

**University Administrative Business Center
Purchasing Card Submission Process**

Title: Purchasing Card (aka PCard or VISA) Submission Process

Purpose: To provide PCard processing instructions for the custodians of the PCards.

INSTRUCTIONS

Throughout month:

1. Card custodian will accumulate all receipts for each VISA transaction for the month, verify they contain all the necessary details, and log them on the PCard log (UABC purchasing card activity log) as they occur. Receipts can be kept in order in a folder until ready for scanning.
2. All transactions will be posted to the PCard Log. Use one line for each purchase. If a purchase is charged to more than one index, use additional lines as needed. A link to the PCard Log form can be found on the UABC website or by using this link:
http://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/bc/uabc/purchasing_card_activity_log.xlsx
3. Receipt Requirements:
Each transaction on the bank statement must have a corresponding receipt/documentation, including credits and fraudulent charges. Receipts must be in the same order as they appear on the PCard log (which will not necessarily be in the same order as the bank statement).

Receipts must contain the following details:

- a. Vendor Name
- b. Date
- c. Description
- d. Quantity
- e. Cost
- f. Total

Receipts for conference registration and associated lodging must also contain the following details:

- g. Name of participant
- h. Title of conference, if different from #3, above (no acronyms; acronyms may be used in the description as long as they are spelled out on the receipt)
- i. Conference location: City and State
- j. Dates of conference
- k. A copy of the webpage or flyer for the conference containing the above information is preferable.

If an online receipt is missing any of the above, provide additional back up from the online source (For example, print a copy of the item from the original website). In the rare instance that additional backup does not exist, handwrite the missing information on the receipt. If the receipt is small, tape it to a larger piece of paper and write the additional information on the paper, next to the receipt.

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End of month:

1. Card custodian will receive an email from the bank after the 25th of the month, notifying them that the bank statement is available online.
2. Card custodian will print out the VISA bank statement which can be obtained through the U.S. Bank Access Online system at <https://access.usbank.com/cpsApp1/index.jsp>.
3. Card custodian will review all charges on the statement and verify each charge was authorized, the goods or services were received, and the charges are documented with a receipt. If any charge is identified as not authorized or is being disputed, the card custodian must resolve the dispute within 60 days. Any refund obtained is credited back to the funding index.
4. Card custodian will reconcile the PCard Log to the bank statement, including ensuring and showing that the total activity on the bank statement equals the total of the PCard Log entries, to ensure completeness, and have the budget authority review & sign the bank card statement. The card custodian will sign the PCard Log.
5. Card custodian will submit the signed bank statement, completed PCard Log, and back up receipts in one pdf file to UABC **by the 5th of the following month** (At fiscal year end, it is due on the 1st of the month). Please scan the pdf file into your unit's UABC Network folder. Remember to keep the receipts in the same order as the PCard log.
6. The card custodian is responsible for maintaining, for a period of one (1) year, the PCard Log and retaining copies of the bank statements, with original backup documents and receipts.

Please contact your CARE Team Accountant at UABC if you have any questions regarding this process.

We will be happy to help!