P-CARD PROCESSING AND REVIEW

February 11, 2014 – OSP Brief

Presenter: Fran Visconti, Associate Director, Financial Administration & Compliance
Objectives:

• Discuss P-Card transactions on sponsored awards in order to increase awareness and understanding of:
  • Policies & procedures/ rules & regulations
  • Risks, and controls to mitigate risks
  • Supporting documentation
  • Record retention and destruction
  • OSP’s review of transactions
  • Communications between OSP and departments
Responsibilities & Expectations

• Cardholder

• Person placing the order

• P-1 (Department Primary User)

• Departmental P-Card Administrator

• OSP

• Auditors (Internal and External)
Responsibilities & Expectations

Cardholder, some of the responsibilities include:

• Learn program requirements including information in the P-Card User Guide and **must** adhere to the rules and regulations of the program.

• **Must obtain receipts**, properly document all purchases made on the P-Card, attach receipts to statements, and sign the reconciled statement on a monthly basis.

• **Statements must be reconciled within 30 days** but before 60 days. Statements must be matched by the cardholder to the receipts for each purchase. Additional documentation, if required, must be added to the receipt. **Statements must be signed and dated** after reconciliation is complete and given to the Departmental P-Card Administrator.
Responsibilities & Expectations

Person placing the order, some of the responsibilities include:

- Provide the merchant with information necessary to make the purchase, including but not limited to, the following:
  - Indicate that it is a Boston College "Corporate" Purchasing VISA Card purchase.
  - Massachusetts tax-exempt status and tax number printed on the card
  - Cardholder name; Individual card number; Expiration date of card
  - Addresses for billing and delivery
  - Description of goods or services to be ordered; and your contact information
- Once a transaction is approved, assist cardholder with acquiring and retaining some type of documentation of the purchase.
- Maintain security of P-Card.
Responsibilities & Expectations

P-1 in Department, some of the responsibilities include:

• Must authorize new cardholders before the Departmental P-Card administrator can create a card in PeopleSoft.

• Determining the best method of receipt retention for the department(s) provided it meets the University or Sponsored program records retention policy

• Must assign a Departmental P-card Administrator for each P-Card record, determine single transaction limits (within policy), and verify that all P-Card transactions have been reconciled and meet policy requirements.
Responsibilities & Expectations

• **Departmental P-Card Administrator**, some of the responsibilities include:

• **Creation** of departmental accounts and creation of cardholders as instructed by P-1 or University directives.

• **Maintaining** and updating cardholder information and maintaining adequate budget in the P-Card accounts.

• **Maintaining** receipts and documentation according to policies and procedures.

• Responsible for obtaining copies of all cardholder’s statements, **reconciling** them to the transactions reported for the month in PeopleSoft for the applicable budgets.

• **Must review all transactions for compliance with University policies and research any issues.**

• **Sign** and **date** monthly reconciliations.
Responsibilities & Expectations

- **OSP**, some of the responsibilities include:
  
  - Review *all* purchases of $1,000 or greater.
  - Review a *sample* of purchases < $1,000 monthly.
  - Work with PI’s and department personnel to help ensure that costs are *properly charged*, and assist with cost transfers, as needed.
  - Serve as *liaison* between department personnel and external auditors.
Responsibilities

- **Internal Auditors**
  - Perform periodic audits of P-Card transactions posted to sponsored awards and report results to BC’s Management which usually includes the Board of Trustees (Audit Committee).

- **External Auditors**
  - Perform OMB A-133 Audits annually of research and development expenditures and processes.
  - Produce written audit report to be presented to BC’s Board of Trustees via the Audit Committee.
  - Report findings to Federal Agencies, as required.
Sept 2013 P-card Data Download on Sponsored Awards*

