Purchasing Card (ProCard)
ProCard Overview
<table>
<thead>
<tr>
<th>ProCard Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• The ProCard is a MasterCard issued by Citibank. It is designed to simplify the purchasing of goods and services costing $4000 or less.</strong></td>
</tr>
<tr>
<td><strong>• ProCard transactions are downloaded into UT Share and placed on a staging table once a month. The billing cycle for the charges will be the 4th through the 3rd of the following month (e.g. Feb 4th – Mar 3rd).</strong></td>
</tr>
<tr>
<td><strong>• Initially, the statements load into the system with a status of “Staged”.</strong></td>
</tr>
<tr>
<td><strong>• When the files are loaded, the cardholder and/or proxy is notified via email. The email message will contain a deadline date for all approvals.</strong></td>
</tr>
<tr>
<td><strong>• The statements should be reconciled by the cardholder or proxy. Once the reconciliation process is complete, the status should be changed to “Verified”.</strong></td>
</tr>
<tr>
<td><strong>• The approving official will review the statements:</strong></td>
</tr>
<tr>
<td>o If correct, the status should be changed from “Verified” to “Approved”.</td>
</tr>
<tr>
<td>o If incorrect, leave the “Verified” status and notify the Reconciler (cardholder/proxy) about the corrections.</td>
</tr>
<tr>
<td>o Once the suggested corrections are made by the Reconciler, the approver will review the transaction once again and if satisfied, change the status to “Approved”.</td>
</tr>
<tr>
<td><strong>ProCard Overview</strong></td>
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<tr>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Overview</strong></td>
</tr>
<tr>
<td>The cardholder/proxy and the approving official should complete the reconciliation and the approval process by the deadline date indicated in the email message.</td>
</tr>
<tr>
<td>Statements are pulled by Accounts Payable to generate a payment to Citibank. This process occurs 10 calendar days after the date the ProCard charges were loaded into the system. Once the statements are pulled, the status of the statements will change to “Closed”. When the status has changed to “Closed”, the departments will no longer be able to make changes to the statements.</td>
</tr>
<tr>
<td>The budget checking process will be initiated during the reconciliation process to check for available funds.</td>
</tr>
<tr>
<td>Only transactions that have both a “Valid” budget and “Approved” status will be included in the payment voucher generated to Citibank.</td>
</tr>
<tr>
<td>If funds are not available an error message will be displayed at top of ProCard statement “The transaction(s) did not pass funds availability check” and the budget status will be “Not Chk’d.”</td>
</tr>
</tbody>
</table>
Record Keeping
For record keeping purposes, you must have an itemized receipt for each transaction. The support documentation should display:

- Vendor’s Name
- Date of Purchase
- Description of Item(s)
- Unit Price and Total Cost

Examples of receipts include, but are not limited to the following:

- Web receipt
- E-mail Acknowledgment/Confirmation
- Cash Register Tape
- Detailed Packing Slip

Copies of any forms or exceptions that were granted must be included with the ProCard Transaction Log.
### Purchasing Card Transaction Log

- The ProCard Transaction Log is used to track the items purchased by the cardholder. This form is used to manage all activity associated with the use of the card.
- The log should be updated as transactions occur.
- A separate log should be maintained for each card and for each billing cycle.
- The log should be signed and dated by cardholder, reconciler and the approving official.
- The ProCard Transaction Log (Form BF-PGC-F6) is available at: [www.uta.edu/policy](http://www.uta.edu/policy)

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Vendor Name</th>
<th>Description of Purchase</th>
<th>Transaction Amount</th>
<th>Warrant Hold*</th>
<th>Reconciled</th>
<th>Support Attached</th>
<th>Controlled Asset</th>
<th>Comments</th>
<th>Cost Center</th>
<th>Project #</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/14</td>
<td>Home Depot</td>
<td>Nails</td>
<td>$10.00</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Nails for Watson Building Repair</td>
<td>312345</td>
<td></td>
<td>63204</td>
</tr>
<tr>
<td>1/15/14</td>
<td>Today’s Business</td>
<td>Toner, Paper, Pens,</td>
<td>$600.00</td>
<td>OK</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Office Supplies - Transaction Separated in PeopleSoft</td>
<td>312345</td>
<td></td>
<td>63163</td>
</tr>
<tr>
<td></td>
<td>Solutions</td>
<td>Paper Clips, Coffee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/2/14</td>
<td>Austin Ribbon</td>
<td>Projector</td>
<td>$1500.00</td>
<td>OK</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Projector for Dr. John Doe</td>
<td>312345</td>
<td></td>
<td>63163</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Cardholder Signature:  
Reconciler Signature:  
(Supervisor/Manager)
Purchasing Card Carry Over Transaction Log:

- The Purchasing Card Carry Over Transaction Log is used to track reconciling items.
- The log should be signed and dated by cardholder, reconciler and the approving official.
- The Purchasing Card Carry Over Transaction Log (Form BF-PGC-F5) is available at: www.uta.edu/policy/
ProCard

Roles and Responsibilities
Roles and Responsibilities

Cardholder or Reconciler:

– Maintain the ProCard Transaction and Reconciliation Log.
– Provide Support documentation for each transaction.
– Review each transaction line for accuracy.
– Provide adequate comments and descriptions.
– Assign the appropriate General Ledger Account codes.
– Make sure expenses are charged to the correct chartfield string.
– Manage disputes and reconciling items.

