

## **Guidance of SEAS PCard Use, Review, and Reconciliation**

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*The full Purchasing Card Policy is on the University's Financial Policy Office website <https://travel.harvard.edu/>. We strongly suggest this website as a reference in addition to this process document.*

### **Section 1: Cardholder Responsibilities**

#### **A.) Safeguard the PCard**

- Protect the PCard from loss and theft
- Don't allow others to use your PCard
- Contact Financial Operations if the PCard is lost or stolen
- Contact Citibank directly if you notice fraudulent charges
- Notify Financial Operations if you leave your department or cancel the card
- If your card is lost, stolen, or cancelled transfer all standing orders/recurring transactions to a replacement PCard account

#### **B.) Only use the PCard for University Business Purchases allowable expenses include:**

- Small dollar purchases that *can't be made via HCOM the University's preferred purchasing method!*
- Allowable entertainment expenses, catering, etc.

*It is important to note that the University is tax exempt please provide the tax-exempt number located on the back of the card to the vendor at the point of sale. If sales tax is charged, please contact the vendor to receive a credit.*

### **Prohibited Purchases**

- Personal purchases of any kind
- Split transactions to circumvent the single transaction limit
- Gift certificates or gift cards of any amount
- Gifts greater than \$100
- Travel – *these expenses should be charged to the corporate card, not the PCard, or paid out of personal funds and reimbursed*

#### **C.) Obtain receipts for purchases of \$75 or greater**

The full definition of University receipt guidance can be found:

<https://admin-eneews.eureka.harvard.edu/news/definition-receipts>

SEAS under \$75 receipt guidance: <https://www.seas.harvard.edu/financial-operations/guidelines>

#### **A.) Proof of documentation (itemized receipts) must include the following information:**

- Date of transaction
- Name of merchant
- Transaction details (what was purchased)
- The amount of purchase
- The form of payment used
- Indication that the amount was paid

B.) Receipts: Original receipts are always preferred, but copies are acceptable if originals are not available, electronic and emailed receipts are also acceptable

Receipt examples:

- Detailed cash or sales receipts
- Packing slips with a dollar amount
- Subscription or dues forms
- Conference registration form showing the fees

C.) For purchases where no receipt is generated (e.g., a recurring subscription expense or other standing order), submit a complete missing receipt affidavit (MRA)

D.) For purchases where a receipt is issued but then lost for purchases greater than \$75, cardholders must complete and submit an MRA. Use of MRA's should be an exception meant for limited uses

E.) Processing credits in the settlement system: please state what the credit was for and allocate it to the same account in which the original transaction was processed

### **Sales and Meals Tax**

Harvard University is exempt from Massachusetts state sales and meals tax. To avoid paying sales or meals tax when purchasing goods with a PCard, cardholders must:

- Inform the vendor at the time of purchase that the purchase is for Harvard University business and is exempt from Massachusetts state sales tax
- Provide vendor with Harvard's tax-exempt number (E 042-103-580), which is printed on the front of the PCard
- Provide a copy of the Harvard's Massachusetts Certificate of Exemption (ST-2) and Sales Tax Exempt Purchaser Certificate (ST-5), if requested
- If purchasing goods from other states for use in that state, download the certificate for that state from <http://vpf-web.harvard.edu/procurement> (the Massachusetts ST-2 and other tax-exemption certificates are also available here; Harvard is not tax-exempt in all states)
- If sales or meals tax is billed to the cardholder's account, departments can ask the vendor to remove the tax. However, note it is at the vendor's discretion to honor or reject Harvard's sales tax exemption
- When charging to **sponsored funds**, all sales tax charges should be split out separately and charged to a non-sponsored fund via object code 8450

### **Roles & Responsibilities**

#### **PCard Holder**

Cardholders must read and understand the PCard policy in full.

