

# P-Card Use, Review, and Receipt Reconciliation

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The University's Financial Policy Office has created a [Purchasing Card Policy Page](#) on their website, full of information on P-Card use and procedures. We strongly suggest this website as a reference, in addition to this process document.

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### Section 1: Understanding Cardholder Responsibilities

1. **Safeguard the P-Card.**
  - A. Protect the P-Card from loss and theft
  - B. Don't allow others to use your P-Card
  - C. Let your Financial Office contact know immediately if the P-Card is lost or stolen or if you notice fraudulent charges
  - D. Return the P-Card and any outstanding receipts to your Financial Office contact if you leave your department or cancel the card for any reason
  - E. Transfer all standing orders/recurring transactions to a replacement P-Card account if your card is lost, stolen, or canceled for any reason
2. **Make allowed purchases only.** Only use the P-Card for University business.
  - A. Allowable expenses:
    1. Small dollar purchases that can't be made via HCOM
    2. Invoices for temp services, shredding, memberships, FedEx bills, telecom bills, office coffee, etc.
    3. Local travel, business meals and allowable entertainment expenses

*It is important to note that the University is tax exempt so in most instances we shouldn't be charged any sales tax. If you notice sales tax being charged you will need to contact the vendor to receive a credit. The tax exempt # is on our P-Card if the vendor asks for it.*

- B. Prohibited Purchases:
  1. Personal purchases of any kind
  2. Travel and entertainment expenses outside the Boston/Cambridge area – *these expenses should be charged to the corporate card, not the P-Card, or paid out of personal funds and reimbursed via Web Voucher or petty cash*

3. Gift certificates/gift cards of any amount
  4. Gifts for employees or students equal to or greater than \$75
  5. Invoices/transactions over the \$2500 – do not split charges over \$2500
3. **Obtain and keep receipts for purchases of \$25 or more.** Transactions under \$25 do not require proof-of-purchase documentation
- A. The proof-of-purchase document (receipt) must include the following information:
    1. Name of merchant
    2. Location of merchant
    3. Date of transaction dollar amount
  - B. Examples of documentation are below. Originals are strongly preferred, but copies are acceptable if originals are not available
    1. Detailed cash or sales receipts
    2. Packing slips with a dollar amount
    3. Subscription or dues forms
    4. Conference registration forms
    5. Statement-of-work reports from suppliers
    6. Photocopies of software mail-order forms
  - C. For purchases where no receipt is generated (e.g., a recurring subscription expense or other standing order), submit an MRA and receipt report (see below)
  - D. For purchases where a receipt is issued but then lost: for purchases equal to or greater than \$25, cardholders must complete and submit a [Missing Receipt Affidavit](#)
    1. Missing Receipt Affidavits (MRAs) – will be accepted in only exceptional cases
    2. A memo attached to the MRA explaining why the original (or copy) of the receipt could not be obtained will be required
    3. MRAs must be signed by supervisor or equivalent
4. **Review P-Card transactions before sweep.**
- A. The P-Card weekly sweep usually runs at 3pm on Thursdays; sweep time may change for holidays, etc.
  - B. At the beginning of each week (or the PRIOR Friday), review all transactions in the P-Card settlement system in ORACLE to ensure charges are legitimate, or provide business purposes and correct coding to your department's P-Card reviewer in accordance with the policy outlined below
  - C. A detailed business purpose is required for each transaction
  - D. Each business purpose must include:
    1. **Who** incurred the expense or who benefitted; specific names of individuals/groups are required
    2. **What** the expense entailed (e.g., item purchased or activity conducted)
    3. **Why** this is a Harvard expense (i.e., specific reason, purpose)

4. **Where** the event or activity took place (if not apparent in transaction detail or receipts)
  5. **When** the event or activity occurred (if not apparent in transaction detail or receipts)
- \*\*If using a third party payment service, like PayPal, include the ultimate vendor name in the business purpose

E. Examples of acceptable business purposes:

*Sam Jones and Kris Doe 1.2.2013 lunch at John Harvard's in Cambridge to discuss Oracle project*

*Flowers for Jane Smith retirement gift after 25 years of service 1.1.12*

F. Confirm or correct the general ledger coding of all transactions in the P-Card settlement system in ORACLE. When charging against a restricted fund, ensure all charges are consistent with sponsored or donor restrictions

**5. Submit required documentation promptly.**

- A. Attach the required proof-of-purchase documents to a printout of the weekly P-Card Settlement System Report before the transactions are swept
  1. Remember, the sweeps are on Thursday's at 3pm
  2. Review charges and submit documentation before Wednesday so that we can do the final P-Card review for all HLS departments prior to the sweep
- B. Forward receipts and settlement report to your HLS Financial Office Contact – We suggest taping small receipts to scrap paper to prevent loss or mishandling

