

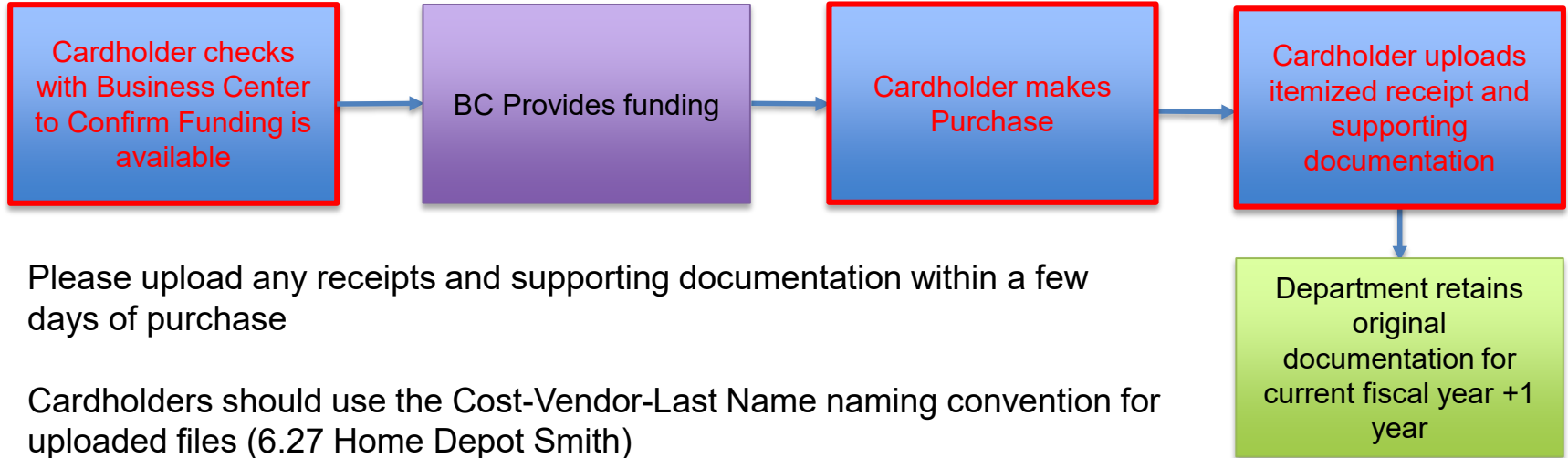
NDSU NORTH DAKOTA
STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

