses</td>
</tr>
<tr>
<td>8044</td>
<td>Optical Goods and Eyeglasses</td>
</tr>
<tr>
<td>8049</td>
<td>Chiropodists, Podiatrists</td>
</tr>
<tr>
<td>8050</td>
<td>Nursing and Personal Care Facilities</td>
</tr>
<tr>
<td>8062</td>
<td>Hospitals</td>
</tr>
<tr>
<td>8071</td>
<td>Dental and Medical Laboratories</td>
</tr>
<tr>
<td>8099</td>
<td>Health Practitioners, Medical Services</td>
</tr>
<tr>
<td>8111</td>
<td>Attorneys, Legal Services</td>
</tr>
<tr>
<td>8211</td>
<td>Schools, Elementary and Secondary</td>
</tr>
<tr>
<td>8220</td>
<td>Colleges, Universities, Professional Schools</td>
</tr>
<tr>
<td>8241</td>
<td>Schools, Correspondence</td>
</tr>
<tr>
<td>8244</td>
<td>Schools, Business and Secretarial</td>
</tr>
<tr>
<td>8249</td>
<td>Schools, Trade and Vocational</td>
</tr>
<tr>
<td>8299</td>
<td>Schools and Educational Services</td>
</tr>
<tr>
<td>8351</td>
<td>Child Care Services</td>
</tr>
<tr>
<td>8398</td>
<td>Organizations, Charitable and Social Service</td>
</tr>
<tr>
<td>8641</td>
<td>Associations Civic, Social, and Fraternal</td>
</tr>
<tr>
<td>8651</td>
<td>Organizations, Political</td>
</tr>
<tr>
<td>8661</td>
<td>Organizations, Religious</td>
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<tr>
<td>8675</td>
<td>Associations, Automobile</td>
</tr>
<tr>
<td>8899</td>
<td>Organizations, Membership</td>
</tr>
<tr>
<td>8911</td>
<td>Architectural, Engineering, and Surveying Service</td>
</tr>
<tr>
<td>8931</td>
<td>Accounting, Auditing, and Bookkeeping Services</td>
</tr>
<tr>
<td>8999</td>
<td>Professional Services Not Elsewhere Classified</td>
</tr>
<tr>
<td>9211</td>
<td>Court Costs including Alimony and Child Support</td>
</tr>
<tr>
<td>9222</td>
<td>Fines</td>
</tr>
<tr>
<td>9223</td>
<td>Bail and Bond Payments</td>
</tr>
<tr>
<td>9311</td>
<td>Tax Payments</td>
</tr>
<tr>
<td>9399</td>
<td>Government Services Not Elsewhere Classified</td>
</tr>
<tr>
<td>9401</td>
<td>Food Stamps</td>
</tr>
</tbody>
</table>
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 Group Card Responsible Person’s Signature Date: ____/_____/_____

Supervisor’s Signature Date: ____/_____/_____

Attach Original to Statement for Reconciliation
Send a Copy to the Agency P-Card Administrator
<table>
<thead>
<tr>
<th>Item</th>
<th>Dollar Amount</th>
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<tbody>
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</tbody>
</table>

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.
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.
Idaho Department Of Correction

APPENDIX X

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 __ __ __ __ __ __ __ __ __ __ __ __

Revised 11-12-03

djones
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

Chapter 1 Overview............................................................................................................ 1-1
Chapter 2 Getting Started ................................................................................................. 2-1
  P-Card Accounting Application Access ...................................................................... 2-1
  How to Login.............................................................................................................. 2-2
Chapter 3 Verifier ........................................................................................................... 3-1
  Verifier Responsibilities Are: .................................................................................. 3-1
  P-Card Transaction Section ..................................................................................... 3-3
    Modifying .................................................................................................................. 3-8
    Splitting Transactions ............................................................................................ 3-10
    Verifying and Saving ............................................................................................... 3-15
    Submitting and Printing the Transmittal ............................................................... 3-16
    Post/Pend Transactions ......................................................................................... 3-19
  Password .................................................................................................................... 3-19
  Reports ........................................................................................................................ 3-20
Chapter 4 Approver ........................................................................................................ 4-1
  P-Card Transaction .................................................................................................... 4-1
  Password .................................................................................................................... 4-5
  Reports ........................................................................................................................ 4-5
Chapter 5 Log Off ........................................................................................................... 5-1
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
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.
Card Holder makes purchase.

