



PCARD PROCEDURES

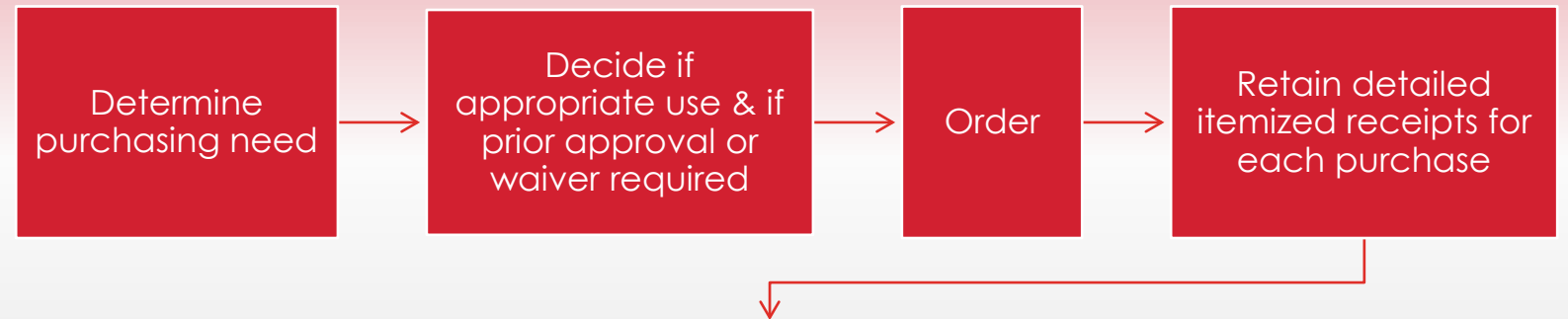
Placing Orders
Online Reconciliation
Statement of Account
Reconciliation Packet
Approver Procedures
Problems/Changes
Contacts
Examples



PLACING ORDERS

REFER TO PROGRAM MANUAL, PURCHASING POLICY, TRAVEL POLICY, HOSPITALITY POLICY

* POLICIES EXPENDITURES



Bill to/ship to instructions:

California State University, Northridge 18111 Nordhoff Street

Northridge, CA 91330-Department Mail Drop Code

Attention: *Cardholder's Name*

If you purchase from an out-of-state vendor, you are responsible for sales tax (9.50%). Tax will be added once transaction is posted to the GL.



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge



ONLINE RECONCILIATION

Upon completing transaction(s), Cardholder begins reconciliation in [Access Online](#) :

- Code appropriate chartfield values
- Enter appropriate purchase description
- Approve transaction
- Save receipt
- Promptly address disputes, missing receipts, or fraud
- Report disputes in [Access Online](#) if cannot resolve with merchant
- If lost/missing receipt or vendor fails to forward:
 - Complete [Lost/Itemized Receipt Form](#)
 - Notify vendor to send original, itemized receipt/invoice & forward to tuc.pcard@csun.edu



STATEMENT OF ACCOUNT

VERIFY TRANSACTIONS ARE CODED & APPROVED

When Statement posts around 18th of the month at close of monthly billing cycle*:

Sign **US Bank Statement Account Activity** page

Ensure *legitimate* purchases, *accurate* amounts

Detailed **Receipts/Invoices** matched to statement

Verify **Charfield codes** and **Description** are entered on each transaction

Verify all transactions are **Approved**

Gather PDF or JPG of legible receipts which match the US Bank total

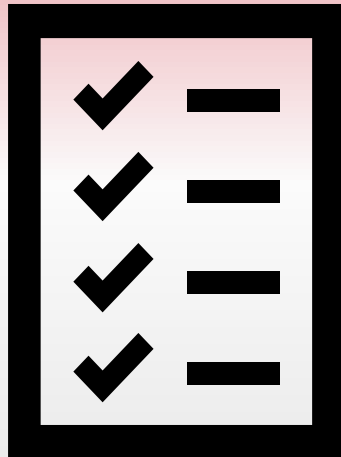
Show items purchased, tax, shipping, total, name/address and dates