- Required to complete the PCard and ROPPA training and follow the policies and procedures
- Safeguard the PCard and do not allow others to use your card
- Make allowed purchases only
- Get receipts for purchases
- Must review all charges weekly with appropriate business purpose before each week's sweep
- Provide documentation to reviewers promptly
- Cancel your card if you change departments or leave the University
- Plan for scheduled time off by reviewing **"all"** transactions, this is usually up to three weeks of available transactions, identity backup coverage, and notify Finance Office administrator with updates

### **PCard Reviewer – RPM's or Assigned Reviewer**

Reviewers must read and understand the PCard policy in full and ensure that all expenses are in accordance with the University PCard policy.

- Required to complete the PCard and ROPPA training and follow the policies and procedures
- Must review all relevant transactions for each week's sweep to ensure charges are legitimate
- Ensure that all transactions have a complete detailed business purpose entered into the system
- Has supporting proof-of-purchase documentation (receipts) from the cardholder
- Confirm or correct general ledger coding of all transactions in the PCard settlement system
- Mark all transactions as "reviewed" in the PCard settlement system under their name
- Keep required documentation in Dropbox
- Raise un-reviewed charges to the cardholder and ADRAF/Area Director
- Plan for scheduled time off by reviewing **"all"** transactions, this is usually up to three weeks of available transactions, identity backup coverage, and notify Finance Office administrator with updates

### **Local PCard Administrator – ADRAF'S / AREA DIRECTOR'S**

Ensure that the local area reviewer appropriately reviews all transactions and that they are in accordance with local and University PCard policies.

- Assist with resolving outstanding charges for terminated employees
- Appoint and serve as backup reviewers during staff's absences, notify Finance Office of updates
- Notify finance PCard administrator of changes to area portfolios and default coding with a periodic review
- Address un-reviewed charges by:
  - Documenting the transaction as soon as possible after the sweep with a detailed business purpose written on the printed Settlement System Report and the required documentation is retained
  - Prepare journal vouchers to correct incorrect general ledger coding, if necessary. Detail notations of coding corrections must be written on the printed Settlement System Report and uploaded to that week's PCard sweep package in Dropbox

### **Finance Office PCard Program Administrator**

Understand both cardholder and reviewer responsibilities and determine additional PCard training and or policy requirements for cardholders and reviewers

- For new cardholder applicants: confirm eligibility, confirm supervisor approval, determine credit limits, and process the applications
- Manage the cancellation and replacement of lost, damaged or stolen cards (note): cards are not automatically shut off upon an employee's termination. Ensure cards are destroyed when a cardholder terminates or when a card is canceled
- Monitor credit limits and ensure the Cardholder's department administrator approves change limit requests before requesting changes
- Determine access rights to the PCard settlement system
- Authorize and process PCard reviewer access in Oracle

### **Section 2: Reviewing Weekly PCard Transactions**

- A.) The weekly PCard sweep runs sharply at 3 p.m. every Thursday; please note: sweep times change for holidays, etc.

- B.) At the beginning of each week review **all** transactions in the PCard settlement system in ORACLE to ensure charges are legitimate, provide a business purpose, and correct coding. Please be mindful of the default coding and adjust accordingly. Tip: Remove old account favorites to avoid misuse.
- C.) Employees who prepare transactions are, at a minimum, responsible for ensuring a detailed business purpose for each transaction and must include who, what, where, when, and why with the appropriate supporting documentation. Character limits are not an issue be as descriptive as possible. (Best practice: include initials of the faculty member at the beginning of the business purpose).