Vendor/Merchant submits to bank.

Wells Fargo compiles and downloads daily transaction detail via smart data software.

MasterCard extract received daily by SCO and loaded into P-Card Accounting.

P-Card Accounting data verified with receipts and routed to STARS or for additional approvals.

Approval levels are agency specific with email option to notify approver of posted pending prior to month-end close.

Approval levels set by agency, with final approval uploading and posting to STARS.

P-Card Accounting Overview

P-Card Accounting Data Flow
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
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.
At the Server Logon screen:

Enter the following information:

**Username**
Enter the same user name as you would for Pay Stub view.

Press TAB.

**Agency Code**
Enter ‘230’.

The cursor goes to the next field that will contain ‘Correction, Department of’.

Press TAB.

**At Password**
Enter your password for Pay Stub view.

This field is case sensitive.
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.
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.
At the P-Card Login screen:

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

Verifier functions see **Chapter 3, Verifier.**
Verifier and Approver functions see **Chapter 4, Approver.**
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.
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:
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.
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
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
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**

**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.
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.
F3 will bring up the PCA or SubObject Lookup:
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
...Takes you to the P-Card Splits screen:

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.
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:
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:

---

**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.
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 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.
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.
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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Amount</th>
<th>POA</th>
<th>BPI</th>
<th>Sub</th>
<th>OSP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/2002</td>
<td>DR-VARDOMARK SOFTWARE</td>
<td>$28.95</td>
<td>411901140</td>
<td>61790</td>
<td>2199</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/20/2002</td>
<td>CABLES N MDR</td>
<td>$10.94</td>
<td>341665545</td>
<td>61790</td>
<td>4420</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/20/2002</td>
<td>SOFTWARE DUFLET.COM</td>
<td>$95.31</td>
<td>330714982</td>
<td>61790</td>
<td>2199</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/03/2002</td>
<td>LAN EVO.COM</td>
<td>$70.03</td>
<td>356835580</td>
<td>61790</td>
<td>3420</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Verified Split Transactions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Vendor</th>
<th>Vending ID</th>
<th>Site</th>
<th>BFY</th>
<th>Sub 1009</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/18/2002</td>
<td>$15.00</td>
<td>DR HARDWARE SOFTWARE</td>
<td>411907640</td>
<td>21376</td>
<td>2003</td>
<td>5193</td>
<td>supplies</td>
</tr>
<tr>
<td>06/18/2002</td>
<td>$15.00</td>
<td>DR HARDWARE SOFTWARE</td>
<td>411907640</td>
<td>61790</td>
<td>2002</td>
<td>5193</td>
<td>supplies</td>
</tr>
<tr>
<td>06/18/2002</td>
<td>$15.95</td>
<td>DR HARDWARE SOFTWARE</td>
<td>411907640</td>
<td>61023</td>
<td>2003</td>
<td>5193</td>
<td>supplies</td>
</tr>
<tr>
<td>06/20/2002</td>
<td>$10.94</td>
<td>CABLES N MORE</td>
<td>541586645</td>
<td>61790</td>
<td>2002</td>
<td>6420</td>
<td></td>
</tr>
<tr>
<td>06/26/2002</td>
<td>$15.93</td>
<td>SOFTWARE OUTLET.COM</td>
<td>3275714363</td>
<td>61790</td>
<td>2002</td>
<td>5193</td>
<td></td>
</tr>
<tr>
<td>07/02/2002</td>
<td>$70.00</td>
<td>LAMICOM.COM</td>
<td>604629950</td>
<td>00</td>
<td>61790</td>
<td>2003</td>
<td>6420</td>
</tr>
<tr>
<td>07/10/2002</td>
<td>$150.00</td>
<td>ATOMIC PARK.COM</td>
<td>3920298631</td>
<td>61790</td>
<td>2003</td>
<td>5670</td>
<td></td>
</tr>
</tbody>
</table>

