



# P-Card Newsletter

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Please direct any p-card questions or problems to [pcard@bc.edu](mailto:pcard@bc.edu)

*With this season of giving comes an increase in attempted fraud. With that in mind, we are using this newsletter to highlight some relevant information on Internal Audit and Cyber Crimes.*



## What is role of Internal

**Audit?** Over the past several months many questions have been asked about Internal Audit. What do they want? What do I need to satisfy an audit? Why am I being audited? Why is a 12.00 receipt being audited?

When a department is questioned by Internal Audit, people become apprehensive. Some may feel that they are being evaluated or personally scrutinized. Internal Audit's role at Boston College is important in helping the University function. They need to identify the effectiveness and efficiency of BC's operations as well as make sure that financial reporting is correct. Audit serves a key purpose in highlighting any problems and recommending solutions. They have methods to ensure that best business practices and proper procedures are being followed.

### What is Internal Audit looking for when your department is audited?

Internal Audit routinely runs University-wide P-card Audits. They run many reports to identify exceptions. There are different exceptions that can red-flag a department. Here are some examples of unusual p-card purchases and what documentation is needed to satisfy an audit in your department.

#### 1) Split Transactions

A split transaction is a product or service over 5000.00 that is split into multiple transactions under 5000.00. Split transactions are the most frequent audit violation. Audit runs routine reports to identify the same vendor with multiple transactions on the same day or same exact dollar amounts by that vendor within the same time frame. Purchasing Cards are for purchases up to 5000.00. Even if purchases are not capital, they should not be split. They may also be red-flagged by audit because they appear to be duplicates. When that happens, the department is responsible to produce an invoice, receipts and an explanation as to why a charge was split.

#### 2) Goods Shipped Outside of Boston College

Audit also runs p-card "ship-to" address reports. Purchases made by p-card are for the procurement of goods for the University. Although there may be a few exceptions for events held off-campus, all products purchased for BC must be delivered to BC. A purchase to a home address should be documented for Audit and a reason written with a saved receipt.

#### 3) Excessive Gift Purchases or Unusual Vendors

Audit may ask for documentation of a 1000.00 purchase from a store such as *Things Remembered* or a 14.00 purchase from *The Gap*. Make sure the person who received the gift has their name on the receipt and reason for the gift. i.e. *graduating work-study student*. Audit will also question a gift that is excessive. i.e. a 500.00 watch and the validity of using departmental funds.

#### 4) Gift Cards

Due to tax regulations, gift cards are not allowed on p-card for employees. When any gift card is purchased, Audit will ask for documentation at any dollar amount.

#### 5) Restricted Commodities

A restricted commodity is a product or service not allowed on P-card. This would include any travel or entertainment related purchase, professional services, construction and payments to individuals. Although a p-card will decline if used at an establishment where p-card is not allowed, sometimes restricted commodities work if the merchant is coded improperly. There also may be a special circumstance where a restricted commodity is lifted from a card. Restricted commodities are audited regularly so please make sure receipts are kept along with any supporting documentation.

#### What they will NOT audit

Internal Audit will not ask for receipts from contracted Level 3 vendors. Level 3, which is line-item data, is provided by contracted vendors such as Dell and WB Mason so it is not necessary to save receipts for under 1000.00. For a complete list of Level 3 vendors visit the Procurement webpage: [http://www.bc.edu/offices/buy/pcard/Pcard\\_Receipt.html](http://www.bc.edu/offices/buy/pcard/Pcard_Receipt.html)

#### Access-on-line classes

US Bank's Access-On-Line with improved capabilities, allows a designated p-card administrator in the department to become self-sufficient. Access-on-line now provides the departmental designated p-card person with access, by chart string, to cardholder information on-line, REAL TIME. The new program, which began in April, 2010, allows managers the access to check the department's pending transactions, cardholder limits and declines. It also provides up-to-the-minute account balances. The next class will be held on Tuesday January 18, 2011. If you are interested in signing up for the class, please e-mail [pcard@bc.edu](mailto:pcard@bc.edu).



### Who is phishing for your p-card information? Cyber Criminals.

Recently IT held a presentation about the mind of a cyber criminal. Here is some information provided at that presentation.

Everyone is familiar with phishing but criminals are becoming more and more inventive about ways to trick you into revealing your personal information. Criminals are not only looking for bank and credit card information but big store debit cards and corporate VPN accounts.

Please remember that no bank or credit card, or other legitimate company (such as Comcast or Verizon) will ever ask for this information in an e-mail or on the phone. The websites look official because the criminals copy the sites. They will use buzz words to get your attention to respond such as: "Respond Immediately! Grave Danger! If you don't do this, you will lose your money!"