A detailed business purpose is required for each transaction and must include:

- **Who** incurred the expense or who benefitted; specific names of individuals/groups are required
- **What** the expense entailed (e.g., item purchased or activity conducted)
- **Why** this is a Harvard expense (i.e., specific reason, purpose)
- **Where** the event or activity took place (if not apparent in transaction detail or receipts)
- **When** the event or activity occurred (if not apparent in transaction detail or receipts)

**Acceptable examples:**

Sponsored accounts:

- 1.) DW: Scientific tubing, from Walmart, for Weitz BASF research (Inv: CIN/00051 Dated: 9/4/18)

Non-sponsored faculty accounts:

- 1.) DW: Catering for Weitz Squishy Physics Group meeting 9/12/18 (~50 attendees)

Area accounts:

- 1.) Refreshments from Wholefoods for SEAS Applied Physics Colloquium 9/21/18
- 2.) Sam Jones and Kris Doe business lunch at John Harvard's to discuss Oracle project 1/2/18
- 3.) Flowers for Jane Smith retirement gift after 25 years of service 3/14/18

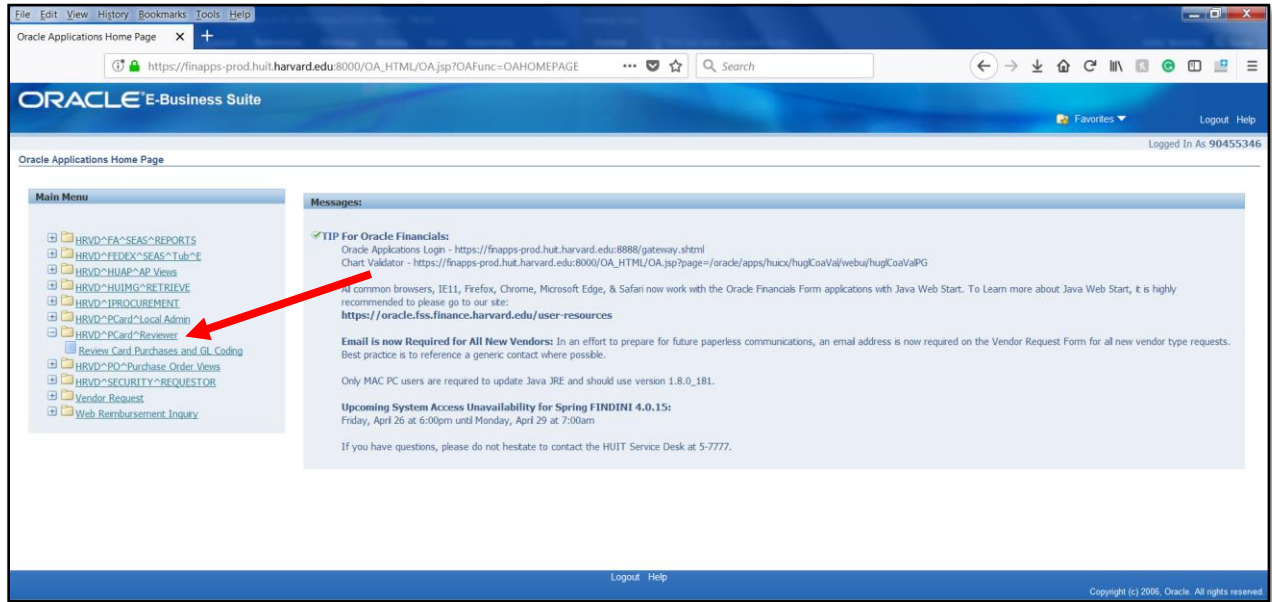
- D.) Confirm or correct the general ledger coding of all transactions in the Oracle PCard settlement system. When charging against a restricted fund, ensure all charges are consistent with sponsored or donor restrictions.

