

P-Card Points to Ponder

University of Nebraska – Lincoln

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Fraudulent Transactions

When Cardholders become aware of fraudulent activity they should contact the bank as soon as possible. The card will be closed and a replacement issued and sent to the P-Card office. The Cardholder will receive fraud paperwork that needs to be completed and returned to the bank. Reconcilers should wait until the bank posts a credit before reconciling the fraudulent charge. Reconcilers are to post the charge to G/L account 531400.

Approving Officials

A list of Approving Officials within the P-Card Program has been added to the P-Card website to help departments ensure appropriate signatures are being obtained for approval of P-Card transactions. See section titled, "Other Information and Issues". This information will be updated monthly. We encourage departments to inform P-Card staff should a P-Card approval signature be that of an individual not included on the list.



Have an idea for our next newsletter?
Certain topics you would like discussed?
Please let us know by emailing
pcard@unl.edu.

Important Reminders

- **Policy Exceptions:** Cardholders with a policy exception should ensure purchases are within the parameters of the approved exception.
- **Timely Documentation:** Cardholders must turn their paperwork in to their Reconciler in a timely manner. Review of paperwork by Reconcilers and/or Approvers helps to identify errors that may need to be disputed. Disputes must be resolved within 60 days of the transaction to ensure credit.
- **Pyramiding:** Paying for a single order by splitting the charge into more than one payment or structuring multiple orders with the same vendor within a relatively short time-frame in order to avoid exceeding card limits is against University and P-Card policies.
- **Conference registrations:** Detailed pricing information needs to be provided for conference registrations. Screen prints or order forms showing price itemization need to be attached if the receipt does not provide this detail.
- **Repair to University Vehicles:** The Voyager card should be used for payment of repairs to University vehicles for vehicle maintenance tracking purposes. Please contact Patrick Barrett or Transportation Services with University vehicle repair questions or concerns.

Comment/suggestions:
pcard@unl.edu

<http://accounting.unl.edu/accounts-payable/purchasing-card-other-card-programs>
402-472-5613