Purchasing Card (PCard) Supervisor Approval Process

Student Affairs
Updated: October 17, 2018

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PCard Process Information

What is the Purchasing Card Process?
In collaboration with UWM and per UW System Purchasing Card Policy & Procedure Manual

> ✓**Record Retention** - Purchasing card records, including supporting documentation, and Dispute Forms are to be retained for six (6) years plus the current year, in a campus designated central storage area, i.e., Accounts Payable, Purchasing, or the college division level offices. Electronic files containing all relevant documentation, including the statement signed by the cardholder and supervisor/site manager and all required supporting documentation, can be considered the official record.

all Purchasing Card holders within Student Affairs will follow the process outlined within this document to prepare bank card statements and documentation for approval and storage within the UWM Purchasing Card Records site.

This process supersedes any current processes in place and will be used by all Student Affairs Purchasing Card holders. This is an electronic process providing a more secure way to submit bank statements and documentation for approval and upload approved documentation to the campus approved storage site. This process will ensure that there is consistency within Student Affairs, making it easier for storage and auditing of bank statements.

Purpose of this Training
The purpose of this training is to give you an understanding of how to approve bank statements and supporting documentation when these items are submitted to you.

Cardholder Supervisor Responsibilities
As the supervisor of the cardholder, you must:

- Review the bank statement, receipts, and all supporting documents and approve purchasing card transactions to ensure each line item complies with appropriate rules and regulations.
- Determine if any personal OR unauthorized charges occurred on the card. (Refer to the manual listed above).
- Electronically sign the statement and return the signed statement to the cardholder.

Notes
Business Purpose - A business purpose needs to describe the reason why the transaction occurred as opposed to restating the item purchased. For example:

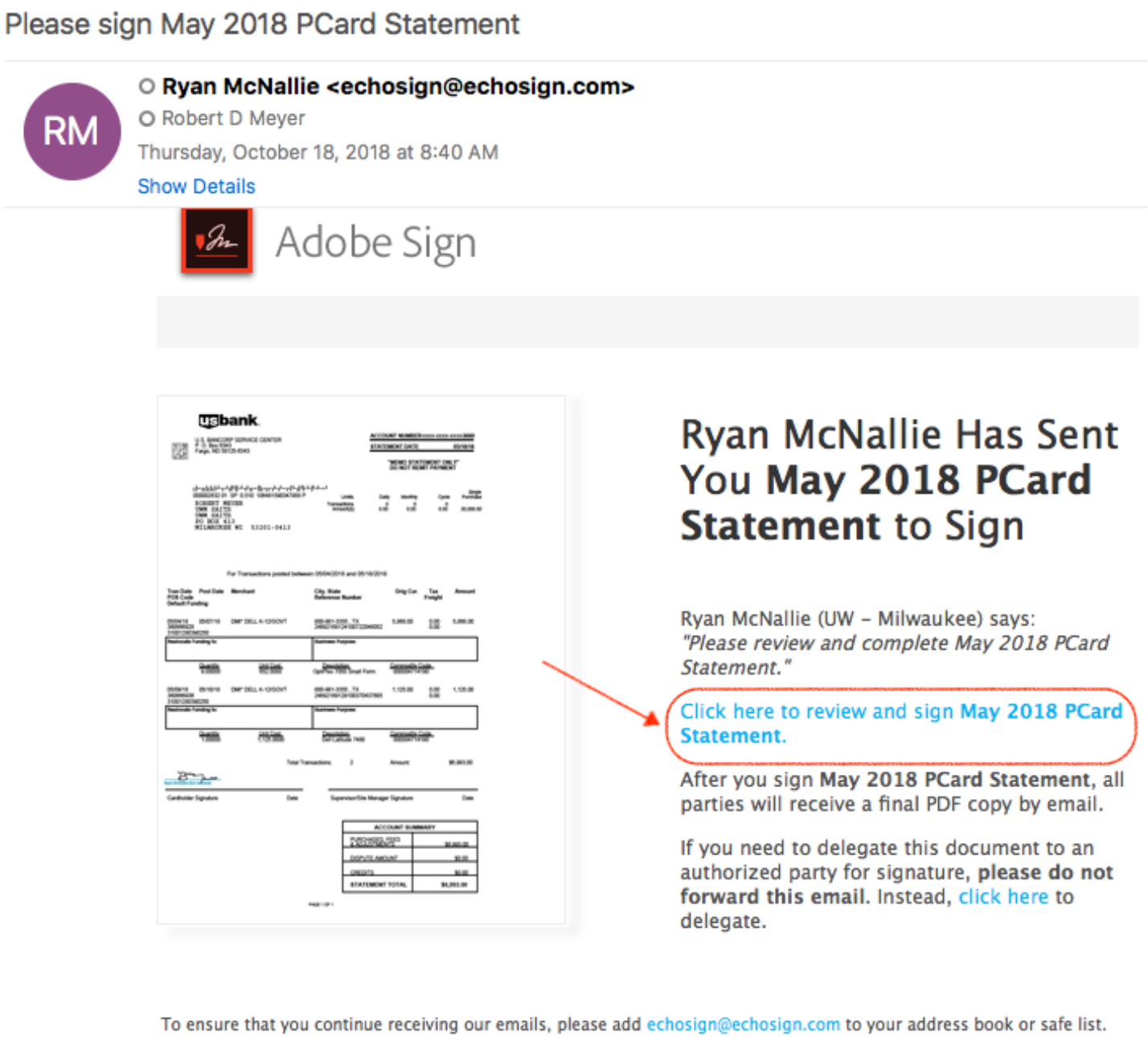
> **Insufficient Business Purpose explanation** - "Freezer"
> **Appropriate Business Purpose explanation** - "Freezer for storage of research samples in Dr. Smith's lab."