**Please contact Financial Operations with any questions:** [procurementhelp@seas.harvard.edu](mailto:procurementhelp@seas.harvard.edu)

## Section 2: Reviewing PCard Charges in ORACLE

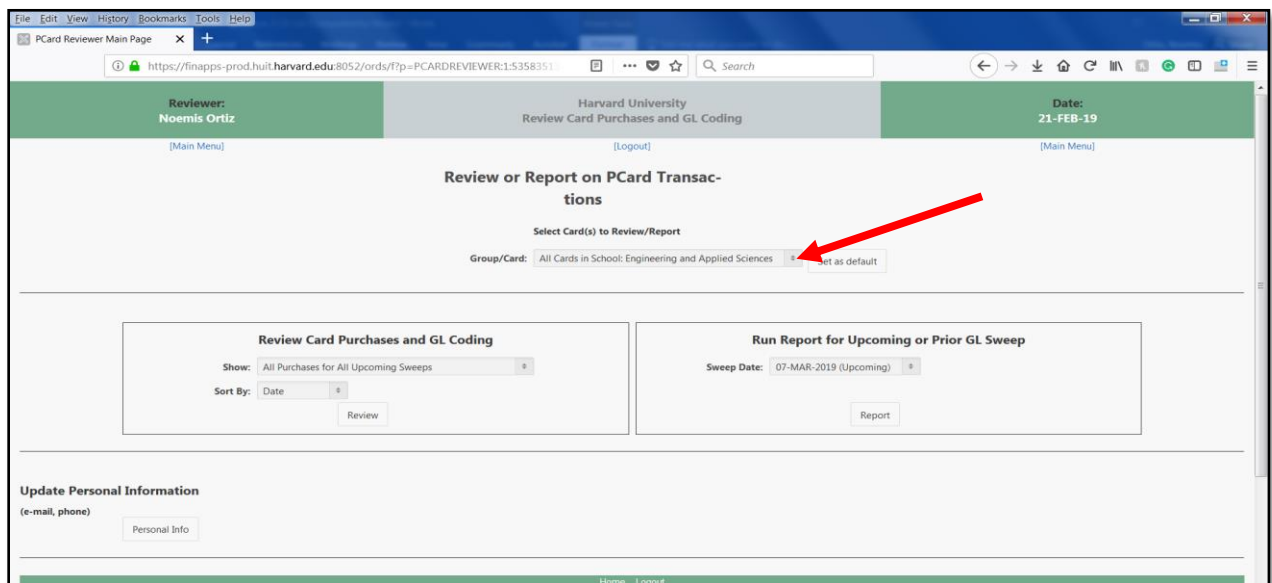
The PCard sweep occurs every Thursday at 3 pm, which is when the charges you've made hit the general ledger/budget. We ask that individual PCard holders or department PCard reviewers log into the ORACLE PCard settlement system the Monday **BEFORE** each week's sweep to ensure charges have an appropriate business purpose and coding.

