

Eastern Illinois University Purchasing Card

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Procurement, Disbursements
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EIU P-Card Business Procedures

- Read the P-Card Policy and Procedures Manual
 - Located at:
<https://www.eiu.edu/purchasing/docs/PurchasingCardPolicyProcedures.pdf>
 - Or by clicking [here](#)
- Responsibility of Cardholders, Approving Officials and Managers to understand the policy and procedures manual
 - Refer to the P-Card Policy and Procedures Manual for questions
- These instructions only summarize. Please read the entire P-Card Policy and Procedures Manual.
- Failure to comply with these policies will result in purchasing violations

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What is a Purchasing Card? (a.k.a. P-Card)

- A MasterCard issued to an EIU employee for making authorized business-related purchases on behalf of the University
- Each cardholder has a:
 - \$3,500 Single Transaction Limit
 - \$15,000 Monthly Spending Limit

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What is a Purchasing Card? (a.k.a. P-Card)

- The Purchasing Card (P-Card) is designed to improve efficiency in purchasing low dollar goods and services by directly giving departments buying power, thus eliminating many Purchase Orders and Requests for Payment.

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How to Use Your P-Card

- Cardholder makes authorized business-related purchase
 - While keeping all receipts and supporting documentation
- Cardholder logs into PaymentNet and reallocates the charge to the appropriate Banner organization number and accounting code
- Approving Official approves the transaction
- Reconcile receipts and supporting documentation to the Commercial Card Statement
- Maintain records within department
 - Receipts must be kept for a minimum of six (6) years

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How to Use Your P-Card

- Purchases can be made:
 - In person
 - Phone
 - Fax (fax cover sheet available [here](#))
 - Mail
 - Internet

- *Always indicate that EIU is tax exempt

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How to Use Your P-Card

- The cardholder named on the P-Card is the **ONLY** person authorized to use the card or account number
- The P-Card is not a departmental card

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Receipts

- Cardholders must obtain a paid receipt for all p-card charges
 - Receipts shall be kept in cardholder's p-card file
- Paid receipt must include:
 - Date
 - Itemized list of all items purchased
 - Method of payment
- **ORDER CONFIRMATIONS ARE NOT PAID RECEIPTS**
- Follow your department's instructions regarding recording the purchase, keeping receipt(s) and supporting documentation for future reconciliation.

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Things to Remember

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase
- Determine whether the P-Card is the most appropriate tool to use for the purchase
- Be sure the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit of \$3,500
- Determine that the price is quoted is the best price available from the vendor
 - Don't just buy from a vendor because you always have

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Purchases that Require Prior Approval

- Be sure you have received prior approvals, in writing, for any of the following purchases:
 - Computer equipment, peripherals, or software from Procurement/ITS
 - [IGP 103 - Computers, Servers, and Software](#)
 - Off-campus printing from Bonita Flynn at the Panther Print and Copy Center
 - [IGP 105 - Printing - Print and Copy Center](#)
 - Audio visual equipment from Procurement/ITS
 - Items containing EIU logo from Amber May
 - Food, flowers or gifts
 - [IGP 109 - Purchase of Flowers and Gifts](#)
 - [IGP 113 - Business Expense Reimbursement for Food Purchases](#)

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Purchasing Equipment

- Equipment is defined as an item with a value greater than \$100 and has a useful life of one year or longer.
- Proper VP approval must be in place BEFORE any equipment purchase over \$500
- A copy of the paid receipt from the vendor and the [Fixed Asset Tag Request Form](#) must be sent to Mike Hutchinson in the Business Office
- The receipt should include:
 - A description of the item(s) purchased;
 - Quantity; and
 - Unit price
- It is your responsibility to get both items to him as soon as you can

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Sales Tax

- Emphasize that no sales tax should be charged
 - EIU's tax-exempt number is printed on the P-Card
- If needed, contact PDCS for a copy of EIU's tax-exempt certificate

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Common Uses

- Books
- Lab Supplies
- Membership Dues
- Conference Registrations
- Periodicals
- Subscriptions
- Travel
- **NOTE: Departments are encouraged to use existing University Contracts**
 - ODP, Enterprise, CDW-G, Dell Premier
 - Contact PDCS for more information

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Prohibited P-Card Use

- Alcohol
- Backorder items
- Cash advances
- Donations
- Explosives
- Furniture
- Controlled and prescription drugs
- Wireless communication equipment
- A full list of prohibited items is located in Section 7 of the [Purchasing Card Policy and Procedures Manual](#)

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P-Cards and Contracts

- Cardholders are not authorized to sign contracts on behalf of the University
- All contracts must be sent to Procurement for processing PRIOR to the purchase being made
 - [IGP 104- Contract/Agreement Review, Approval, and Signature](#)
- Failure to comply will result in a purchasing violation

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Business Enterprise Program

- Businesses owned by minorities, women and persons with disabilities (BEP)
- To search for BEP vendors, click [here](#)
 - Click BEP and/or VBP Certification Directory
 - Search for the appropriate commodity code
 - Press search
- EIU has a 30% spend goal
- Contact Procurement with any questions

