

Pcard Survey

Thank you to all who responded for the wonderful feedback on the Procurement Card Survey. The amount of returned surveys was well over the normal rate. I am very happy to report that the satisfaction rate for the P-card Program was 92%; with 7% neutral and 1 % not satisfied.

Additional Information provided in response to the Pcard Survey of 2007:

Individual Limits

It is possible to set individual limits on the credit card, provided that the department limit exceeds the individual limit. Your designated P2 can set the single transaction limit, or the monthly limit, lower than the normal limits, using the PeopleSoft "Pcard Holder Update" screens. Contact Cecilia McClay (mcclayce@bc.edu) at extension 2-0817, for instructions, if required.

Travel

Travel entertainment and the related expenses are not allowed on the Purchasing card because there may be additional requirements and approvals required for travel (i.e.: for travel not to be considered as taxable income). BC continues to investigate alternatives such as "one card" programs, and other options, to improve processes in the future.

Restaurants / Take Out

Pcards are allowed for "take out" establishments only. They are allowed for those cases where the food will be brought to BC for a meeting or class. Restaurants are not allowed because tax laws consider this Travel/Entertainment. If you encounter a "take out" establishment that is coded as a restaurant, ask them to contact their Merchant Bank to see if they can change the merchant code in their credit card system to "Take Out". Before you use an outside restaurant or take out establishment for a meeting meal, consider contacting Auxiliary Services on the Bureau of Conferences to see if they can meet your needs. *Remember, any time you purchase food for a meeting, the IRS requires that you include the name of the attendees on the receipt.*

International Transactions

Purchasing cards are available for use with foreign countries. The cost of a wire transfer far exceeds the cost of a purchasing card transaction. If you are requesting wire transfers for international purchases to vendors, it may be possible to make these payments using your purchasing card. Contact Procurement Services to review the need and see if the purchasing card can be used for your purpose.

Access to Statements

Departments determine who should have access to the on-line statements in their area. In all cases, statement TOTALS must be provided to the departments P1 or P2 designate for reconciliation with the PeopleSoft System.

Retrieving Statements On-Line

For those who suggested the bank email the monthly statements, monthly statements (or any information containing account numbers) should not be emailed because they contain confidential account number information and email is not a secure transfer method. This is also why we have tried to eliminate the mailing of hard copy statements. Currently, the only secure method to get the statement is to log into the banks secure website and download the statement directly to your desktop.

Blackout Account Numbers on Statements

Yes, it is a requirement to black out account numbers on credit card statements. Most credit card companies print the full account number on statements, so it is a good practice to black out the number before storing your statements, both at BC, and in your personal card files. In the mean time, US BANK is looking at ways to show only a limited portion of the number but it is not available yet.

DHL/Federal Express

Express mailings, when ordered on line contain an air bill/reference number that can be matched to the statement. It is a good practice to print the quote page for address and pricing information, when you place the pick-up request on-line, to match to the statement.

Amount Available on Pcards

The amount available on the P-card is determined by the budget amount in the p-card account. Only those with access to the PeopleSoft budget screens can view the balance available. They must also add a minimum of two recent days activity that would not yet have been transferred from the bank to BC.

Transfers into the Pcard Account

Reviewing the previous year's pcard expenditure amounts can help estimate the amount of funding required for the new year. Making one permanent transfer will help alleviate running out of funds and having to make many small temporary transfers. Temporary transfers should be used mostly at year end or for extraordinary non-repetitive expenses.

Make Funds Available Faster

The bank is trying to upload the transfer files the morning following the transfer. Although the bank can not guarantee it, most transfers are now uploaded within 26 hours. BC is also looking at quicker ways to release the information on new transfers to the bank.

Identifying Pcard Uses

Although most purchases are made on the general pcard account (68370) there are some additional pcard associated accounts for specialized uses. In addition, the BC_PCARD_DATA_BY_DEPT contains a reference to the mcc code which can be sorted for more detail as to the type of company where the purchase was made.