### STEP 1: Log in to Oracle and select *HRVD^PCard^Reviewer*



### STEP 2: Select the cardholder whose charges you would like to review

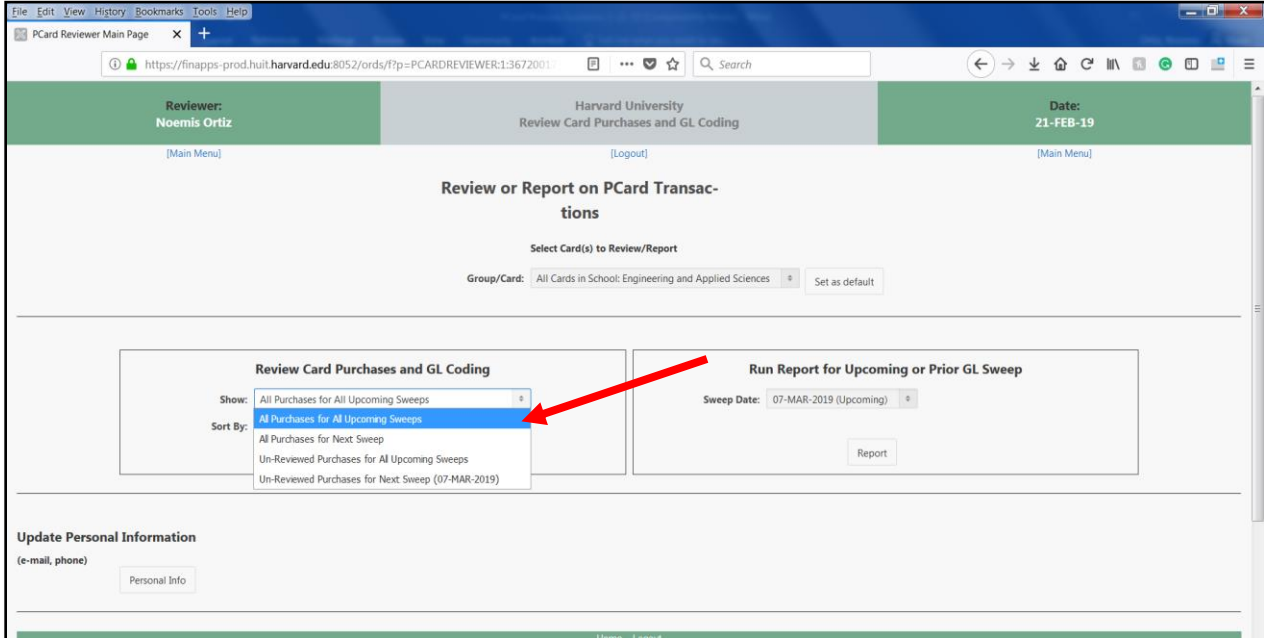
This link will take you to the Harvard PCard Settlement System. Click on the drop-down arrow for the Group/Card menu and select the name of the cardholder whose charges you want to review.



The right-hand side of the screen "Run Report for Upcoming or Prior GL Sweep" is the reporting tool you'll use to reconcile your receipts. For the time being, you can leave this section alone. We'll come back to it in a future step.

### STEP 3: Choose how you want to view your charges

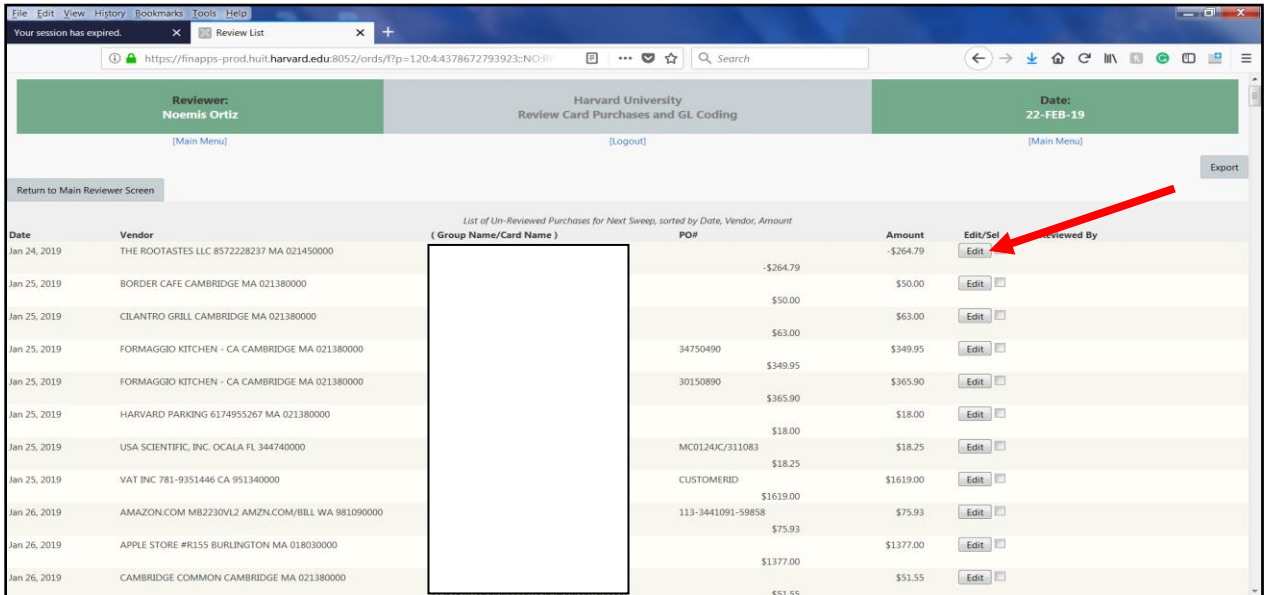
The left-hand part of the screen “Review Card Purchases and GL Coding” is where you can search for your purchases and edit their business purposes and coding. If you click the drop-down arrow to the right of “All Purchases for All Upcoming Sweeps” you can choose if you want to view all charges for all sweeps, charges for the current week’s sweep, all un-reviewed charges, or all un-reviewed charges in the current week’s sweep.