Business purpose explanations must be sufficiently detailed to allow the reviewer, whether s/he be a supervisor, an auditor, etc., to establish that the transaction was for the sole benefit and use of the University.

Updated copy of this document is located at https://uwm.edu/saits/wp-content/uploads/sites/39/2018/11/PCard-Approval.pdf

Signing or Rejecting Statement and Supporting Documentation

1. You will receive an email when someone has submitted a statement and supporting documentation for you to sign, see below. Click the link to review and sign.



Please sign May 2018 PCard Statement

RM

Ryan McNallie <echosign@echosign.com>

Robert D Meyer

Thursday, October 18, 2018 at 8:40 AM

Show Details

Adobe Sign

usbank

Ryan McNallie Has Sent You **May 2018 PCard Statement** to Sign

Ryan McNallie (UW – Milwaukee) says:
"Please review and complete May 2018 PCard Statement."

Click here to review and sign **May 2018 PCard Statement**.

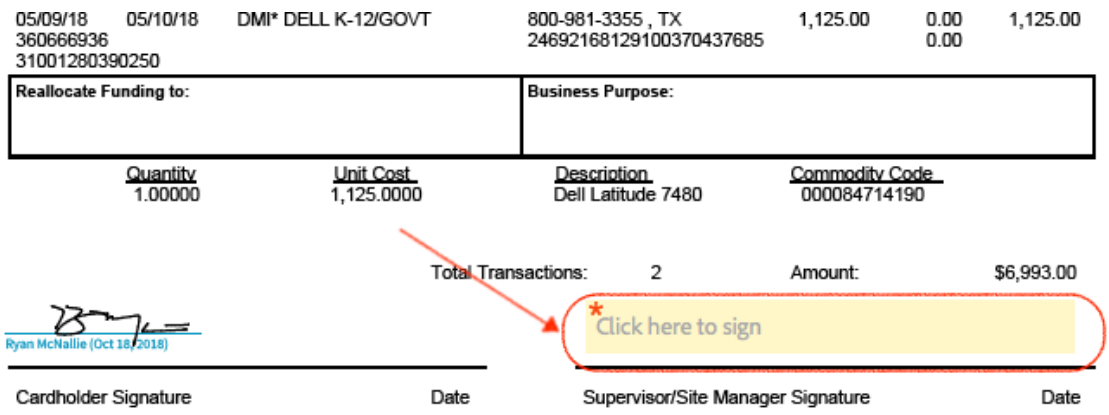
After you sign **May 2018 PCard Statement**, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email**. Instead, click here to delegate.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