Receipt for every transaction, include any refund invoices or emails

Packing slips, itineraries, and confirmation notices are not valid receipts

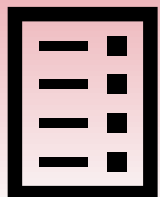
Complete the [Lost/Itemized Receipt Form](#) for any missing receipts

*TUC will send Email reminder





RECONCILIATION PACKET



Gather & send documentation to tuc.pcard@csun.edu:

- Statement/activity report (signed)
- Cardholder Statement of Disputed Items (if applicable)
- Original Receipts/Invoices copies in statement order (PDF or JPG)

Note: If cardholder is not PI, have PI sign Statement as Supervisor.

Packet is due to TUC within 6 days after cycle close

Appropriately sign & support to ensure continued use of P-Card.
Incomplete packets may result in suspension of charging privileges until resolved.





The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

APPROVER PROCEDURES



View/approve cardholder transactions in Access Online



Verify itemized receipts/invoices & supporting documentation are attached



2 Days to Approve Transactions



Submit completed packet to tuc.pcard@csun.edu before 6th day after cycle closes



If approvers will be out of office & unable to approve transactions by deadline, provide email authorization ahead of time to tuc.pcard@csun.edu



PROBLEMS/CHANGES



Disabled Login Password - Contact Access Online Help Desk 1-877-887-9260 to reset password.



Declined Charge - Contact TUC P-Card Coordinator



Lost Card -*Immediately* call US Bank 1-800-344-5696 & Notify the P-Card Coordinator



Worn/Defective Cards - Request replacement from P-Card Coordinator & Destroy card



Transfer/Termination - Provide receipts to Approver, Return card to P-Card Coordinator or department



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge



CONTACTS



Questions, Requests, Limit Adjustments, Declines, Account Updates:

TUC P-Card coordinator email: tuc.pcard@csun.edu

Urgent matters only: Dustin Abad at ext. 7077 or call (818) 677- 5298

US Bank-General/Password/Fraud/Lost or Stolen Cards/Disputed Items:

Online: [Client support](#) | [US Bank](#)

General Account Inquiries: 800-344-5696 / 701-461-2010

Password Resets/General Navigation: 877-887-9260 / 701-461-2028

Address: Cardmember Service P.O. Box 6335 Fargo, ND 58125-6335

Fax: 866-229-9625

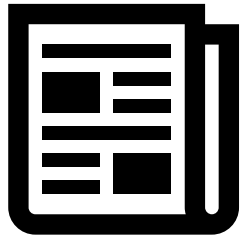
Note: Have card number & security code ready.

(A substitute security code was given to you previously.)

Do not use personal information (mother's maiden name, social security #)



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge



EXAMPLES

Reconciliation Code & Approve

Match Receipts to Statement

Valid Receipts

Unacceptable Receipts

Reconciliation Packet



RECONCILIATION CODE & APPROVE

See US Bank PCard Quick Guide

Viewing and Approving Procard

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****3150

Account Number: ...3150
Account Name: Suzie Sunshine

Billing Cycle Close Date: All **Search**

Open Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 1 of 1

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending		06/22	06/24	OFFICE MAX	NORTHRIDGE, CA	\$49.92		XXXXXXXXXXXX3150	66000348501100299999

Disputed Reallocated Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Click on one of the following links to reallocate and/or transaction number:

Approval Status
Trans Date
Account Code

Chartfield Codes

Transaction Management

Transaction Detail

Card Account Number: *****3389

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	07/20	07/21	OFFICEMAX CT*IN#319930	800-472-6473, IL	\$83.21		0000000000000000	6600034850

Disputed Trans Detail Level Reallocated

Summary Allocations Transaction Line Items Comments **Approval History**

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comments

Description

Use the Comments tab to enter more detail about the transaction.