**QUESTIONS? Please be in touch your Financial Office contact or the main line at 617.495.4607**

## Section 2: Reviewing P-Card Charges in ORACLE

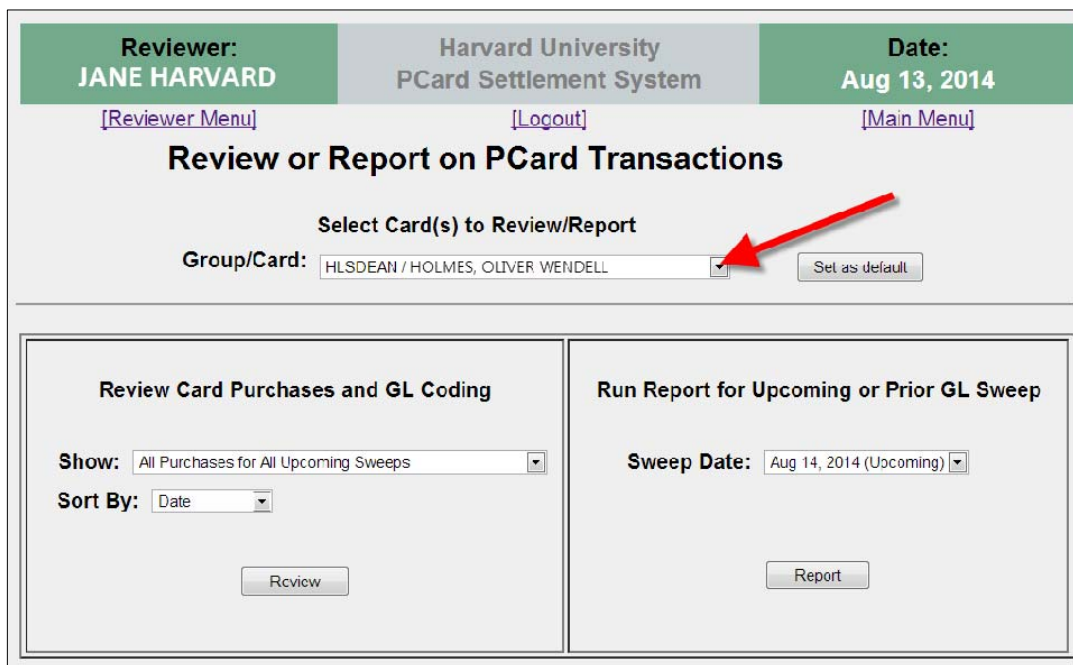
The P-Card sweeps occur every Thursday, around 3pm, which is when the charges you've made on your P-Card hit the general ledger/budget. We ask that individual P-Card holders or department P-Card reviewers log into the ORACLE P-Card system the Friday **BEFORE** each week's sweep to be sure that their charges have sufficient business purposes and that the coding is correct.

**STEP 1:** Log in to [Oracle](#) and click on *HRVD^PCard^Reviewer*



**STEP 2:** Select the cardholder whose charges you would like to review

This link will take you to the Harvard P-Card Settlement System. Click on the drop-down arrow for the Group/Card menu and select the name of the cardholder whose charges you are about to review.

The screenshot displays the 'Review or Report on PCard Transactions' interface. At the top, there are three green boxes: 'Reviewer: JANE HARVARD' with a '[Reviewer Menu]' link, 'Harvard University PCard Settlement System' with a '[Logout]' link, and 'Date: Aug 13, 2014' with a '[Main Menu]' link. The main title is 'Review or Report on PCard Transactions'. Below the title, there's a section 'Select Card(s) to Review/Report' with a 'Group/Card' dropdown menu showing 'HLSDEAN / HOLMES, OLIVER WENDELL' and a red arrow pointing to the dropdown arrow. There's also a 'Set as default' button. At the bottom, there are two panels: 'Review Card Purchases and GL Coding' with 'Show:' and 'Sort By:' dropdowns and a 'Review' button, and 'Run Report for Upcoming or Prior GL Sweep' with a 'Sweep Date:' dropdown and a 'Report' button.

The right hand side of the screen "Run Report for Upcoming or Prior GL Sweep" is the reporting tool you'll use to reconcile your receipts. For the time being, you can leave this section alone. We'll come back to it in a future step.