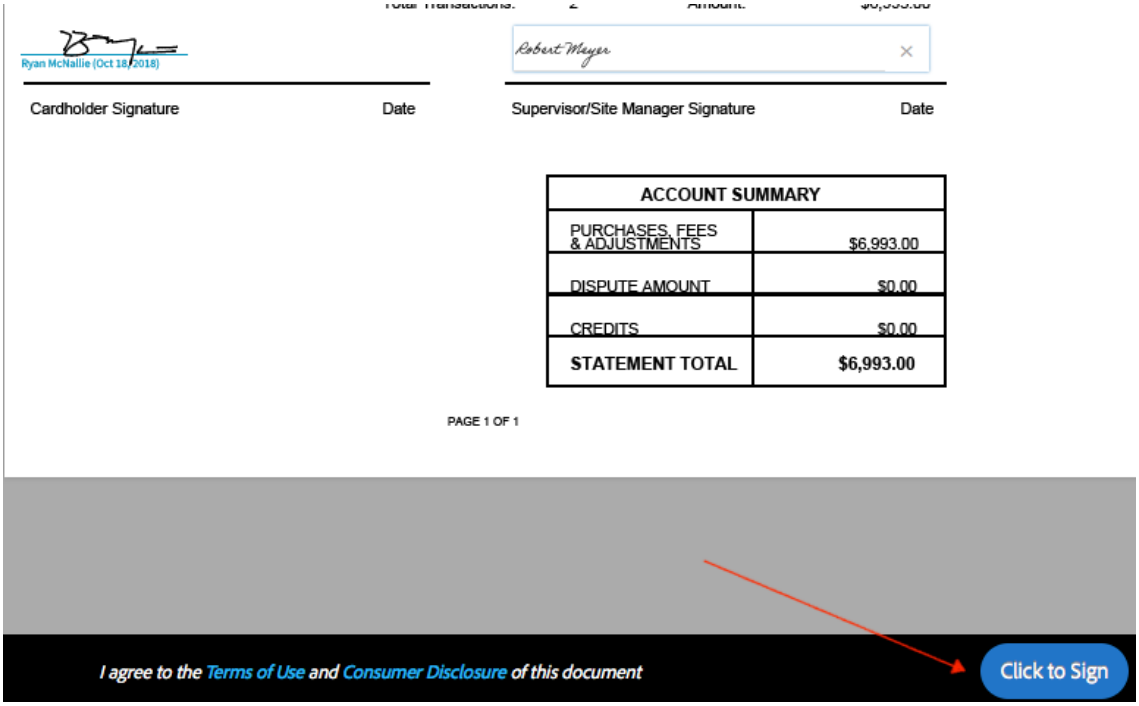
2. The PCard holder must send the bank statement, receipts, and/or supporting documentation for all purchases on the statement. The PCard holder will either fill in the *Business Purpose* section for each purchase or attach a Purchasing Card Log (See Appendix A for a sample) which details each purchase on the statement.

3. After you review the statement and all supporting documentation, and, if everything is in order, click on the *Click here to sign* field. The very first document you ever sign will default to "type" as your signature. This is the default and should be used. For more information on your signature, see Appendix B.