Once you choose how you would like to view your charges, click “Review.”

### STEP 4: Review the charges

Upon clicking “Review,” you’ll be sent to this page.



Date	Vendor	(Group Name/Card Name)	PO#	Amount	Edit/Select	Reviewed By
Jan 24, 2019	THE ROOTASTES LLC 8572228237 MA 021450000			-\$264.79	<a href="#">Edit</a>	
Jan 25, 2019	BORDER CAFE CAMBRIDGE MA 021380000			\$50.00	<a href="#">Edit</a>	
Jan 25, 2019	CILANTRO GRILL CAMBRIDGE MA 021380000			\$63.00	<a href="#">Edit</a>	
Jan 25, 2019	FORMAGGIO KITCHEN - CA CAMBRIDGE MA 021380000		34750490	\$349.95	<a href="#">Edit</a>	
Jan 25, 2019	FORMAGGIO KITCHEN - CA CAMBRIDGE MA 021380000		30150890	\$365.90	<a href="#">Edit</a>	
Jan 25, 2019	HARVARD PARKING 6174955267 MA 021380000			\$18.00	<a href="#">Edit</a>	
Jan 25, 2019	USA SCIENTIFIC, INC. OCALA FL 344740000		MC0124K/311083	\$18.25	<a href="#">Edit</a>	
Jan 25, 2019	VAT INC 781-9351446 CA 951340000		CUSTOMERID	\$1619.00	<a href="#">Edit</a>	
Jan 26, 2019	AMAZON.COM MIB2230VL2 AMZN.COM/BILL WA 981090000		113-3441091-59858	\$75.93	<a href="#">Edit</a>	
Jan 26, 2019	APPLE STORE #R155 BURLINGTON MA 018030000			\$1377.00	<a href="#">Edit</a>	
Jan 26, 2019	CAMBRIDGE COMMON CAMBRIDGE MA 021380000			\$51.55	<a href="#">Edit</a>	

Click the “Edit” button where you’ll enter a complete business purpose and if necessary correct the GL coding.



In the Business Purpose section write a complete business purpose. When paying an invoice include the invoice numbers.

Enter the correct coding into each box. You can split the charge between multiple coding by selecting “Copy.”

Click “Mark as Reviewed, Save and Return to List,” your charges are now reviewed! Complete this process for all remaining charges.