Save Comments

Approve a Transaction

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****5876, JANE SMITH

Account Number: ...5879
Account Name: JANE SMITH

Billing Cycle Close Date: All **Search**

Open Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 25 of 98
Page 1 | 2 | 3

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending		05/23	06/01	JIMMY JOHNS	CEDAR RAPIDS, IA	\$7.06			
<input type="checkbox"/>	Pending		05/22	06/01	MCDONALD'S M6719 OF IA	DURBUQUE, IA	\$4.70		07637976719H*1Y000025468	Default Acct Code System
<input type="checkbox"/>	Pending		05/21	05/26	HYATT REGENCY RIVERFRONT	ST. LOUIS, MO	\$337.98			Default Acct Code System
<input type="checkbox"/>	Pending		05/24	05/26	HYATT REGENCY RIVERFRONT	ST. LOUIS, MO	\$355.70			Default Acct Code System

Disputed Matched Exception Reallocated Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 25 of 98
Page 1 | 2 | 3

Reallocate Mass Reallocate Match To Order Change Review Status **Approve** Pull Back

From the Transaction List, select the checkbox next to the transaction(s) to be approved.

Click Approve to complete the transaction.

Note: The Check All Shown link can be used to approve all transactions.

Approve

Approve a Transaction

Transaction Management
Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

* = required

Approver's Name: * **Select Approver**

Click Select Approver to Search and Select a default approver from list.

Summary of Transactions to be Approved

Number of Transactions: 1
Total Dollar Amount: \$80.93

Approve Cancel



The University Corporation
 Research, Investments and Commercial Services
 California State University, Northridge



STATEMENT

Cardholder Activity EXAMPLE

Purchaser must be this cardholder

Name: Pat CardHolder

Account Number: **9999

Cycle End Date: Open

MATCH RECEIPTS TO STATEMENT

Trans Date	Merchant Name	Transaction Total	Source Currency	Currency Amount
Posting Date	City/State/Prov	Allocation Amount	Accounting Code	
06/05/2023	Geological Society	\$140.00	USD	140.00
06/06/2023	Boulder, CO	\$140.00	#####S#####	
06/08/2023	Subscription Place	\$12.95	USD	12.95
06/09/2023	subscription.com, CA	\$12.95	#####S#####	
06/09/2023	We Sell Gloves	\$53.11	USD	53.11
06/10/2023	GlovesRUS.com, CA	\$53.11	#####S#####	
06/09/2023	Package Place	-\$49.28	USD	-\$49.28
06/10/2023	Packages.com, CA	-\$49.28	#####S#####	
Activity Totals	Purchases	Payments		
\$156.78	\$156.78	\$0.00		

Find your Receipts for each Transaction – Matching Trans Date, Merchant, Amount
 Ensure valid charges, receipts for each – Save in Order

Cardholder Name: Pat CardHolder Signature: Pat CardHolder

Supervisor Name: Supervisor Signature: Signature



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

RECONCILIATION PACKET

The screenshot shows an email composition window. On the left is a 'Send' button with a paper plane icon. The 'To' field contains 'tuc.pcard@csun.edu'. The 'Cc' field is empty. The 'Subject' field contains 'PCard Reconciliation Packet'. Below the header is a row of five PDF attachments, each with a red 'PDF' icon, a filename, and a size:

Attachment Name	Size
1Signed Activity Statement.pdf	118 KB
2MeetingConfirmationReceipt.pdf	98 KB
3SubscriptionInvoice.pdf	47 KB
4GlovesRUSInvoice.pdf	63 KB
5RefundInvoice.pdf	91 KB

Below the attachments, the email body contains the following text:

See attached.
Signed Activity Statement, Receipts/invoices in [order](#)
Thanks,
Pat Cardholder

*Documents can be sent individually as displayed above or altogether - in order - in one PDF



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

THANK YOU!