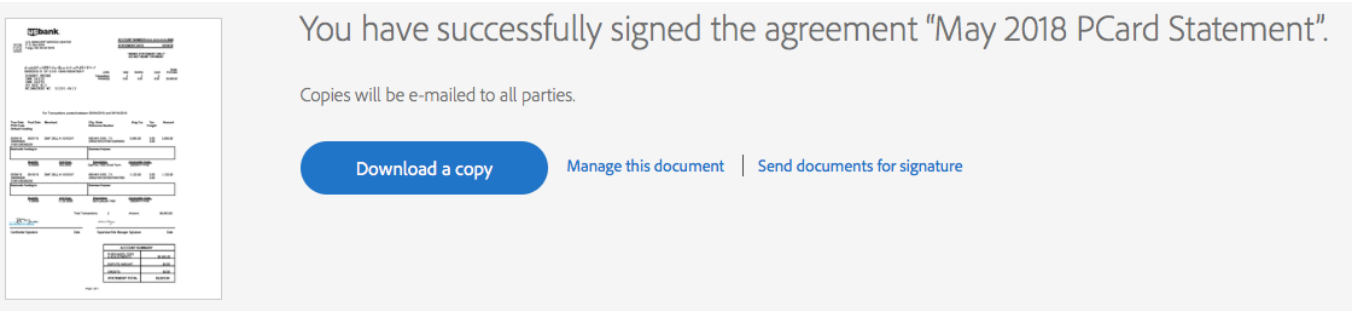


You will notice that your saved signature is added to the document.

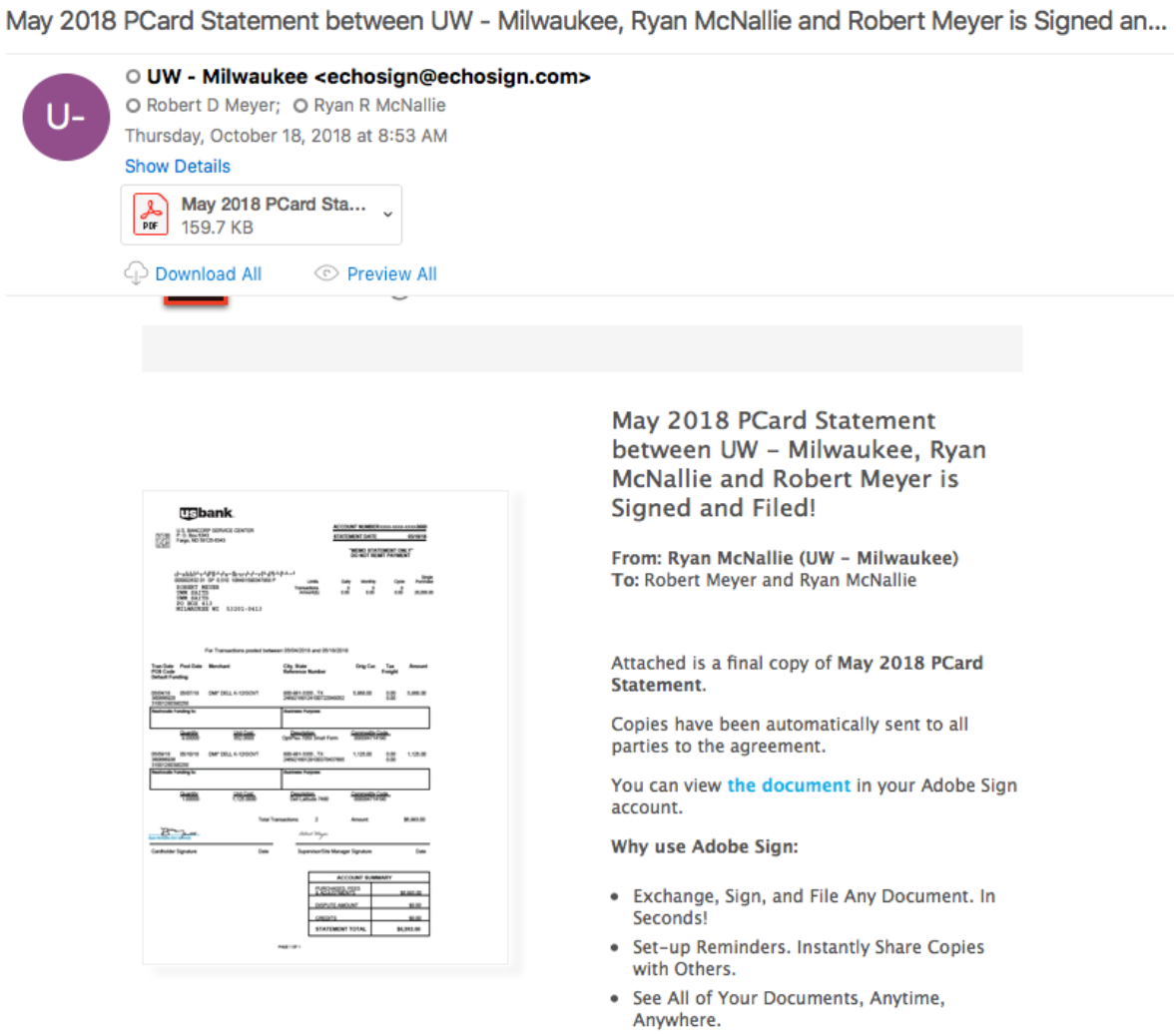
4. Click the *Click to Sign* button at the bottom to accept the document.