Date	Vendor	(Group Name/Card Name)	PO#	Amount	Edit/Set	Reviewed By
Jan 25, 2019	AIMBE 23-7089693 2024969660 DC 200050000	DE: 2019 Membership annual dues for American Institute for Medical and Biological Engineering (AIMBE) for Prof. Edwards.		\$425.00	<a href="#">Edit</a>	Gladys Prins
Jan 25, 2019	SQI SQ CLOVER FOOD LA CAMBRIDGE MA 021380000		00023058430119962	\$75.70	<a href="#">Edit</a>	Gladys Prins
Jan 28, 2019	GRABULL INC 000-000-0000 MA 018010000	Kavli group catering order for Kavli lunch meeting on 1/30/19 to discuss SEAS research.		\$359.50	<a href="#">Edit</a>	Gladys Prins
Jan 29, 2019	AMAZON.COM M82W977E1 AMZN.COM/BILL WA 981090000	SMR: Paper plates order on Amazon 1/29/19 for rubinstein group to use during group meetings.		\$17.99	<a href="#">Edit</a>	Gladys Prins
Jan 29, 2019	GRUBHUBNOORMEDITERRAN 8775851085 IL 606020000	SMR: 1/28/19 Catering order for Rubinstein group meeting to discuss SEAS research.		\$149.72	<a href="#">Edit</a>	Gladys Prins
Jan 31, 2019	WALMART.COM 800-966-0546 AR 727120000	SMR: classroom order for Prof. Rubinstein for ES123 Classroom demo to demonstrate SEAS research.		\$35.93	<a href="#">Edit</a>	Gladys Prins
Feb 04, 2019	GRABULL INC 000-000-0000 MA 018010000	Kavli group catering order for Kavli lunch meeting on 2/6/19 to discuss SEAS research.		\$359.50	<a href="#">Edit</a>	Gladys Prins
Feb 05, 2019	AMZN MKTP US M21212CF0 AMZN.COM/BILL WA 981090000	Kavli group coffee 2/5/19 order used during meetings to discuss SEAS research.		\$87.98	<a href="#">Edit</a>	Gladys Prins
Feb 07, 2019	HARVARD PARKING 617495267 MA 021380000	DE: Parking permit for ES23 guest lecturer Mark Siegel on Feb 8, 2019 to give classroom lecture.		\$18.00	<a href="#">Edit</a>	Gladys Prins
Feb 08, 2019	HARVARD PARKING 617495267 MA 021380000			-\$18.00	<a href="#">Edit</a>	Gladys Prins

You'll notice once your charges are reviewed your name appears next to each charge.

Once your Reviewer has reviewed the PCard charges for the week, their name will appear next to the charge, and you'll know that the review is complete. **The cardholder and the reviewer cannot be listed as the same person in the PCard Settlement System. Please don't over-review to change the name back to your name, as we will have to re-review your charge again.**

Once you have reviewed all charges, select the “Main Review Screen” link to take you back to the main page.