<table>
<thead>
<tr>
<th>Dept</th>
<th>Project/Gr</th>
<th>Merchant Name</th>
<th>Amount</th>
<th>Trans Date</th>
<th>Cardholder</th>
<th>Descr</th>
</tr>
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<tr>
<td>051003</td>
<td>5010000</td>
<td>DUNKIN #30678</td>
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<td>051255</td>
<td>5010001</td>
<td>W.B. MASON CO</td>
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<td>Jones</td>
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<td>053341</td>
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<td>5010004</td>
<td>FISHER SCI ATL</td>
<td>$ 3,387.10</td>
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<td>Equipment Minor 5000 Under</td>
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<tr>
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<td>5010005</td>
<td>FUGU FOODS</td>
<td>$ 54.00</td>
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<td>$ 131.51</td>
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<td>5010010</td>
<td>STATACORP LP</td>
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<tr>
<td>059001</td>
<td>5010011</td>
<td>FEDEX 8077722</td>
<td>$ 21.41</td>
<td>9/9/2013</td>
<td>Kelly</td>
<td>Mailing Postage Freight</td>
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*Not actual data; for discussion purposes only.
# P-Card Selected Transactions

## Selected Transactions for OSP's Review*

<table>
<thead>
<tr>
<th>#</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Project/Gra</th>
<th>Merchant Name</th>
<th>Amount</th>
<th>Trans Date</th>
<th>Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>053321</td>
<td>Chemistry</td>
<td>5010022</td>
<td>Spex SamplePrep</td>
<td>$ 64.70</td>
<td>2/21/2013</td>
<td>Supplies General</td>
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<tr>
<td>2</td>
<td>053321</td>
<td>Chemistry</td>
<td>5010022</td>
<td>PAYPAL *WICKEDDEV</td>
<td>$ 1,630.00</td>
<td>6/3/2013</td>
<td>PCard Special Account</td>
</tr>
<tr>
<td>3</td>
<td>053321</td>
<td>Chemistry</td>
<td>5010022</td>
<td>PAYPAL *WICKEDDEV</td>
<td>$ 3,500.00</td>
<td>6/3/2013</td>
<td>PCard Special Account</td>
</tr>
<tr>
<td>4</td>
<td>053321</td>
<td>Chemistry</td>
<td>5010022</td>
<td>EL PELON TAQUERIA</td>
<td>$ 31.40</td>
<td>7/18/2013</td>
<td>Meetings and Meals</td>
</tr>
<tr>
<td>5</td>
<td>053321</td>
<td>Chemistry</td>
<td>5010022</td>
<td>AMAZON MKTPLACE</td>
<td>$ 17.11</td>
<td>10/23/2013</td>
<td>Supplies General</td>
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<tr>
<td>6</td>
<td>053321</td>
<td>Chemistry</td>
<td>5010022</td>
<td>THE HOME DEPOT</td>
<td>$ 373.95</td>
<td>8/18/2013</td>
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<td>7</td>
<td>053321</td>
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<td>8</td>
<td>053841</td>
<td>Psychology</td>
<td>5010030</td>
<td>LITTLE PIZZA KING</td>
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<tr>
<td>9</td>
<td>053841</td>
<td>Psychology</td>
<td>5010030</td>
<td>W.B. MASON CO INC</td>
<td>$ 966.07</td>
<td>10/2/2013</td>
<td>Supplies General</td>
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</tbody>
</table>

*Not actual data, for discussion purposes only.*
• The documents you are about to review have been modified from their original format. These documents are presented here for discussion purposes only and are meant to serve as supporting documentation for the hypothetical examples presented in the previous slides. These should not be interpreted as documentation of actual transactions of the University.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Order Qty</th>
<th>Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>METHACRYLATE BAILS 1/8</td>
<td>HU</td>
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<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
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<tr>
<td>2</td>
<td>POLYSTYRENE VIALS POLYSTYRENE 0.5 X 1 W/CAPS</td>
<td>HU</td>
<td>1</td>
<td>32.00</td>
<td>32.00</td>
<td>32.00</td>
</tr>
</tbody>
</table>

**Memo:** CREDIT CARD PO, DO NOT REMIT FOR YOUR INFORMATION ONLY

**Memo:** INVOICE

**Additional Charges**

**SP Freight Fee**

14.70

**Bill of Lading Information**

<table>
<thead>
<tr>
<th>Packslip</th>
<th>Bill of Lading Number</th>
<th>Carrier Name</th>
<th>Shipment Method</th>
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<tr>
<td>1</td>
<td>2082581-01-UPS</td>
<td></td>
<td>Mt:1</td>
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**Due:** 02-22-13

$54.70
3119 - Methacrylate Grinding Balls, 1/8 in.

