

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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PROCUREMENT CARD  
3.4  
REV 05/05  
Finance and Administration  
425.352.5235

### OVERVIEW

The University of Washington Procurement Card (Procard) is available to authorized University employees to make eligible purchases. The Procard is one of many options available to departments, in addition to purchase orders, petty cash payments, eProcurement, etc.

### POLICY

The Procard is for official University business only. Use of the Procard for personal purchases is strictly prohibited. The single transaction limit is generally \$2,000, but this limit can be lower if requested, or under certain circumstances.

Misuse of a Procard will result in cancellation of the card. Following are examples of activities that will result in the cancellation of a Procard:

- Purchases made which are not authorized by the department
- Personal purchases
- Splitting charges to stay under the single transaction limit of \$2,000

A Procard is issued to an authorized individual for their use in official University business. Department cards are not available. University employees are authorized by the department by completion of the [Procard application](#) form. The form is routed through the [Procurement Card Administrator](#) in F&A, Box 358525, before it goes to the Procurement Card Office in Seattle.

In general, the Procard may be used for any type of business related purchase with the exception of the following transactions:

- Travel expenses (airfare, car rental, lodging, per diem meals, etc)
- Purchases made at a jewelry store
- Purchases made at a furrier
- Transactions processed at a gambling establishment
- Transactions processed by a financial institution (ATM)
- Food purchases, unless the department has an approved [Food Approval Form](#), or unless the food is charged to a discretionary budget

Note that conference registrations are allowed on a Procard. Conference registrations are allowable even if the registration fee is bundled with lodging or meals. Additional options that are personal and must be purchased separately, such as a golf tournament or a sight-seeing tour, may not be purchased using a Procard.

Purchases made at any of the University Bookstore locations are eligible for a 10% discount when a Procard is used. If the cardholder does not receive the discount, the sales clerk should be notified to take corrective action.

## **PROCEDURES**

### *Requesting a Procard*

Individuals who are interested in receiving a Procard must complete the [Procard application](#) form. The form is routed through the [Procurement Card Administrator](#) in F&A, Box 358525. After the application is processed, the cardholder will receive the card generally within a week to ten days.

New cardholders are required to attend Procard training within thirty days of receiving their card. The [training schedule](#) is available on the UWS Procurement Card Office web site.

### *Making Purchases*

Purchase may be made with a Procard online, in person or by calling the vendor. The Procard is a unique type of VISA card, and has a three digit Cardholder Verification Value (CVV2) number on the back of the card near the signature line. The CVV2 number is occasionally asked for by a vendor.

Vendors may also occasionally ask for a customer code or a pin number because their merchant bank requires one. If asked for this number, in general any number will work, so the cardholder should use ten zero's if this number is requested.

Note that items purchased online or by telephone with a Procard must be delivered to the Bothell campus. The only exception is for grant funded research sites that are off campus. Purchase made with a Procard may not be delivered to a cardholder's personal address.

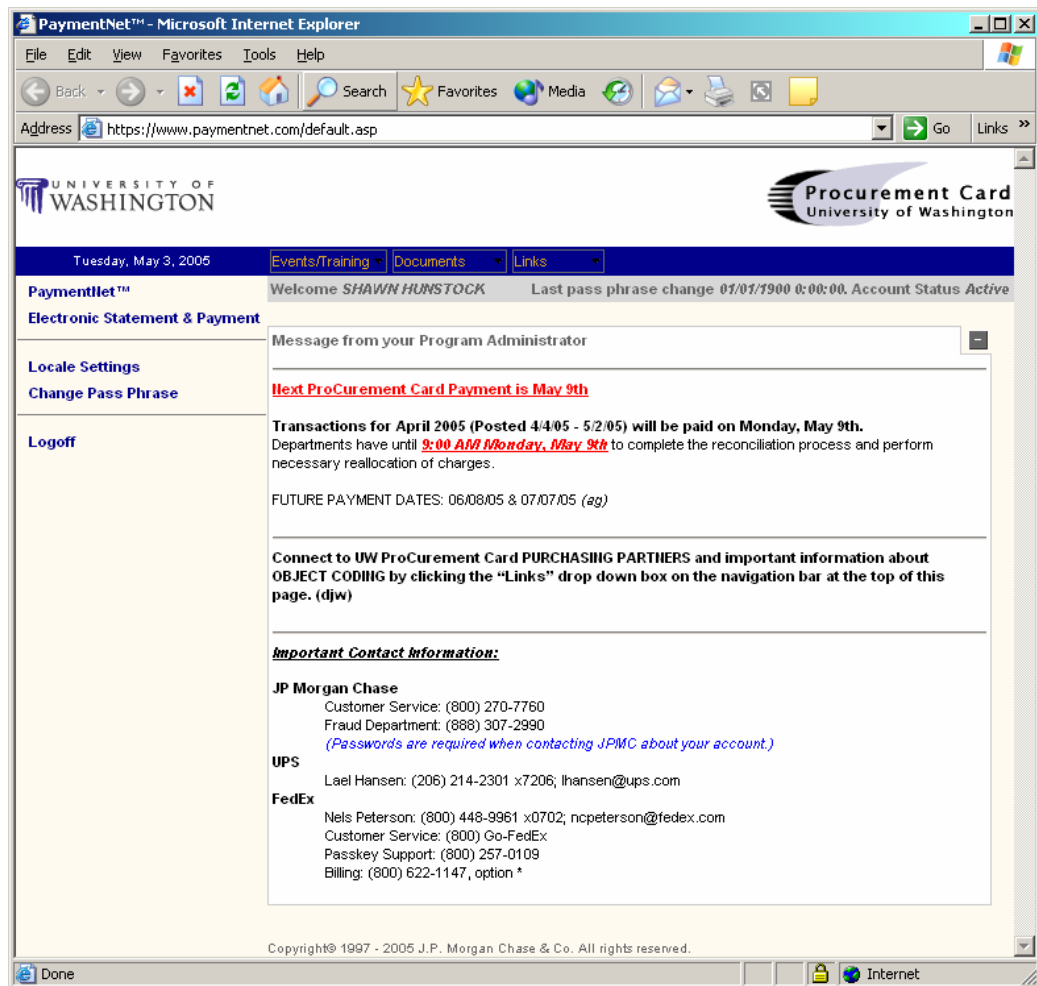
If a cardholder is asked by a vendor for an address, always use the address that appears on the cardholder's statement.