**STEP 3: Choose how you want to view your charges**

The left hand part of the screen “Review Card Purchases and GL Coding” is where you can search for your purchases and edit their business purposes and coding. If you click the drop down arrow to the right of “All Purchases for All Upcoming Sweeps” you can choose if you want to view all charges for all sweeps, charges for the current week’s sweep, all un-reviewed charges, or all un-reviewed charges in the current week’s sweep.

Once you choose how you would like to view your charges, click “Review”

**STEP 4: Review the charges**

Upon clicking “Review” you’ll be sent to a page that looks similar to this.

Date	Vendor	(Group Name/Card Name)	PO#	Amount	Edit/Select	Reviewed By
Jul 24, 2014	ACCO BRANDS DIRECT 800-365-9327 NY 138380000	(HLSDEAN / HOLMES)	O42350609	\$51.59	Edit	
				\$51.59		
Jul 26, 2014	FEDEX 91382610 MEMPHIS TN 381160000	(HLSDEAN / HOLMES)	91382610	\$283.36	Edit	
				\$283.36		
Jul 28, 2014	SHEA BROTHERS 06176232001 MA 021430000	(HLSDEAN / HOLMES)		\$52.00	Edit	
				\$52.00		
				<b>Total: \$386.95</b>		

We’ll focus on the individual charges for now. Click on the “Edit” button, where you’ll enter a complete business purpose and correct, if necessary, the GL coding.

**Reviewer:** JANE HARVARD **Date:** Aug 13, 2014

**Harvard University**  
PCard Settlement System

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Group/Card: HLSDEAN/Holmes Oliver W

Transaction Date: Jul 24, 2014 Posting Date: Jul 24, 2014  
Transaction Amount: \$51.59 Sweep Date: Aug 14, 2014

Vendor: ACCO BRANDS DIRECT Reference Number: 3495099  
800-365-9327 Reviewed: No  
NY Review Date:  
138380000

PO #: O42350609

Business Purpose:

Lock transaction:

Distribute by:  Percentage  Amount

Line	Tub	Org	Object	Fund	Activity	Subactivity	Root	Percent	Amount	Copy	Delete
1	265	22204	6640	000001	550009	0000	00000	100	51.59	<input type="button" value="Copy"/>	<input type="button" value="Delete"/>

Total must equal: \$51.59

Type a complete and succinct business purpose into the Business Purpose section – include invoice numbers if paying an invoice and the **who/what/when/where/why** of the expense.

Enter the correct coding into each box. You can split the charge between multiple codings by selecting “Copy”.

Hit “Mark as Reviewed, Save and Return to List” and your charge is reviewed! Complete this process for all remaining charges.

**Reviewer:** JANE HARVARD **Date:** Aug 13, 2014

**Harvard University**  
Oliver Wendell Holmes

[\[Bottom\]](#) [\[Logout\]](#) [\[Main Menu\]](#)

*List of All Purchases for Next Sweep (Aug 14, 2014), sorted by Date, Vendor, Amount*

Date	Vendor	( Group Name/Card Name )	PO#	Amount	Edit/Sel	Reviewed By
Jul 24, 2014	ACCO BRANDS DIRECT 800-365-9327 NY 138380000	(HLSDEAN / HOLMES)	O42350609	\$51.59	<input type="button" value="Edit"/>	JANE HARVARD
	Binder clips for Annual Reports	265.22204.6640.000001.550009.0000.00000		\$51.59		
Jul 26, 2014	FEDEX 91382610 MEMPHIS TN 381160000	(HLSDEAN / HOLMES)	91382610	\$283.36	<input type="button" value="Edit"/>	JANE HARVARD
	inv 7645023434, 7/14/14 - mailing of annual reports to ABA	265.22204.8700.000001.550009.0000.00000		\$283.36		
Jul 28, 2014	SHEA BROTHERS 06176232001 MA 021430000	(HLSDEAN / HOLMES)		\$52.00	<input type="button" value="Edit"/>	JANE HARVARD
	inv 34214, 7/16/14 - Dean's Office stationery	265.22204.8550.000001.550009.0000.00000		\$52.00		
				<b>Total: \$386.95</b>		

You’ll notice once your charges are reviewed that your name appears next to each charge.

Once your Financial Office contact has reviewed the P-Card charges for the week, their name will appear next to the charge and you’ll know that the review is complete and finished. **The cardholder and the reviewer cannot be listed as the same person in the P-Card Settlement System. Please don’t over-review so as to change the name back to your name, as we will have to re-review your charge again.**

Once you’ve reviewed all the charges, select the “Main Review Screen” Link to take you back to the main page.