Methacrylate grinding balls. 1/8 in. (3.2 mm) diameter. Sold as a bag of 100 grinding balls.

Features & Specifications: Disposable grinding ball ideal for pulverizing soft, brittle materials and for mixing powders.

Typical composition: Major Element – C

Hardness: Mohs 1 ½

Compatible with all SPEX SamplePrep plastic grinding vials.

Specifications:

<table>
<thead>
<tr>
<th>Diameter</th>
<th>3.2 mm</th>
</tr>
</thead>
</table>
3111 - Polystyrene Grinding Vial with Slip-On Cap

2.5 mL polystyrene grinding vial that includes a slip-on polyethylene cap. Vial is 1/2 in. diameter x 1 in. long (12.7 mm x 25.4 mm). Sold as a bag of 100 vials.

FEATURES

- Disposable grinding vial ideal for pulverizing soft, brittle materials and for mixing liquids and powders in the 5100 Mixer/Mill®.
- Compatible with the 6010 Multi-Sample Adapter for grinding samples in the 8000M Mixer/Mill® and 8000D Mixer/Mill®.
- Volume: 2.5 mL
- Recommended mixing/grinding load: 1 mL
- Suitable for slurry grinding
- Typical composition: Major Element – C
- Hardness: Mohs 1 ½
- Compatible with 3112 Methacrylate Grinding Balls, 3/8 in. (9.5 mm) and 3119 Methacrylate Grinding Balls, 1/8 in. (3.2 mm)
Wicked Device LLC
1172 Ellis Hollow Rd
Ithaca, NY, 14850

SOLD TO:
Boston College
140 Commonwealth Ave
Chestnut Hill, MA, 02467

QUOTE NUMBER
QUOTE DATE
June 1, 2013
OUR ORDER NO:
YOUR ORDER NO:

TERMS
In Advance
SALES REP
SHIPPED VIA
F.O.B:
PREPAID or COLLECT

City, State
PREPAID

SHIPPED TO:
Sarae

Sales Tax Rate: EXEMPT

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>15</td>
<td>K146</td>
<td>350.00</td>
<td>$5,250.00</td>
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DISCOUNT:
Shipping is estimated. FedEx. Alternative carriers available.
Final shipping price will be billed after shipment.

COUNTRY OF ORIGIN: USA
Made in USA.

<table>
<thead>
<tr>
<th></th>
<th>SUBTOTAL</th>
<th>TAX</th>
<th>FREIGHT</th>
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<tbody>
<tr>
<td></td>
<td>$4,920.00</td>
<td></td>
<td>$210.00</td>
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</tbody>
</table>

DIRECT ALL INQUIRIES TO:
Dirk Swart
(607) 793-8214
email: dirk.swart@wickeddevice.com

PAYMENT
Valid for 14 days:
Expected ship date February 28, 2013
PayPal to: dirk.swart@gmail.com

THANK YOU FOR YOUR BUSINESS!
### El Pelon
297 Commonwealth Avenue  
Brighton, MA 02135  
617-779-9090  
www.elpelon.com

**58 FM CASHIER**

---
Check: 266  
Guests: 1  
07/17/2013 07:42PM

**FOR HERE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
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<tbody>
<tr>
<td>Chip Quesa</td>
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<td>4.95</td>
</tr>
<tr>
<td>Lg Chips Only</td>
<td>1</td>
<td>4.50</td>
</tr>
<tr>
<td>Sm Chips Only</td>
<td>1</td>
<td>2.00</td>
</tr>
<tr>
<td>Stk Quesa</td>
<td>1</td>
<td>4.95</td>
</tr>
<tr>
<td>.5pt refried</td>
<td>1</td>
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<tr>
<td>Jarritos</td>
<td>1</td>
<td>2.50</td>
</tr>
<tr>
<td>Chix Plto</td>
<td>1</td>
<td>6.95</td>
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<tr>
<td>Bottled Water</td>
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<td>1.50</td>
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<tr>
<td>VISA</td>
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**++***