![Image of a P-Card Accounting Verifier tool](image-url)

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

- 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
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 10th and 25th of each month.**

Password

Click on **Password** Tab:

- 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

- 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 Verifier
Page 3 - 20
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:
All Transactions Report:

<table>
<thead>
<tr>
<th>User Name</th>
<th>Card No</th>
<th>Trn Date</th>
<th>Post Date</th>
<th>TM No</th>
<th>Vendor</th>
<th>Vendor ID</th>
<th>Sl No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issel</td>
<td>561190</td>
<td>06/19/2002</td>
<td>06/25/2002</td>
<td>21</td>
<td>DR HARDWARE SOFTWARE</td>
<td>4111600001</td>
<td>1</td>
<td>125.00</td>
</tr>
<tr>
<td>Issel</td>
<td>561190</td>
<td>06/19/2002</td>
<td>06/25/2002</td>
<td>21</td>
<td>DR HARDWARE SOFTWARE</td>
<td>4111600001</td>
<td>1</td>
<td>125.00</td>
</tr>
<tr>
<td>Issel</td>
<td>561188</td>
<td>06/23/2002</td>
<td>06/26/2002</td>
<td>24</td>
<td>CABLES N WIR</td>
<td>041556666</td>
<td>1</td>
<td>125.00</td>
</tr>
<tr>
<td>Issel</td>
<td>561188</td>
<td>06/29/2002</td>
<td>07/02/2002</td>
<td>0</td>
<td>SOFTWARE OUTLET.COM</td>
<td>332744863</td>
<td>1</td>
<td>125.00</td>
</tr>
<tr>
<td>Issel</td>
<td>561190</td>
<td>07/01/2002</td>
<td>07/04/2002</td>
<td>0</td>
<td>LANEY.COM</td>
<td>954003563</td>
<td>0</td>
<td>70.00</td>
</tr>
<tr>
<td>Issel</td>
<td>561190</td>
<td>07/10/2002</td>
<td>07/12/2002</td>
<td>0</td>
<td>ATOMIC PARK.COM</td>
<td>300219861</td>
<td>0</td>
<td>118.00</td>
</tr>
</tbody>
</table>
Click in Printer Option for Transaction Report to Print Report:
Click on Print Icon to print Transaction Report
Transactions not verified report:

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Post Date</th>
<th>Card Holder</th>
<th>Credit Card</th>
<th>Vendor Name</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/03/2002</td>
<td>07/04/2002</td>
<td>Ibuell</td>
<td>351195</td>
<td>LANELYD.COM</td>
<td>$70.03</td>
</tr>
<tr>
<td>07/10/2002</td>
<td>07/12/2002</td>
<td>Ibuell</td>
<td>351195</td>
<td>ATOMICPARK.COM</td>
<td>$156.00</td>
</tr>
</tbody>
</table>
Click in Printer Option for Transactions Not Verified Report to Print Report.
Click on Print Icon to print Transactions Not Verified Report.

Don’t use Reconciliation Report at this time.
Approver

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

![P-Card Accounting Sign On]

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

**P-card Transaction**

![P-card Transaction Screen]
You can access unapproved transmittals for your location here. Click on the **Transmittal No.** down arrow:

Click on the transmittal to review/approve.
1st Review the documentation, make necessary changes, and click on the 1st Lev.

Then, click on Save.
Click on the Reprint Transmittal button to view the transmittal.

- 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.
Password
➢ Refer to Chapter 3, Verifier…works the same

Reports
➢ Transmittals Not Approved

➢ Enter **From Posted Date** and **To Posted Date** if different from default
➢ Click on **Execute Report Now**:
Click on column headings to change Sort
Click on **Printer** button:
➢ 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
Chapter 5 Log Off

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

P-Card Accounting
Log Off

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

Username: MSWORD
Agency: 270

Verifier

Log Off
Move the Vertical Scroll Bar down so that you can see the Log Off button.
Click on Log Off
Click on the ‘X Out’ button.

You have completed Log Off.