You will see a confirmation message that you have successfully signed the document.



Copies of the signed document will be emailed to both you and the sender.

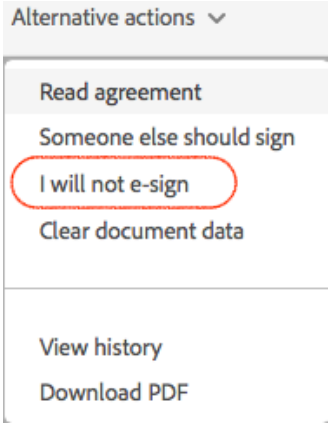


At this point you are finished. The PCard holder must now upload the signed document to the UWM Purchasing Card Records site.

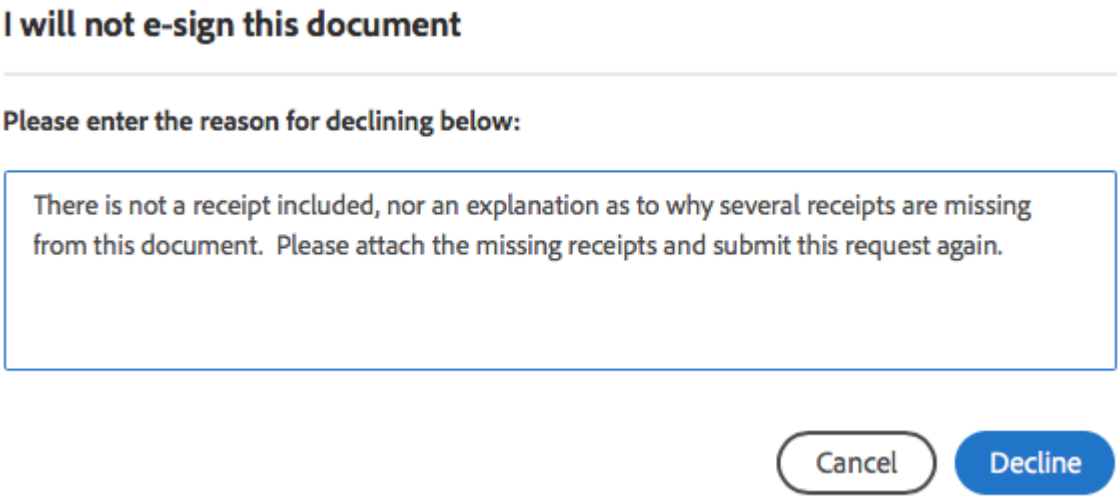
Reject Statement

After you click on the link in the email message to sign a document, you do have the option to not e-sign if items are missing, you notice questionable purchases, or you just need more information before you can comfortably give approval. Instead of adding your signature to the document:

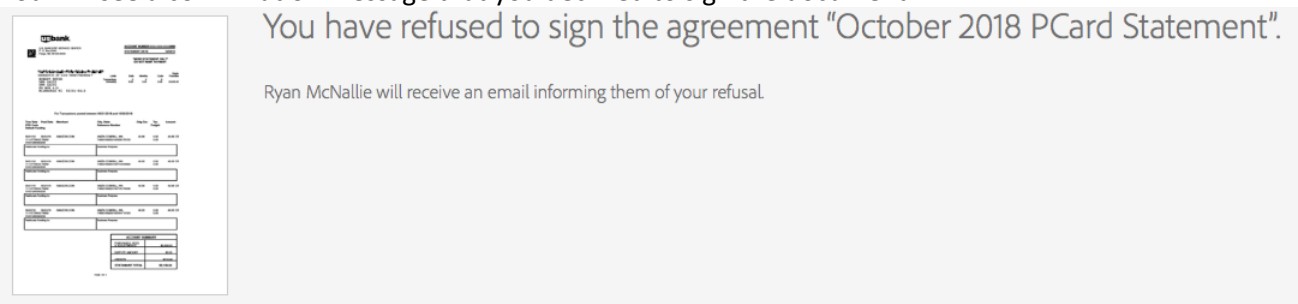
1. Click on the *Alternative actions* menu item in the upper-left of the screen and choose the *I will not e-sign* option



2. Enter a reason why you cannot sign this statement and click the *Decline* button.



You will see a confirmation message that you declined to sign the document.



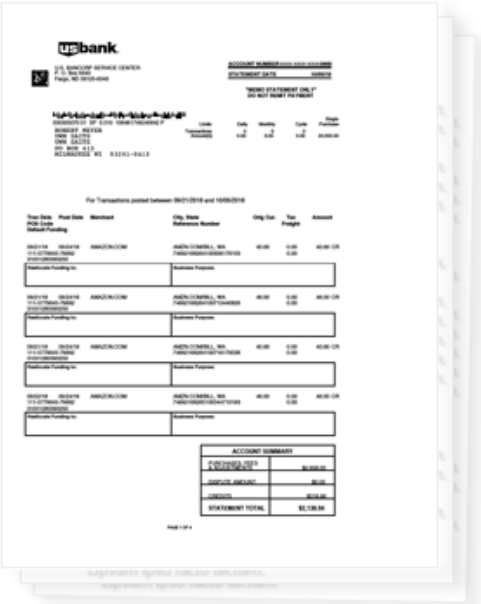
You and the sender will receive an email message stating that this transaction has been canceled, along with the reason you typed in for not signing the document.

October 2018 PCard Statement Agreement Exchange Canceled

AS

Adobe Sign <echosign@echosign.com>
Robert D Meyer
Thursday, October 18, 2018 at 9:01 AM
Show Details

Adobe Sign



October 2018 PCard Statement Agreement Exchange Canceled

Reason: Will not sign this document: There is not a receipt included, nor an explanation as to why several receipts are missing from this document. Please attach the missing receipts and submit this request again.

Document Title: October 2018 PCard Statement
Status: Canceled
Parties:
Ryan McNallie (UW – Milwaukee)
Robert Meyer (UW – Milwaukee)

At your request, Adobe Sign has terminated the agreement exchange for **October 2018 PCard Statement**. All parties to the transaction have been notified accordingly, and the document has been deleted from all parties' Adobe Sign accounts.

At this point it is up to the PCard holder to address your reason(s) for not signing and then re-submit the bank statement and documentation again for review and signature.

Appendix A – PCard Log Sample

Staff must either fill in the Business Purpose section for each line item on the Bank Statement or submit a log of purchases when submitting their bank statements/supporting documentation for approval. We provide staff with a PCard Log Template to use for this purpose.

The Purchasing Card Log should contain:

1. Cardholder Name
2. Cardholder Card Number (last four digits only)
3. Statement Date
4. Date of Purchase
5. Vendor
6. Item Description
7. Business Purpose
8. Amount Paid
9. Changes/Reallocations – Used mostly when the purchase is made for another area

Note: The Amount Paid Total must equal the total in the bank statement. If it doesn't, you know staff missed an entry or mis-typed an entry.