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Traveling with your P-Card

Allowable versus Prohibited Travel Purchases

Common Travel Expenses	P-Card	Travel Reimbursement	Prohibited Expenses
Alcohol			X
Business/First Class Airfare			X
Coat Check			X
Conference Registration	X	X	
Entertainment Expenses			X
Extra Baggage Fees (exceptions may apply)			X
Fines, Late Fees, or Penalties including Parking and Other Traffic Tickets			X
Gasoline for Personal Vehicle			X
Gasoline for Rental Car	X	X	
Items for Personal Use or Non-University Purposes			X
Late Check-Out, Early Check-In, and Room Guarantee Charges			X
Lodging (up to limits)	X	X	
Meal Allowance/Per Diem (exception for Graduate Assistants)		X	
Optional Expenses for Airline Seats, Travel Insurance, and Early Check-In			X
Parking	X	X	
Transportation (most economical)	X	X	
Transportation to Procure Meals			X

Traveling with your P-Card

- Lodging
 - Cannot exceed lodging allowance maximums set by [Illinois Higher Education Travel Control Board \(IHETCB\)](#), unless:
 - Staying at approved/recommended Conference Hotel
 - Documentation required showing stay was at approved conference hotel
 - If unable to stay at the approved /recommended conference hotel
 - Rate can be less than or equal to rate of the established conference room rate (documentation showing established conference hotel rate required)
 - Any lodging overages are sent as an exception to the IHETCB for review and approval quarterly
 - If disapproved by board, traveler is required to refund the University the overage plus applicable taxes
- Click [here](#) for lodging amounts

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Traveling with your P-Card

- Copies of your P-Card travel receipts must be submitted with Travel Voucher
- Do NOT buy extra insurance on a rental car
 - Decline all add-on options
- Visit EIU's [Travel Page](#) for more information regarding travel

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Shipping Address

- Give the vendor a shipping address as follows:
 - Attn: Your Name
 - Your Department Name
 - Building Name and Room Number (delivery location)
 - Eastern Illinois University
 - Central Receiving
 - University Drive and Hayes Street
 - Charleston, IL 61920
- Use 408 W Hayes St if vendor request a street address

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Splitting or Stringing

- Processing multiple transactions with a vendor to avoid the transaction limit
- Splitting or stringing of orders is strictly prohibited
- Repeated occurrences shall result in cancellation of the card

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PaymentNet

- PaymentNet is a web-based database that connects your p-card transactions to Banner
 - Cardholders are not allowed to share log in credentials
- In PaymentNet, you can:
 - View transactions
 - Create Queries
 - Create Reports
 - And More
- Transactions are posted to PaymentNet daily by JPMorgan Chase, generally appearing approximately 24 hours after the charge is processed by the vendor's bank

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PaymentNet

Cardholder Procedures

- Reallocate
- Check reviewed box
- Document
- Reconcile
- Retain all original, detailed receipts

Approving Official Procedures

- Review
- Identify any questions or ambiguous charges and notify cardholder as appropriate
- Check approved box
 - The Secondary Approving Official assumes responsibility in Primary's absence
 - The Approving Official (and Cardholder) cannot approve his or her own purchases

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PaymentNet

- Transaction must be reviewed/approved in a timely manner (7-10 days)
- Your department's budget will not be accurate if there are a lot of transactions on PaymentNet that have not been approved

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Transaction Notes

- Provide a brief description of your transaction
- When purchasing supplies, the types of supplies, purpose, and intended use should be documented
- Be sure to include any approvals that were required for the purchase
 - Ex: Equipment approved by President Glassman 9/27/19

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Transaction Notes

- If sales tax shows up on PaymentNet
 - Check receipt to see if sales tax was charged
 - If no sales tax was charged
 - Indicate in transaction notes that no sales tax was charged
 - If sales tax was charged
 - Contact vendor for refund and indicate in the transaction notes that you have initiated a refund

Seat ring, piston ring, gasket set, diaphragm, feedwater control valve rebuilt kit. Actual paper copy of invoice shows 0.00 sales tax amount. No sales tax was actually charged.

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Transaction Notes- Travel

- Include:
 - Travel application number(s)
 - Name(s) of traveler(s)
 - Reason for travel

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Disputed Charges

- Click the Dispute button
- Verify your email address
- Select your reason for dispute
- JP Morgan Chase will contact you regarding the dispute

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Multiple Org/Account Transactions

- Transaction need split if:
 - The transaction will be paid from two or more banner organizations
 - Ex: Hotel split between men's and women's track
 - Transaction consists of items from two or more different accounting codes
 - Ex: Purchase of food supplies and napkins/plates

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Multiple Org/Account Transactions

- Once you add lines to your transaction you will need to click in the company text box and press tab before you can select your org

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	Action
1	Commercial Card Purchase	1.00	751.52	<input type="checkbox"/>	50.00	\$ 751.52	Delete