**SUBTOTAL**: 29.35  
**Tax**: 2.05  
**PAYMENT**: 31.40

**Change Due**: $0.00

---
Check Closed  
07/17/2013 07:45:14PM

Please visit us again!!  
Open 11am to 11pm Everyday  
PHONE: (617) 779-9090

**Order Number**: 266

---

Group *mdq*
Order #
Placed on Tuesday, October 22, 2013

Your estimated delivery date is:
Friday, October 25, 2013
Your shipping speed:
Standard Shipping

Your order will be sent to:
Boston College
Chestnut Hill, MA 02467
United States

6 foot Laptop Security Cable for Noteguard Universal Notebook
Personal Computers
Sold by Elekcity
Condition: New

Item Subtotal: $7.82
Shipping & Handling: $9.29
Total Before Tax: $17.11
Order Total: $17.11

To learn more about ordering, go to Ordering from Amazon.com.
If you want more information or need more assistance, go to Help.

Thank you for shopping with us.
Amazon.com
<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>032247113076</td>
<td>PREM TOP &lt;A&gt;</td>
<td>1</td>
<td>1.98</td>
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<tr>
<td>68414206596</td>
<td>DECK BOX &lt;A,S&gt;</td>
<td></td>
<td>8.78</td>
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<tr>
<td>045242158836</td>
<td>M18 JIG &lt;A&gt;</td>
<td></td>
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<td>18V DRILL&amp;DV &lt;A&gt;</td>
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<td>149.00</td>
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<tr>
<td>721615198400</td>
<td>HOSE HOOK &lt;A&gt;</td>
<td></td>
<td>209.97</td>
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<tr>
<td>030699148097</td>
<td>SHELF BRKT &lt;A&gt;</td>
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<td>033287144143</td>
<td>60PC DRILL/DRIVE KIT</td>
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**Subtotal:** 351.95

**Sales Tax:** 22.00

**Total:** $373.95

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Building boxes to house kits for experiments.
<table>
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<td>$7.50</td>
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<td></td>
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<td></td>
<td>XHIL PJ SET</td>
<td>N</td>
<td>$13.99</td>
<td>$6.00</td>
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</tr>
<tr>
<td></td>
<td>FOL 6PK</td>
<td>N</td>
<td>$7.49</td>
<td></td>
<td>$7.49</td>
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<tr>
<td></td>
<td>HANES SOCKS</td>
<td>N</td>
<td>$7.99</td>
<td></td>
<td>$7.99</td>
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<tr>
<td>ENTERTAINMENT</td>
<td>ENR PREMIUM</td>
<td>T</td>
<td>$4.49</td>
<td></td>
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<td>GROCERY</td>
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<tr>
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<td>T</td>
<td>$7.99</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL</strong></td>
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<td><strong>$124.75</strong></td>
<td><strong>$1.21</strong></td>
<td><strong>$125.96</strong></td>
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</tbody>
</table>

T = MA TAX 6.2500% on $19.31 $1.21

VISA CHARGE $125.96

INDICATES SAVINGS

Target Pharmacy We're here to help!
John Doe  
123 Main St  
Anywhere US 10111  

Date 1-17-14  

PAY TO THE ORDER OF Boston College  

$ 111.14  

One hundred eleven 14/100 DOLLARS  

Your Bank  
456 Main St  
Anywhere US 10111  

MEMO  

John Doe  

Abc123.com
LITTLE PIZZA KING
389 WASHINGTON STREET
BRIGHTON, MA 02135
617-787-7800

COPY
07/16/2013 13:54:04

Sale:

Transaction #: 5
Card Type: Visa
Acc.: ***********
Exp. Date: **/**
Entry: Swiped
Cust. Code: 120
Amount: $102.05