UWM PURCHASING CARD LOG (P-CARD)

CARDHOLDER NAME: Robert Meyer
LAST 4 DIGITS OF CARD: 1234
STATEMENT DATE: 11/2/18

Amount Paid Total: $2,844.93

Date of Purchase	Vendor Name	Item Purchase	Business Reason	Amount Paid	Changes/Reallocations
10/17/18	Dell	7-Dell Business Dock-WD15	Admissions - Various Staff	$896.00	101-0403111-0
10/19/18	Dell	Latitude 5590	Admission - Operations Staff	$999.00	101-0403111-0
10/20/18	Dell	Business Dock-WD15	University Recreation - Sara Smith	$128.00	128-0311111-8
10/25/18	Dell	Wireless Keyboard and Mouse	Athletics - Andrew McDrew	$36.99	128-0321111-8
10/26/18	Hyatt Regency - Minneapolis	Hotel and Parking - JNUC Conference	Jamf Nation Users Group Conference - Matthew Modine	$784.94	

Appendix B – Set Up Your Signature (First Use)

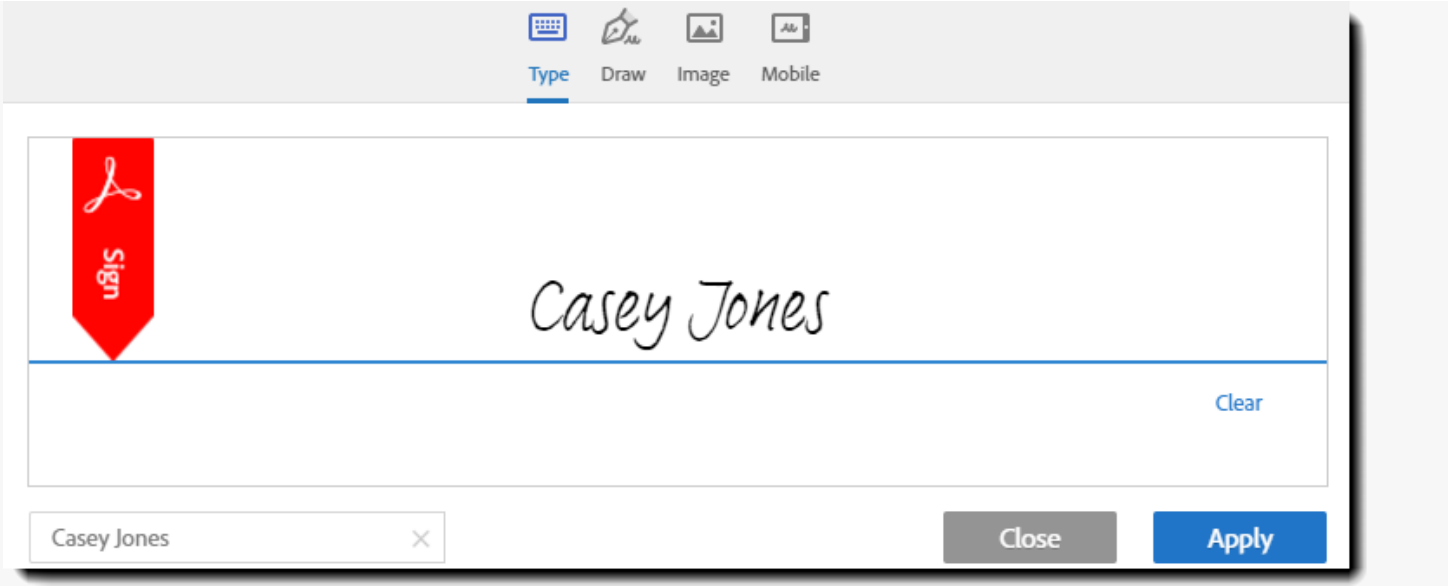
Adobe Sign allows for three signature styles, depending on your personal or business requirements:

Type

Open a document that needs to be signed and click the signature box to apply your signature

- **Script-like font:** The default value and the favored style currently. Type in your name and a font is applied to your name to achieve the appearance of a handwritten signature. Click the Apply button.

  If this option is your choice, then there's nothing more to do!