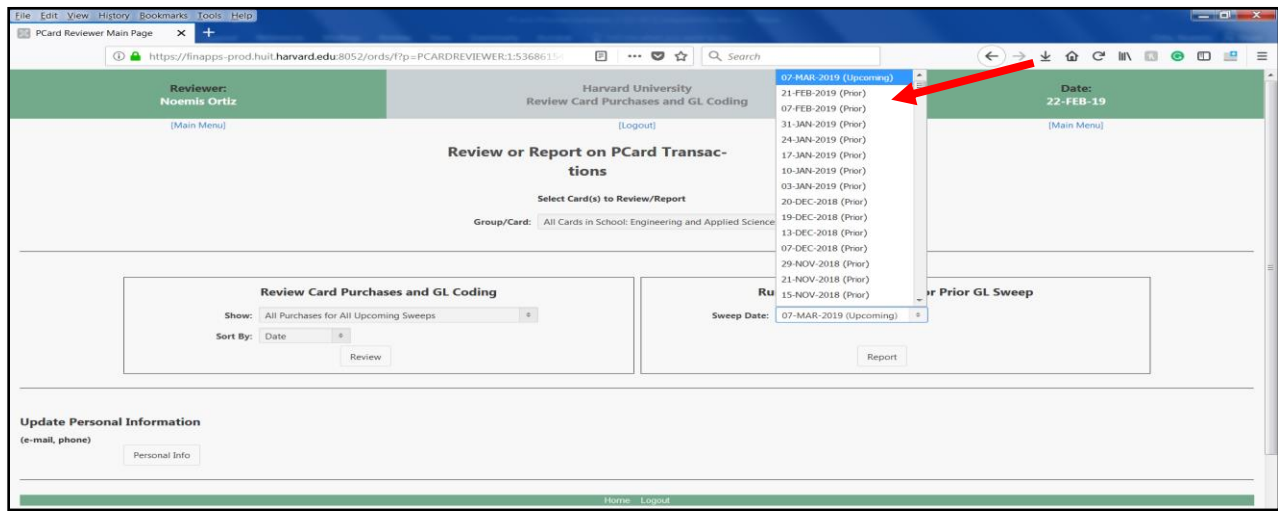
### Section 3: Receipt Reconciliation

Now that you've reviewed your charges save the corresponding week's report and attach all corresponding receipts that are over \$75 for a complete PCard sweep package.

#### STEP 1: Select the Weekly Sweep to Run a Report

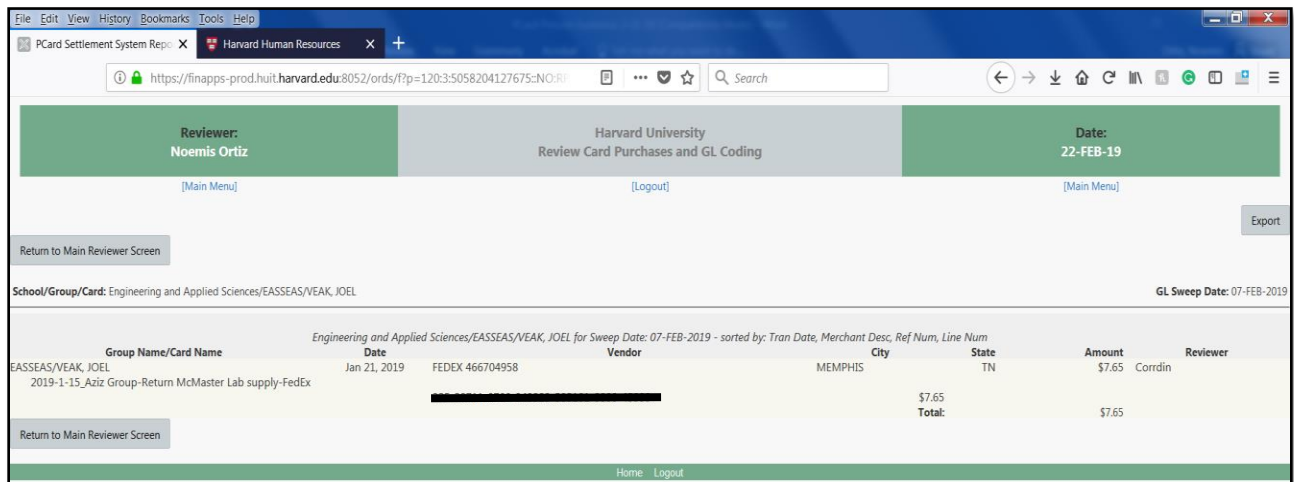
From the main page of the Harvard PCard Settlement System, we'll now focus on the right-hand side of the screen. From here you can select the Sweep Date you want to run the report for. If you click on the drop-down menu, you'll notice you can run a report for any prior week, or any upcoming sweep up to three weeks.

Select the cardholder's name from the Group/Card section above, the sweep date you want and then select the "Report" button.



#### STEP 2: Print the Report

The screen below will populate a tidy report for the cardholder you chose and their expenses that will sweep on the week you selected.



Group Name/Card Name	Date	Vendor	City	State	Amount	Reviewer
EASSEAS/VEAK, JOEL	Jan 21, 2019	FEDEX 466704958	MEMPHIS	TN	\$7.65	Cordin
2019-1-15_Aziz Group-Return McMaster Lab supply-FedEx					\$7.65	
				Total:	\$7.65	

Print this page, attach corresponding receipts in chronological order and upload to Dropbox.

You have now completed your PCard review for the week.