Accounting Codes		Transaction Custom Fields	
Chart of Accounts	COA - US64129	Exemption <input type="checkbox"/>	
Company	All		
Organization	130000 - VPBA Operations		
Account*	71415 - Computer Equip more than \$10		
ENC NUM (Purchasing			
ENC ITEM (Purchasing			
ENC SEQN (Purchasin			
ENC ACTN (Purchasin	None		

PaymentNet- Credits

- Credits need to be coded the same as the original transaction
 - Sales tax refunds
 - Disputed charges
 - Returns

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Receipt Imaging- Desktop

- While viewing the transaction, click the Receipts tab
- Click Attach Receipt
- Select the file that contains your receipt and complete the remaining fields
- Click Upload Receipt

- It may take a few hours before your receipt is attached

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Receipt Imaging- Mobile

- To access PaymentNet Mobile, go to the following address in your mobile browser:
 - <https://m.jpmorgan.com/card>
- Tap a transaction in the Posted list
- Tap the Attach Receipt Icon
- To capture an image with your phone camera, tap Take Photo and snap a photo of the receipt
- To use an image from your phone, tap Photo Library, locate the photo, and tap to select
- Complete the remaining fields then tap Attach Image

- For additional help, reference the [PaymentNet Mobile Quick Start Guide](#)

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Billing Cycle

Billing Cycle Beginning Date	Billing Cycle Ending Date
June 26, 2019 Wednesday	July 25, 2019 Thursday
July 26, 2019 Friday	August 26, 2019 Monday
August 27, 2019 Tuesday	September 25, 2019 Wednesday
September 26, 2019 Thursday	October 25, 2019 Friday
October 26, 2019 Saturday	November 25, 2019 Monday
November 26, 2019 Tuesday	December 26, 2019 Thursday
December 27, 2019 Friday	January 24, 2020 Friday
January 25, 2020 Saturday	February 25, 2020 Tuesday
February 26, 2020 Wednesday	March 25, 2020 Wednesday
March 26, 2020 Thursday	April 24, 2020 Friday
April 25, 2020 Saturday	May 25, 2020 Monday
May 26, 2020 Tuesday	June 25, 2020 Thursday
June 26, 2020 Friday	July 24, 2020 Friday

- Billing Cycle can be found [here](#)

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Approving Schedule

Transactions with a Post Date of:	Must be Reviewed & Approved by:	Upload to Banner
June 29, 2019 – July 5, 2019	July 11, 2019 Thursday	July 12, 2019 Friday
July 6, 2019 – July 12, 2019	July 18, 2019 Thursday	July 19, 2019 Friday
July 13, 2019 – July 19, 2019	July 25, 2019 Thursday	July 26, 2019 Friday
July 20, 2019 – July 26, 2019	August 1, 2019 Thursday	August 2, 2019 Friday
July 27, 2019 – August 2, 2019	August 8, 2019 Thursday	August 9, 2019 Friday
August 3, 2019 – August 9, 2019	August 15, 2019 Thursday	August 16, 2019 Friday
August 10, 2019 – August 16, 2019	August 22, 2019 Thursday	August 23, 2019 Friday
August 17, 2019 – August 23, 2019	August 29, 2019 Thursday	August 30, 2019 Friday
August 24, 2019 – August 30, 2019	September 5, 2019 Thursday	September 6, 2019 Friday
August 31, 2019 – September 6, 2019	September 12, 2019 Thursday	September 13, 2019 Friday
September 7, 2019 – September 13, 2019	September 19, 2019 Thursday	September 20, 2019 Friday
September 14, 2019 – September 20, 2019	September 26, 2019 Thursday	September 27, 2019 Friday
September 21, 2019 – September 27, 2019	October 3, 2019 Thursday	October 4, 2019 Friday
September 28, 2019 – October 4, 2019	October 10, 2019 Thursday	October 11, 2019 Friday
October 5, 2019 – October 11, 2019	October 17, 2019 Thursday	October 18, 2019 Friday
October 12, 2019 – October 18, 2019	October 24, 2019 Thursday	October 25, 2019 Friday
October 19, 2019 – October 25, 2019	October 31, 2019 Thursday	November 1, 2019 Friday
October 26, 2019 – November 1, 2019	November 7, 2019 Thursday	November 8, 2019 Friday

- Pages 2-4 of the Billing Cycle

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Other Policies & Procedures

- Avoid duplicate shipments
- Take care of returns, damaged goods and credits
- Misuse of the p-card
- Declined cards
- Audits
- Canceling cards

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Do Not use P-Card if:

- You are purchasing anything on campus
 - Those charges need to be done via journal entry
- A purchase order is in place

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Lost, Stolen, Misplaced, Damaged Cards

- Cardholders are responsible for always keeping the P-Card secure
- If your card is lost or stolen, contact:
 1. JP Morgan Chase 800-270-7760
 2. Purchasing Department 581-5313
 3. Your Account Manager
(Fiscal Agent)

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Updating Information

- Contact PDCS for the following changes:
 - Name change
 - Departmental address change
 - Hierarchy change
 - Cancel card
 - Single transaction limit change
 - Monthly spending limit change
 - Add/delete banner organizations

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Questions?

- Feel free to contact:

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