Tip: $ 3.00

Total: $105.05

Auth. Code: AUTH/TXT

CUSTOMER COPY
LITTLE PIZZA KING
389 WASHINGTON STREET
BRIGHTON, MA 02135
617-787-7800

COPY
07/16/2013 13:54:04

Sale:
Transaction #: 5
Card Type: Visa
Aco: **********
Exp. Date: 07/16
Entry: Suiped
Cust.Code: 120
Amount: 102.05

Tip: $3.00

Total: $105.05

Auth.Code: AUTH/TXT

CUSTOMER COPY
THANK YOU

ORDER

7/16/2013 1:22:22 PM
Delivery
Station 4

(617) 552-2819

LITTLE PIZZA KING
389 WASHINGTON STREET
BRIGHTON, MA 02135
617-787-7800

Server: Alex
City: Brighton

Remarks: chez

2 Lg Buff Chkn Calzon 31.98
1 Lg Calzone with... (1) 16.29
1 Lg Steak Calzone 14.79
1 Grilled Chicken Salad 7.79
1 Fish n Chips Dinner 9.59
1 Chicken Caesar Salad 7.93
Wrap:
1 2L Soda 3.00
1 2L Soda 3.00

Delivery Charge: 1.00

Bar Subtotal: 0.00
Food Subtotal: 94.43
MA Mailtax: 6.62

amtDUE: $102.05

Ticket #: 42
Order #: 4122
**LITTLE PIZZA KING**
389 Washington Street
Brighton, MA 02135
617-787-7800

---

**COPY**
07/16/2013 13:54:04

**Sale:**

- **Transaction #:** 5
- **Card Type:** Visa
- **Exp. Date:** 12/13
- **Cust. Code:** 120
- **Amount:** $102.05

**Tip:** $3.00

**Total:** $105.05

**Auth. Code:** AUTH/TXT

---

**Order Details:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Lg Buff Thon Calzone</td>
<td>31.98</td>
</tr>
<tr>
<td>1 Lg Calzone with... (1)</td>
<td>16.29</td>
</tr>
<tr>
<td>Lg Steak Calzone</td>
<td>14.79</td>
</tr>
<tr>
<td>Grilled Chicken Salad</td>
<td>7.79</td>
</tr>
<tr>
<td>Fish n Chips Dinner</td>
<td>9.58</td>
</tr>
<tr>
<td>Chicken Caesar Salad</td>
<td>7.99</td>
</tr>
</tbody>
</table>

**Order:**

- 2 Lg Soda
- 2 Lg Soda
- Ginger Ale

**Delivery Charge:** $1.00

**Subtotal:** $94.43
**Tax:** $6.62

**Amount Due:** $102.05

---

**Server:** Alex  
**Station:** 4

**Delivery:**
7/16/2013 1:22:22 PM
**(617) 552-2819**

**City:** Brighton

**Remarks:** chaz

---

**Notes:**
- Lunch for Conference Chair, C. Jung
- G. Bachelder
- J. Campbell
- T. McKenna
- T. Briggs Myers
- J. P. Wallace
- L. Paglia
**Order History**

**Status as of:** 09/01/05

<table>
<thead>
<tr>
<th>Order History</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td></td>
</tr>
<tr>
<td>Order Date</td>
<td>10/2/2003 01:35:28 pm</td>
</tr>
<tr>
<td>Ordered By</td>
<td></td>
</tr>
<tr>
<td>Order Method</td>
<td></td>
</tr>
<tr>
<td>Order Status</td>
<td></td>
</tr>
<tr>
<td>Invoiced</td>
<td></td>
</tr>
<tr>
<td>Invoice Number(s)</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td></td>
</tr>
</tbody>
</table>

Your order is below:

**Billing Address:**
Boston College  
Procurement Office  
108 140 Curtis Ave  
Mills Hall  
Chapel Hill, NC 27514

**Payment and Additional Info:**
Credit Card

**Items:**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description</th>
<th>Type</th>
<th>Price/UOM</th>
<th>Qty Ordered</th>
<th>Ext. Price</th>
<th>Qty Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEM2262A5</td>
<td>804A, Magenta Original LaserJet Toner Cartridge</td>
<td>Quick View</td>
<td>$239.71</td>
<td>1</td>
<td>$239.71</td>
<td>1</td>
</tr>
<tr>
<td>HEM2261A5</td>
<td>804A, Yellow Original LaserJet Toner Cartridge</td>
<td>Quick View</td>
<td>$239.71</td>
<td>1</td>
<td>$239.71</td>
<td>1</td>
</tr>
<tr>
<td>HEM2261A5</td>
<td>804A, Cyan Original LaserJet Toner Cartridge</td>
<td>Quick View</td>
<td>$239.71</td>
<td>1</td>
<td>$239.71</td>
<td>1</td>
</tr>
<tr>
<td>HEM2260A5</td>
<td>804X, High Yield Black Original LaserJet Toner Cartridge</td>
<td>Quick View</td>
<td>$170.40</td>
<td>1</td>
<td>$170.40</td>
<td>1</td>
</tr>
<tr>
<td>HAW970002</td>
<td>Great White Resinous Copy Paper, 80# Thickness, 20# x 11</td>
<td>Quick View</td>
<td>$36.27</td>
<td>2</td>
<td>$72.54</td>
<td>2</td>
</tr>
</tbody>
</table>

**Product Subtotal:** $945.57
**Tax Subtotal:** $0.00
**Order Total:** $945.57

**Used for printing conf. brochures**
Requirements:

- BC [http://www.bc.edu/content/bc/offices/buy/pcard.html](http://www.bc.edu/content/bc/offices/buy/pcard.html)

- Award Specific

- Sponsor/ Agency
Risks:

- What could go wrong?
Some Risks *(not an all inclusive list)*:

- Purchase of “restricted commodities”/ Personal use
- Costs charged to incorrect award / Late cost transfer
- Costs not permitted by award/sponsor were charged
- Insufficient documentation / Lost receipt
- Other risks – Federal awards
Some Controls (not an all inclusive list):

- Review of purchases by someone other than the purchaser e.g. Departmental P-Card Administrator

- Timely reconciliation and review of P-Cards and awards – “within 30 days but before 60 days”

- Familiarize yourself with awards and sponsors

- Write notes; ask vendor for receipt/duplicate; etc.

- Know the Federal regulations; discuss with OSP
Supporting Documentation:

- What does that mean to you?
Supporting Documentation:

Documents and records that must be preserved include anything with words or numbers or data pertaining to Federally sponsored research. That includes all letters, emails, research notebooks, voicemails, memoranda, notes, instructions, reports, analyses, telegrams, facsimiles, diaries, calendars, studies, logs, journals, books, plans, records, forms, charts, graphs, audio, visual and digital recordings, photographs (positive prints and negatives), slides, worksheets, checks, credit card charge slips, expense records, computation sheets, computer printouts and programs, tapes, videotapes, diskettes, CD-ROMS, DVDs, microfilm, microfiche, and handwritten comments on any of the above. It includes all copies of documents which are not identical, due to highlighting, handwritten notes, corrections, revisions, or other differences, no matter how minor. All versions of each document must be preserved.

- Source: Internal Memo from Yale University’s General Council; in 2005, Yale University was subpoenaed by 3 Federal Agencies.
Record Retention and Destruction:

- Federal Register December 26, 2013 – PARTIAL, not full text

200.33 Retention requirements for records. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively... (Exceptions - longer times may apply, see full text for details).

200.335 Methods for Collection, Transmission and Storage of Info. …whenever practicable, collect, transmit, and store Federal award-related information in open and machine readable formats rather than in closed formats or on paper… When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.
OSP / Department Communications:

• OSP email dated 4/17/2013

• Suggested modifications:
  • Set timeframe for selections to be posted (15th of month)
  • Dept save documents to OSP server by end of month
  • PDF searchable format
  • File naming convention
OSP Server Example
Comments and Questions
Thank You