The ProCard process does not utilize “Workflow”; therefore, it is the responsibility of the Reconciler to notify the Reviewer (Approver) that a task awaits their attention. This task will not appear in the Reviewers “Worklist”.
Exercise 1 – Reconcile ProCard Statement

Exercise 2 - ProCard Distribution Template
The Reviewer (Approver) is responsible for reviewing items verified by the Reconciler. Below are some of the responsibilities of the Reviewer:

- Make sure purchase is allowed and in compliance with the procurement card program.
- Ensure that Support documentation is available for each transaction.
- Make sure the correct General Ledger Account codes and chartfield strings are applied to each transaction line.
- Make sure transactions are processed and approved by the deadline date provided by Procurement Services.
The **Approver** should review each transaction line with a Status of "Verified". This status indicates that the statement has been reconciled by the cardholder/proxy and is now waiting to be approved.

Click the **Comments** bubble to view remarks or attachments for a transaction line (if available).

Click the **Distribution** icon to view budget information for the transaction line.

After reviewing each transaction line:
- If correct, change the status from "Verified" to "Approved".
- If incorrect, leave the "Verified" status and notify the Reconciler (cardholder/proxy) about the corrections.
- Once the suggested corrections are made by the Reconciler, review the

Click the **Save** button to commit your changes to the database.
ProCard Reconciliation Checklist
1. Compare each transaction on the Transaction Log to the entries on the ProCard statement.

2. Indicate in the Reconciled column of the Transaction Log that each transaction agrees to the ProCard statement.

3. Promptly investigate any differences between the Transaction Log and the statement. If differences are found, record the action taken to correct the discrepancy in the Comments column. The ProCard Carry Over Transaction Log must be completed accordingly.

4. When the next ProCard statement is loaded into the system, verify that the reconciling items from the prior month ProCard Carry Over Transaction Log have been corrected.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>After the reconciliation process is complete, the cardholder/proxy and the approving official must process the online statement (Verify and Approve) by the deadline date provided in the email message.</td>
</tr>
<tr>
<td>6.</td>
<td>The cardholder, reconciler and the approving official must sign and date the ProCard Transaction Log and the ProCard Carry Over Transaction Log.</td>
</tr>
<tr>
<td>7.</td>
<td>The signed and dated logs and supporting documentation should be maintained in the department.</td>
</tr>
</tbody>
</table>
• Policies, Procedures and Official University forms are located at:
https://www.uta.edu/policy/procedure

• For ProCard Procedures refer to the following:
  • Procedures Index BF-PGC-PO2
    ▪ Purchasing Card Program
<table>
<thead>
<tr>
<th>Report /Query Name</th>
<th>Description</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTZ_GL_GL_ACCOUNT</td>
<td>Listing of all GL Accounts</td>
<td>Main Menu &gt; FMS Reporting Tools &gt; Query &gt; Query Viewer</td>
</tr>
</tbody>
</table>
| UTAPPROCREG        | The ProCard Transaction Register provides information such as:  
• ChartField string associated with each expense line.  
• ProCard payment voucher reference number and status of payment voucher.  
• General Ledger Account assigned to each expense line (e.g. 42206 – Membership Dues).  
• Merchant information.  
• Relevant Dates (e.g. Transaction Date, Merchant Post Date, Billing Date)  
• The Name of the ProCard Statement Approver and the date approved. | Main Menu > FMS Reporting Tools > BI Publisher > Query Report Scheduler |

**Note:** You must have the appropriate security role to view reports in UT Share. Your security role determines the results.
# Contacts

## ProCard Analyst

<table>
<thead>
<tr>
<th>Paul Anderson</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Phone: 2-6338</td>
</tr>
<tr>
<td>• Email: <a href="mailto:paulfa@uta.edu">paulfa@uta.edu</a></td>
</tr>
</tbody>
</table>

## ProCard Orientation

- Conducts ProCard Orientation classes for new cardholders.
- Reviews cardholders ProCards to ensure that the guidelines of the procurement card program are followed.

## ProCard Maintenance

- Process ProCard Applications
- Add a Proxy
- Delete a Proxy
- Update the default ChartField Values
More Information

UT Share Support & Help:
  – Service Now: https://uta.service-now.com/selfservice
  – Call: 817-272-2155

Training Resources:
  – Visit Business Affairs Training and Development web page: https://www.uta.edu/business-affairs/training/
    • Register for UTShare Classes
    • Join Business Affairs Listserv
    • View and/or Print UT Share Training Materials
      – UPK
      – Training Guides
      – Job Aid
      – Quick References