Here is an example of a phishing letter:

**Subject: National City Alert**  
**Date: Tue, 18 Apr 2006 07:46:38 -0600**  
**From: Support <rusvisa@intourist.ru>**  
**To: <chaba@speakeasy.net>**  
**CC: <cosmos@speakeasy.net>, <billcosby@speakeasy.net>, <acct\_service@speakeasy.net>**  
**Dear Customer,**  
**Your current login & password combination are out of date.**  
**To renew please click Reply and get back to us with the following information:**  
**Your Name, Account Number, Login and Password.**  
**Regards,**  
**National City Support**



### Don't CLICK

Since people are becoming wise to phishing scams, cyber criminals have developed new ways to get directly into your computer. They get the user to click onto their link and trojan/ malware is installed. The lure is to drop all kinds of crime-ware into a computer. A victim that clicks onto a picture may get a key-stroke logger for your computer information. Here is an example of malicious ads that will fool you into clicking onto a link: "Required Flash Player Upgrade" or "you need new codes to watch this video"

Here's an example of a bogus letter that went out to the students, faculty and staff of Southwestern University. This one is very clever but notice the return e-mail address.

Social engineering at its finest!

**From: Admin [mailto:admin@southsouthwestern.edu]**  
**Sent: Friday, January 27, 2009 5:38 PM**  
**To: Wheeler, Kay**  
**Subject: Rape on Campus**  
**Attachments: Suspect\_picture.jpeg**

**Hello,**  
**During the early morning of January 25 2009, a campus student was the victim of a horrific sexual assault within college grounds. Eyewitnesses report a tall black man in grey pants running away from the scene. Campus CCTV has caught this man on camera and are looking for ways to identify him. If anyone recognizes the attached picture could they inform administration immediately.**

**Regards,**  
**Robert Atkins**  
**Campus Administration**

**Protect your information against cyber criminals**

- **Run anti-virus software**
  - **Back-up the system regularly**
  - **Don't believe links: If you don't know the sender, ignore them.**
  - **Pay attention before clicking onto a site or attachment**
  - **Before hitting "reply", make sure you know the sender**
  - **Don't store sensitive information in your computer**
  - **Don't send sensitive information in e-mail**
  - **Empty recycling bin regularly**
  - **When setting up an account on-line, do not use a predictable secret question such as favorite sports team.**
- Since most people in Boston may have the same answer.

**Ask Celia: Please direct your questions to [pcard@bc.edu](mailto:pcard@bc.edu)**

*Dear Celia,*  
*I am a club treasurer and must reconcile my p-card but when I went into Access-on-line, it wouldn't allow me to register my card. The message said, "This card is associated with another account." Please advice. My p-card will be shut off if I don't reconcile on time!*  
*Amy*

*Dear Amy,*  
Since Access-on-line's new capabilities of an administrator having access to all cardholders in the department, many cardholders are coming across the same problem. The problem has been resolved by US Bank but cards prior to the fix may not be able to be registered by the cardholder. Please e-mail [pcard@bc.edu](mailto:pcard@bc.edu) and your account login-in will be set up for you.

*Dear Celia,*  
*I went into PeopleSoft to reconcile my p-card account and the 5 charges I did for the month are not there, yet they're on my bank statement. Is there a problem with the bank? The p-card is working OK. I am new to the University and the other people in the department's charges are on the report. Something is not right.*  
*Cynthia*

*Dear Cynthia,*  
I checked your p-card and it is on a different chart string than the others in your department. Your card was set up under the AFT program. Whoever assigned that card to you either wanted you to purchase from that program or set your card up under an incorrect chart string. To verify if your card is against the correct chart string, you can check on PeopleSoft under the BC Custom Menu > P-card Holder Update>find an existing value. You can also check it on Access-on-line under cardholder account profile>default accounting code.

*Dear Celia,*  
*I am the person responsible for reconciling p-card in my department. I have the new access in Access-on-line but I noticed that the two new employees in my department are missing from the list. Should I call the bank to have the added?*  
*Thomas*

*Dear Thomas,*  
You have the capability to go into Access-on-line in add the accounts yourself. Go into my personal information> add account. Once you do that, you should have access to statements up to 18 months.

*Dear Celia,*  
*I am the new P-2 in my department. The last P-2 left two months ago and everyone has been using her p-card for purchases for the department. I was told that they can't deactivate her card because our department has automated reoccurring charges but as a person with an accounting background, this doesn't seem like a proper procedure.*  
*Diedre*

*Dear Diedre,*  
You are correct! When a person leaves a department, that p-card should be deactivated immediately. By keeping the card active, the department may be setting themselves up with issues including fraud, misuse and audit violations. Departments usually know when a person is leaving and should anticipate the need of a new p-card or p-cards. It only takes 7-10 days to receive a new card. Even if the position hasn't yet been filled, there still should be someone in the department designated to procure goods during that vacancy. Charges that are automated can be quickly changed with a phone call. You need to go into PeopleSoft in the BC Custom menu>cardholder update and deactivate that card right away.