Purchasing Card

Process Flow and Handoffs

Process Flow: Purchase

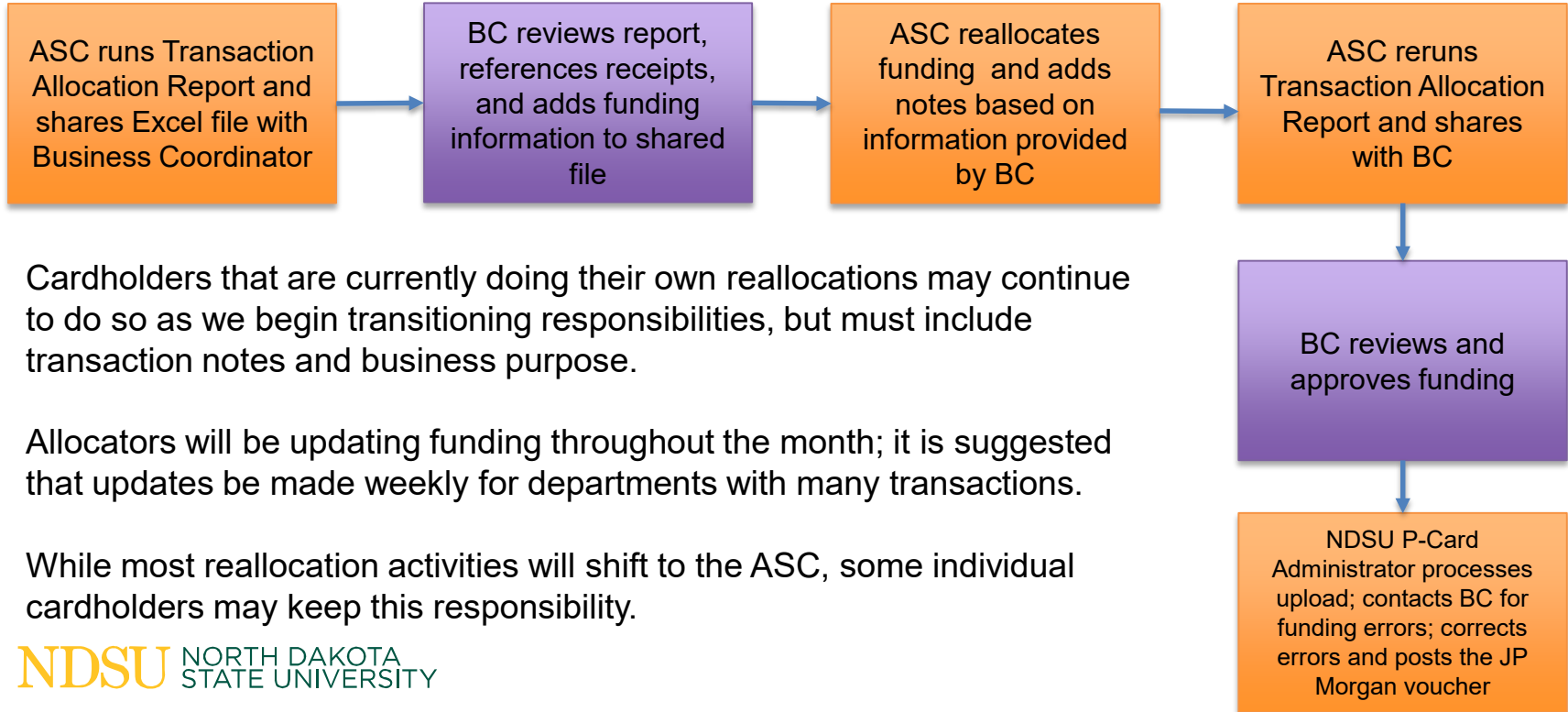


Please upload any receipts and supporting documentation within a few days of purchase

Cardholders should use the Cost-Vendor-Last Name naming convention for uploaded files (6.27 Home Depot Smith)

In cases of travel related expenses, please use a naming convention of cost-vendor-traveler-cardholder last name (648.27 Delta Jane Doe Smith)

Process Flow: P-Card Reallocation

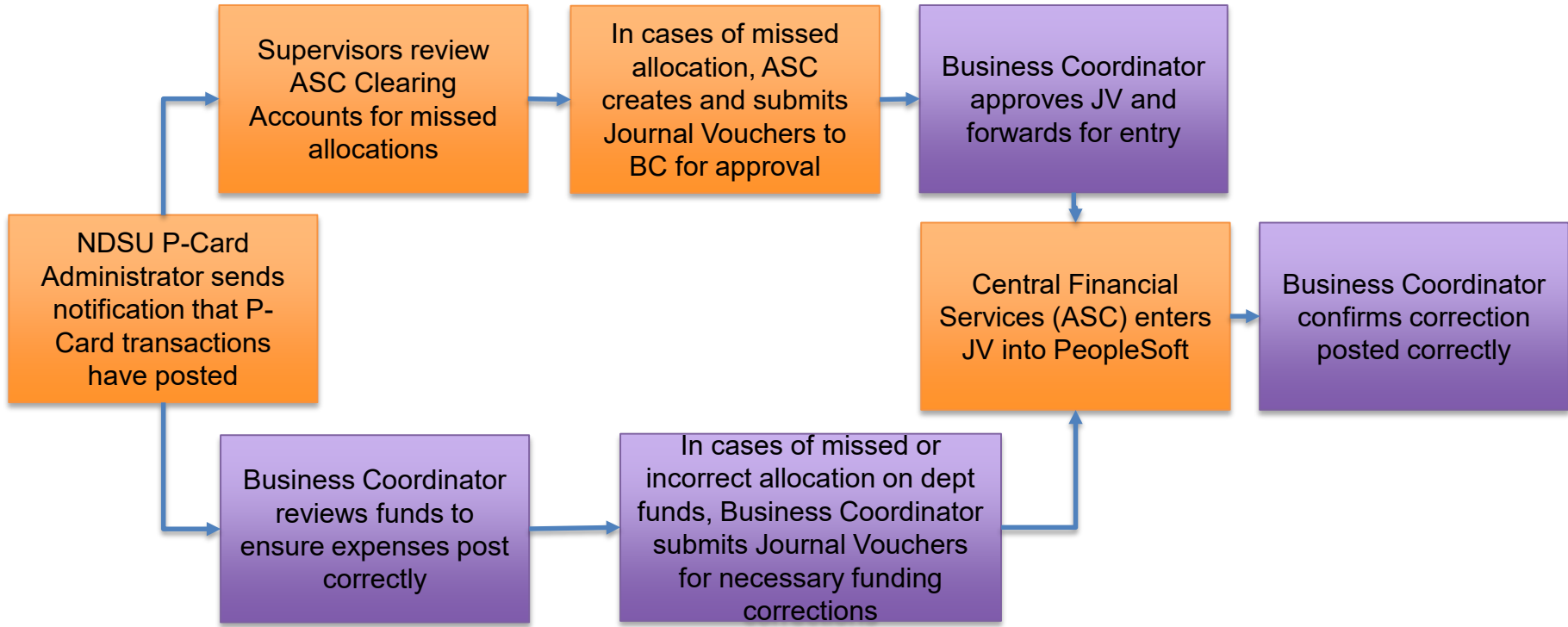


Cardholders that are currently doing their own reallocations may continue to do so as we begin transitioning responsibilities, but must include transaction notes and business purpose.

