

Approval and Reconciliation Verification

Here is a helpful checklist to follow when approving and reconciling P-Card transactions. Until all items are fully satisfied, we recommend the charge remain unreconciled and documentation not be filed.



✓ Is the purchase allowable?

Typical items not allowed are travel-related items, food/beverage, personal use, donations, gifts, prizes, prescriptions, medical services, deposits and partial payments. The program handbook and training material list allowable and prohibited purchases. Please

contact the P-Card administrative team to confirm compliance when uncertain.

✓ **Is the documentation complete and adequate?** The approver and reconciler are responsible for ensuring appropriate documentation exists. Appropriate documentation includes: the original receipt; the item's description, pricing, and quantity; proper sales tax; delivery charges and a UNL address. If not, the cardholder should contact the merchant and obtain the missing information. Reconcilers see the charges directly and can confirm if a receipt agrees to its charge. If not, the cardholder should be notified to obtain a receipt that matches the charge.

✓ **Does this charge include improper sales tax?** It should not. If yes, the cardholder should seek reimbursement as soon as possible. Reimbursement may be noted within the documentation of the original charge. If reimbursement is not received, include notes regarding efforts to seek recovery or notes regarding the merchant's lack of ability or desire to reimburse.

✓ Is the business purpose stated within the paperwork?

See the "What is Business Purpose?" section on page 2.

Ponder This...

To connect with P-Card Administration email
pcard@unl.edu.

Proper GL Coding

Classifying purchases into appropriate expense lines is an important financial reporting attribute. The most commonly used accounts are:

- office supplies - 531110
- conference registration - 521900
- computer supplies - 531900
- education - 531600
- research supplies - 533100

For your convenience, a comprehensive, commonly used, general ledger coding summary is included on our webpage.

What is Business Purpose?

A Business Purpose supports or advances the goals and objectives of the University and describes why the expense is necessary. The Board of Regents P-Card policy requires the business purpose to be included as supporting documentation for each purchase. The business purpose should answer one or more of the five "Ws" (who, what, where, when and why). Common examples of a business purpose are:

- research/lab
- extension/outreach
- resale
- instruction/classroom
- supplies
- repairs and maintenance
- employee development

A department may customize a voucher to include a selection of its common business purposes from which a cardholder may select or have set as a default. This customization can enhance the ease of indicating a business purpose as well as provide consistency in how purchases are explained. References to a machine, project, event, etc. are also acceptable. Our team is happy to assist your cardholder(s) or business area in customizing a voucher and/or providing guidance for determining an appropriate business purposes.

✓ **Is the purchase properly approved?** Each purchase should be approved for program compliance via a P-Card approver's original signature, not initials or a stamp, included on a voucher or on a SAP report. Awareness of authorized approvers is necessary to ensure an appropriate signature is obtained. The previous newsletter discussed proper approvals. Please contact the P-Card administrative team when uncertain.

✓ **Is the full account number visible?** Full account information should be adequately masked. When a merchant includes full account information, a request should be

made for its removal in future documentation. Cardholders should be made aware of account exposure to properly manage the issue in the future.

✓ **Is the purchase being disputed?** If yes, disputes should be handled first with the merchant. When unsuccessful with the merchant, the bank should be contacted no later than 60 days from the charge date.

✓ **Are thermal receipts copied and packing slips included, when applicable?** A quick review to ensure thermal receipts and packing slips are properly accounted for is the last step in documenting a complete paper trail.

Card Sharing Prohibited

The P-Card is to be used only by the person whose name is embossed on the face of the card. Examples of card sharing include handing the card to another, verbally sharing the account information with another, or using another's account already on file with a merchant. Monitoring for card sharing is a responsibility of the cardholder, the approver, and the reconciler. Card sharing is not allowed and will result in immediate loss of P-Card privileges.