If a purchase is declined for any reason, JPMorganChase customer service should be called at 1.800.270.7760.

## Reconciling Purchases - Cardholder

The reconciliation process for Procard transactions is based upon a segregation of duties. The cardholder must attain approval by their department in one way or another for all transactions on their statement. The approval can take the form of an online review of transactions or a manual signature on a transaction log.

The cardholder must sign in to the [PaymentNet](#) system (requires a UWNetID) to review their transactions, and print their statement on a monthly basis. The following is the first screen available in PaymentNet:



The cardholder begins transaction reconciliation by viewing the Transaction Listing screen, which is accessed by selecting the "PaymentNet" icon above on the top left. The following Transaction List screen will then appear:

JPMorganChase Menu: Transaction go

Transaction List Go to page 401

Select a View Default View go

Create Export File > Save Query > Create Query >

Row	Trans ID	Rev	Rec	Rec ll	Trans Date	Post Date	Trans Amt	Tax	Merch. State / Prov	Merchant Name	Bgt	Obj Cd	S- Obj Cd	Emi Las
6001	183899	\$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$119.67	<input checked="" type="checkbox"/>	WA	OFFICE MAX 00007153	622510	05	99	KIN
6002	183898		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/21/2003 01/24/2003	\$110.44	<input type="checkbox"/>	OK	DENTSPLY ENDODONTICS	029349	05	99	CHA
6003	183897		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$71.57	<input type="checkbox"/>	NV	TECHNOLOGY GALAXY	628568	05	99	GAY
6004	183896	\$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$19.57	<input checked="" type="checkbox"/>	WA	OFFICE MAX 00005803	661394	05	64	RIC
6005	183895		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$540.00	<input type="checkbox"/>	MD	WILLIAMS AND	635501	05	30	RIC
6006	183894		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/23/2003 01/24/2003	\$1,014.00	<input checked="" type="checkbox"/>	WA	SHURGARD OF QUEEN ANNE MA	628400	03	80	HAN
6007	183893		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$87.02	<input checked="" type="checkbox"/>	WA	VERIZON	628400	05	99	HAN
6008	183892		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/23/2003 01/24/2003	\$29.00	<input checked="" type="checkbox"/>	WA	USPS 5476210020	099668	03	53	FIS
6009	183891		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$202.11	<input checked="" type="checkbox"/>	WA	EMJ SEATTLE #274	627270	05	99	SIM
6010	183890		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$670.00	<input type="checkbox"/>	DC	ADEA-PUBLICATIONS	075800	05	99	MAT
6011	183889		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$38.52	<input checked="" type="checkbox"/>	WA	OFFICE DEPOT #1078	620373	05	64	KUK
6012	183888		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/22/2003 01/24/2003	\$195.00	<input type="checkbox"/>	NC	ACE	755742	03	30	KUK

First, the cardholder (identified as “reviewer” or “Rev” in PaymentNet) validates that the purchase was received at the agreed upon price and enters details of the purchase in the transaction note box. The cardholder will split the budget for the purchase, if needed. To split the budget for the transaction, the cardholder just selects the transaction by clicking anywhere on that line, and the following screen will appear:

