

PHARMACY P-CARD WORKFLOW

1/01/2022

1. Cardholder purchases an item.
2. Cardholder scans the receipt and submits a [P-Card Submittal](#) request into ServiceNow. If the receipt came via email, please submit that as an attachment when submitting the request. The request requires both the chartfield string to charge and the business justification for the charge. A **P-Card Receipt Submittal Form** is optional and can accompany each receipt submission.
3. Procurement staff will upload receipts and update charges in the P-Card Works system by adding transaction data and the chartfield string.
 - a. Reminder emails are sent each Tuesday to notify cardholders of transactions lacking a receipt.
 - b. Additional reminder sent on the 19th of each month.
4. Accounting staff update the default chartfield string when needed and approve/reject the transaction(s).
5. Each monthly P-Card cycle runs from the 16th to the 15th. Charges must be approved by the 20th to post.

[University Policy on P-Card Infractions](#) includes:

1. Failure to reconcile transactions prior to the 1st of the month following the end of the billing cycle. Account will be suspended until all outstanding transactions are reconciled.
2. Failure to provide a valid business justification for purchase (i.e. reason for purchase)
3. Failure to immediately report loss or theft of a card upon discovery
4. Splitting transactions to circumvent transaction limits.
5. Failure to supply valid receipt, invoice, or other support documentation.
6. Using P-Card to purchase non-allowable items per the P-Card policy or misuse of any temporary exception to Purchasing Card restrictions.
7. Failure to clean up the P-Card Clearing Account 559530 by the end of following month. It is the P-Card unit's responsibility to ensure the correct Chartfield String (CFS) is assigned to the P-Card transactions and clear the P-Card clearing account every month.
8. Other infractions warranting disciplinary actions, as deemed appropriate by P-Card Administrator or the Accountholder's Business Manager or Department Head.

1st Offense - Courtesy email warning to Accountholder, Group Approver and Accountholder's direct supervisor

2nd Offense - Email notification of infraction to Accountholder, Accountholder's direct supervisor, unit Business Manager, and MOU Financial Lead or Dean

3rd or Greater Offense - Immediate thirty (30) to ninety (90)-day suspension of Accountholder's P-Card.

NOTE: The P-Card team reserves the right to reduce or escalate disciplinary actions at its sole discretion.

Time Period: Rolling 12 Months.

Abuse and Fraud Rule (Personal purchase made intentionally)

1.Immediate revocation of P-Card. The Accountholder, Group Proxy Reconciler, Group Approver, Direct Supervisor, MOU Lead and Dean or Department Head will receive an email notification.

2.Department Head or Dean is responsible for taking appropriate disciplinary action after consulting with Human Resources, up to and including termination of employment.