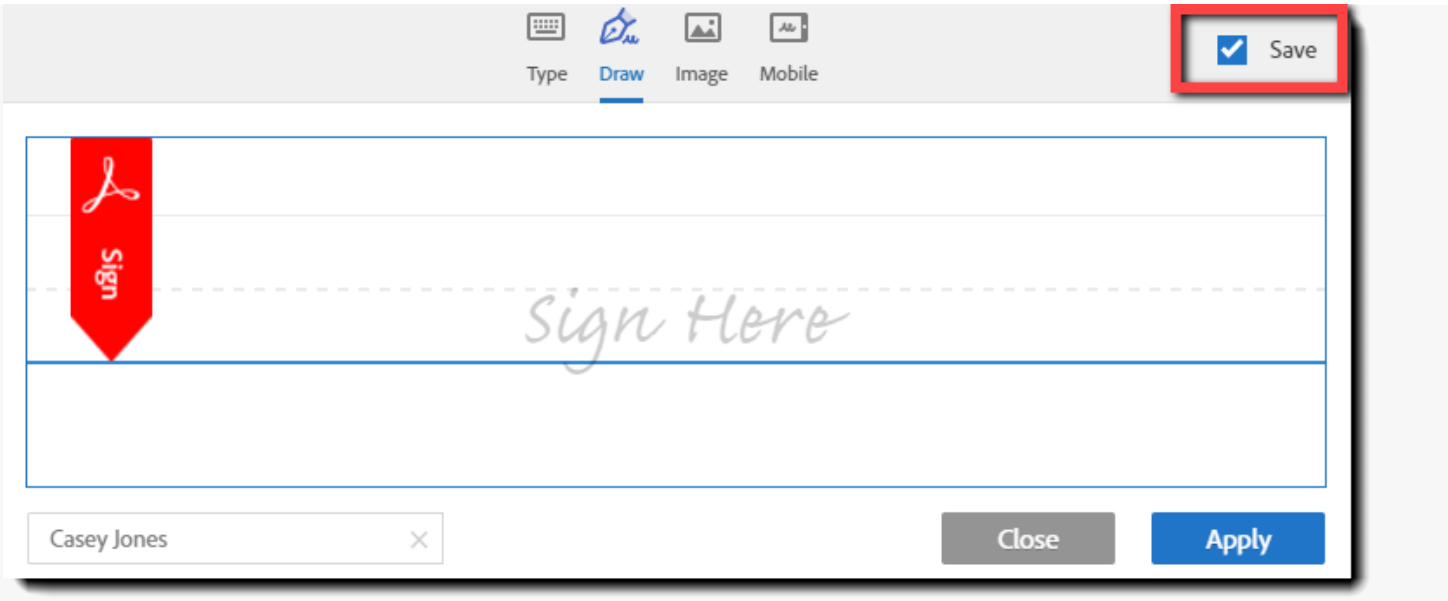


Draw

Open a document that needs to be signed and click the signature box to apply your signature

- **Biometric:** Draw your signature with a mouse, a stylus, or your finger! Drawing your signature on a tablet with your finger gives the best overall result.

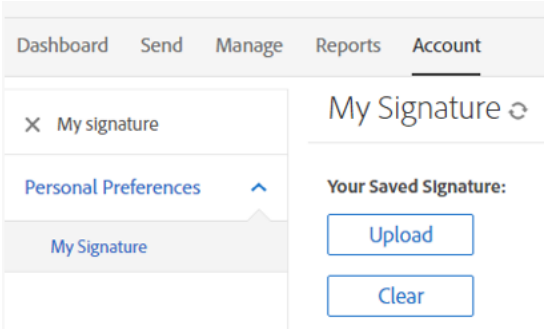
  If this option is your choice, sign a transaction by drawing your name and then saving it. When creating a Biometric signature, don't forget to check the **Save as my signature** box at the upper-right when you get a nice-looking version.



Image

If you have an image file of your signature, you may upload that.

1. Log in to your Adobe Sign account and navigate to Account > Personal Preferences > My Signature
2. Click the Upload button under Your Saved Signature.
3. Upload an image or stamp of your signature.



Note:

- Your signature size is adjusted to fit the signature field size on each document.
- Minimal recommended size: 60 pixels tall and up to 600 pixels wide.
- Supported formats: PNG, JPG, GIF, BMP.