Transaction Detail Record 183896

Save > Split > Dispute >

Rev	<input checked="" type="checkbox"/>
Rec	<input type="checkbox"/>
Rec II	<input type="checkbox"/>
Tax	<input checked="" type="checkbox"/>
Customer Code	4715
Trans Merchant Name	OFFICE MAX 00005603
Trane Merchant City	BALLARD
Merch. State / Prov	WA
Originating Currency	U.S. Dollar
Orig Currency Amt	\$19.57
Subtotal	\$17.98
Sales Tax Amt	\$1.59
Total	\$19.57

Coll	304 SCHOOL OF MEDICINE
Dpt	3040443 PATHOLOGY
Division	304044300 PATHOLOGY
Bgt	001394 PATH R&T RESIDENCY
Obj Cd	05 SUPPLIES AND MATERIALS
S-Obj Cd	64 OFFICE SUPPLY/PAPER
S-S-Obj Cd	00 SUB-SUB-OBJECT
Project-Task-Option	000000000

Transaction Notes

Misc office supplies for alumni mailings

To split the budget, the “Split” button above is selected, and the following screen will appear:

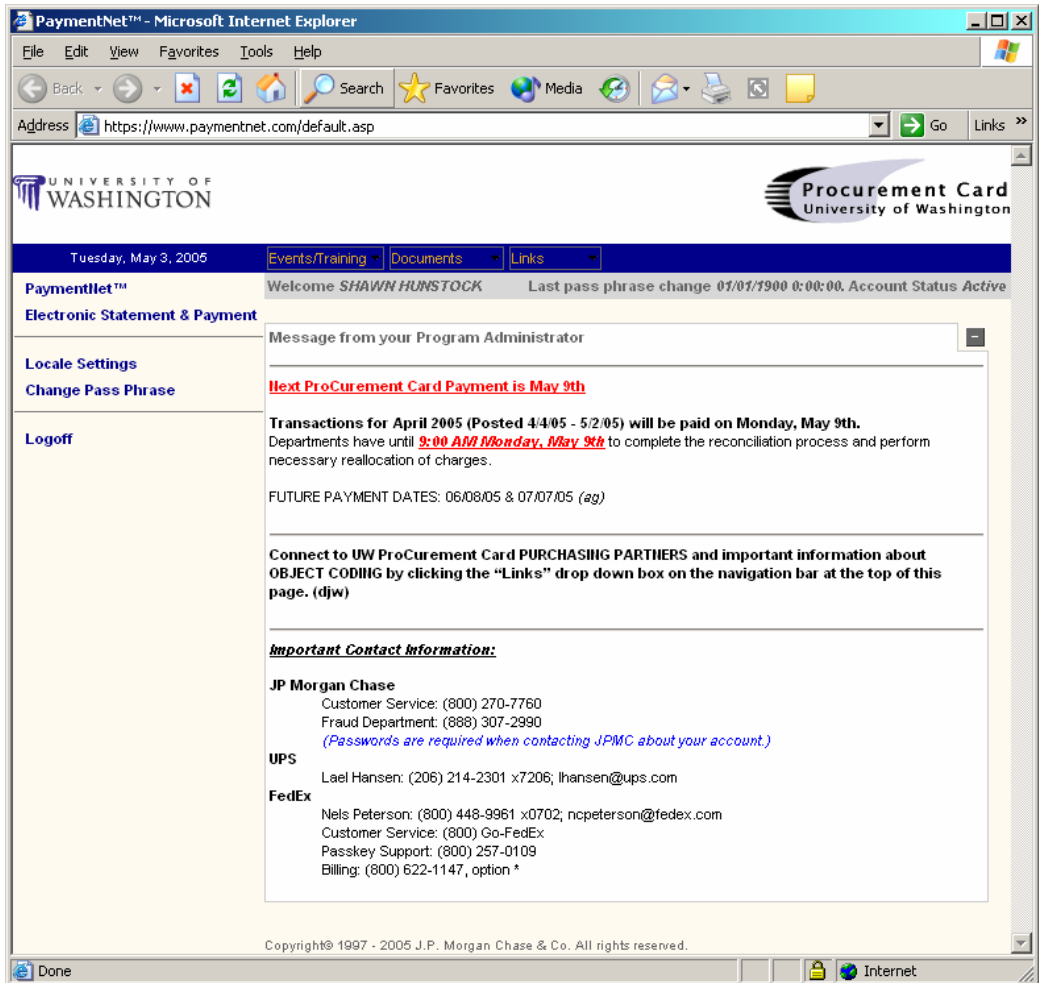
Obj Cd	S-Obj Cd	S-S-Obj Cd	Project-Task-Option	Percent	Amount		
NCY	05 SUPPLIES AND MATERIALS	64 OFFICE SUPPLY/PAPER	00 SUB-SUB-OBJECT	000000000	24.99	4.89	Save Row >
	05	64	00	000000000	24.99%	4.89	Edit Row >
	05	64	00	000000000	24.99%	4.89	Edit Row >
	05	64	00	000000000	25.04%	4.90	Edit Row >

The cardholder can change the budget number (and distribution percentages or dollars) by selecting “Edit Row” then making the necessary changes. When done making changes, the cardholder selects “Save Split” which will take the cardholder back to the Transaction List screen.