### Section 3: Receipt Reconciliation

Now that you've reviewed your charges, you need to print out the corresponding week's P-Card report and attach it to any receipts that are over \$25.

Refer to Section 1 Part 3A for guidelines on acceptable receipt documentation.

It's a good idea to keep a folder or large envelope labeled "P-CARD RECEIPTS" in your files for collecting and managing your receipts. If you're looking for tips and tricks to stay on top of your receipts, feel free to ask your Financial Office Contact for ideas on organizing P-Card receipts.

#### STEP 1: Select the Weekly Sweep to Run a Receipt Report

From the main page of the Harvard P-Card Settlement System, we'll focus now on the right hand side of the screen. From here you can select the Sweep Date you want to run the receipt report for. If you click on the drop-down menu, you'll notice you can run a report for any prior receipt, or any upcoming sweep up to three weeks.

We encourage you to review the upcoming week's sweep and then to send receipts for that week to your Financial Office Contact – this is a good system and will help prevent loss of receipts and keep everyone on track.

Select the cardholder's name from the Group/Card section above, and the sweep date you want and then hit the "Report" button (currently obscured by the drop-down menu) in the image below.

**Reviewer:**  
JANE HARVARD  
[\[Reviewer Menu\]](#)

**Harvard University**  
PCard Settlement System  
[\[Logout\]](#)

**Date:**  
Aug 13, 2014  
[\[Main Menu\]](#)

### Review or Report on PCard Transactions

**Select Card(s) to Review/Report**

**Group/Card:** HLSDEAN / HOLMES, OLIVER WENDELL

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**Review Card Purchases and GL Coding**

**Show:** All Purchases for All Upcoming Sweeps

**Sort By:** Date

**Run Report for Upcoming or Prior GL Sweep**

**Sweep Date:** Aug 14, 2014 (Upcoming)

- Aug 28, 2014 (Upcoming)
- Aug 21, 2014 (Upcoming)
- Aug 14, 2014 (Upcoming)
- Aug 07, 2014 (Prior)
- Jul 31, 2014 (Prior)
- Jul 24, 2014 (Prior)
- Jul 17, 2014 (Prior)
- Jul 02, 2014 (Prior)
- Jun 26, 2014 (Prior)
- Jun 25, 2014 (Prior)
- Jun 19, 2014 (Prior)

**STEP 2: Print the Report**

The screen below will pop up with a tidy report for the cardholder you chose and their expenses that will sweep on the week you selected.

Reviewer: JANE HARVARD	Harvard University PCard Settlement System Report		Date: Aug 13, 2014			
<a href="#">[Main Review Screen]</a>	<a href="#">[Bottom]</a>	<a href="#">[Logout]</a>	<a href="#">[Main Menu]</a>			
School/Group/Card: Harvard Law School/HLSDean/Holmes Oliver W			GL Sweep Date: Aug 14, 2014			
<i>Harvard Law School/HLSREG/Salvato Susan M for Sweep Date: Aug 14, 2014 - sorted by: Tran Date, Merchant Desc, Ref Num, Line Num</i>						
Group Name/Card Name	Date	Vendor	City	State	Amount	Reviewer
HLSDean/Holmes Oliver W Binder clips for Annual Reports	Jul 24, 2014	ACCO BRANDS DIRECT	800-365-9327	NY	\$51.59	JANE HARVARD
		265.22204.6640.000001.550009.0000.00000			\$51.59	
HLSDean/Holmes Oliver W inv 7645023434, 7/14/14 - mailing of annual reports to ABA	Jul 26, 2014	FEDEX 91382610	MEMPHIS	TN	\$283.36	JANE HARVARD
		265.22204.8700.000001.550009.0000.00000			\$283.36	
HLSDean/Holmes Oliver W inv 34214, 7/16/14 - Dean's Office stationery	Jul 28, 2014	SHEA BROTHERS	06176232001	MA	\$52.00	JANE HARVARD
		265.22204.8550.000001.550009.0000.00000			\$52.00	
					<b>Total:</b>	\$386.95
<a href="#">[Main Review Screen]</a>	<a href="#">[Top]</a>	<a href="#">[Logout]</a>	<a href="#">[Help]</a>	<a href="#">[Main Menu]</a>		

Print this page and staple the corresponding receipts or proof of purchase documentation to this report. Again, we suggest taping small receipts onto a scrap piece of paper to prevent loss or mishandling.

Send or bring the complete report to your Financial Office contact person.

And that's it! P-Card review is done for the week.

**QUESTIONS? Please be in touch your Financial Office contact or the main line at 617.495.4607**