At the Transaction List screen the cardholder will need to determine whether the “No Use Tax” box needs to be checked. In general, the No Use Tax box is checked if sales tax was paid on the purchase. Many out-of-state and online vendors do not collect sales tax at the time of purchase. For these transactions, the No Use Tax is left unchecked, and sales tax is remitted to the state (and charged to the budget number used for the Procard purchase) in lieu of sales tax. The cardholder then checks the “Rev” (reviewer) box.

After the cardholder reviews all their transactions and checks all the “Rev”

boxes, the statement for the month should be printed. The statement is available by selecting the “Electronic Statement & Payment” icon on the main sign-in screen:



Along with the statement, it is recommended that the cardholder complete the Procard [transaction log](#). The transaction log can be used by the department approver in place of accessing PaymentNet to approve the purchases.

The original receipts, PaymentNet statement and transaction log (if used) are then forwarded to the approver for their review.

### *Reconciling Purchases - Approver*

If the approver wishes to use PaymentNet to approve the purchases, they would access the system using the procedures above and click on the “Rec” box, which indicates the particular charge is reconciled. The following graphic illustrates the “Rec” box checked by an approver:

Row	Trans ID	Rev	Rec	Rec II	Trans Date	Post Date	Trans Amt	Merch. Tax	State / Prov	Merchant Name	Bgt	Obj Cd	S-Obj Cd	Emr Las
6001	183899			<input checked="" type="checkbox"/>	01/22/2003	01/24/2003	\$119.67	<input checked="" type="checkbox"/>	WA	OFFICE MAX 00007153	622510	05	99	KINK
6002	183898			<input checked="" type="checkbox"/>	01/21/2003	01/24/2003	\$110.44	<input type="checkbox"/>	OK	DENTSPLY ENDODONTICS	029349	05	99	CHA

When an item is approved, the approver is indicating that the charge is appropriate for the budget number used, that the item will be used only in the conduct of official UWB business, and that the supporting documentation (original receipts) match the charges that appear on the PaymentNet statement.

If the department has another level of review, that additional person may sign in to PaymentNet and check the “Rec II” box to indicate their approval. A second approval is not required though.

If the cardholder uses the Procard [transaction log](#), an approver can use this to approve the transactions and would just sign the log indicating their approval.

#### *Reconciling Purchases - F&A*

The [Procurement Card Administrator](#) in F&A serves as the final review and approval for all UWB Procard transactions. Each month the cardholder is responsible for printing their statement, attaching the original backup (and transaction log if used) and forwarding these to their approver. This must be done with enough time to allow for the approver to review the transactions and forward the paperwork to the Procurement Card Administrator for their review. The final cutoff for the Procurement Card Administrator to receive the statements varies each month, but is typically around the 5<sup>th</sup> to the 7<sup>th</sup> of a month for the previous month’s transactions.

The Procurement Card Administrator will review the statement and attached receipts and call the cardholder if there are any questions.

The total charges on the statement are then paid by Payables Administration in Seattle on approximately the 10<sup>th</sup> of each month for the previous month’s transactions.

## **FORMS**

Procurement Card Application:

<http://www.washington.edu/admin/procard/pdfs/procardapp.pdf>

Procard Transaction Log:  
<https://my.uwb.edu/storage/???>

### **ADDITIONAL INFORMATION**

UW Procurement Card Application:  
<http://www.washington.edu/admin/procard/pdfs/procardapp.pdf>

Procurement Card Training Manual:  
[https://www.washington.edu/admin/procard/manual/Training\\_Manual2003.pdf](https://www.washington.edu/admin/procard/manual/Training_Manual2003.pdf)

UWS Procurement Card Office “Getting Started”:  
<http://www.washington.edu/admin/procard/gettingstarted.htm>

### **CONTACT INFORMATION**

JPMorganChase Customer Service – 1.800.270.7760  
JPMorganChase Fraud Department – 1.888.307.2990  
JPMorganChase Lost/Stolen Cards – 1.800.270.7760

UWB [Procurement Card Administrator](#) – 425.352.5235

UWS [Procurement Card Help Line](#) – 206.543.5252