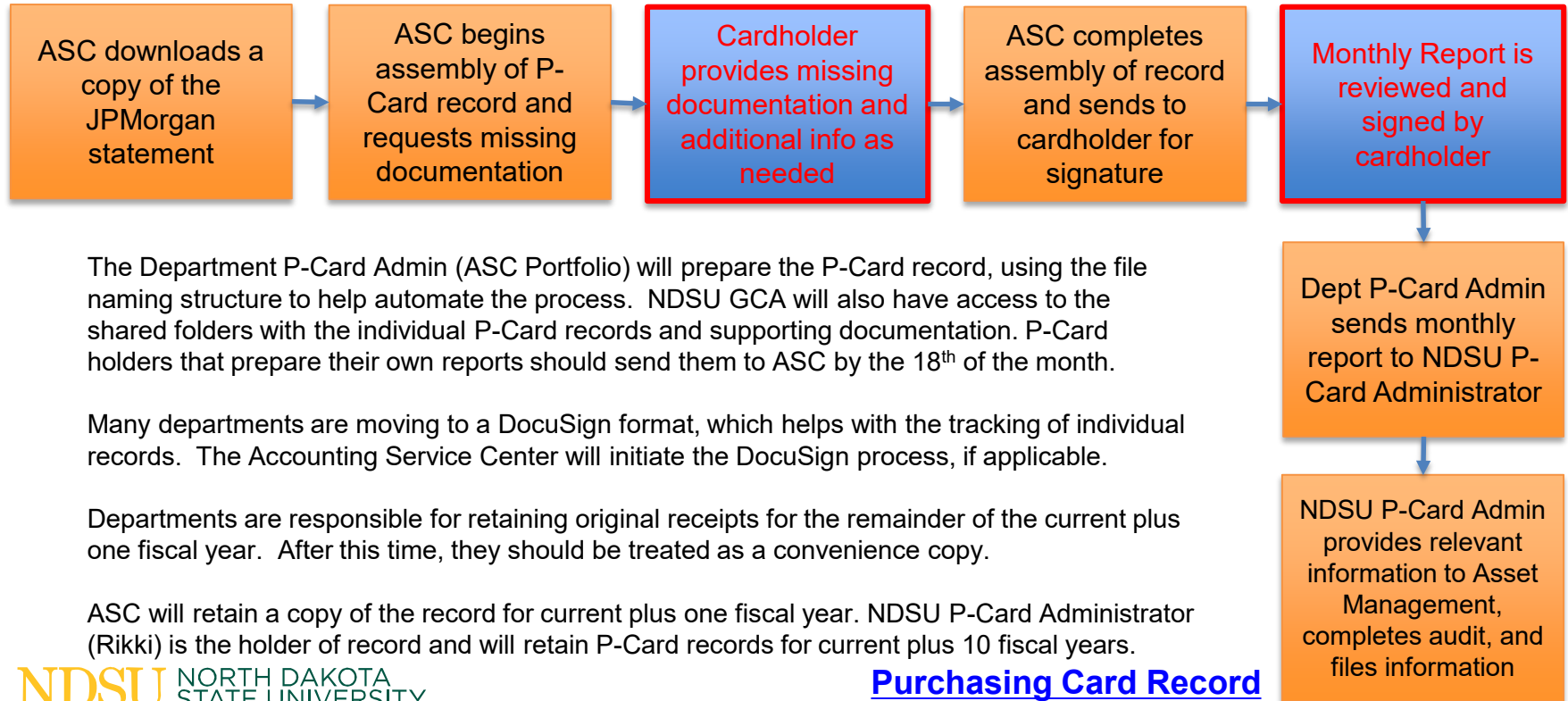
Allocators will be updating funding throughout the month; it is suggested that updates be made weekly for departments with many transactions.

While most reallocation activities will shift to the ASC, some individual cardholders may keep this responsibility.

Process Flow: Incorrect Allocation



Process Flow: P-Card Report



The Department P-Card Admin (ASC Portfolio) will prepare the P-Card record, using the file naming structure to help automate the process. NDSU GCA will also have access to the shared folders with the individual P-Card records and supporting documentation. P-Card holders that prepare their own reports should send them to ASC by the 18th of the month.

Many departments are moving to a DocuSign format, which helps with the tracking of individual records. The Accounting Service Center will initiate the DocuSign process, if applicable.

Departments are responsible for retaining original receipts for the remainder of the current plus one fiscal year. After this time, they should be treated as a convenience copy.

ASC will retain a copy of the record for current plus one fiscal year. NDSU P-Card Administrator (Rikki) is the holder of record and will retain P-Card records for current plus 10 fiscal years.

Cardholder Responsibilities

- Sign and safeguard your card; do not allow others to use your P-Card
- Confirm funding with Business Coordinator prior to purchase
- Ensure all purchases are business-related and within policy
- Ensure sales tax is removed prior to the purchase; follow up with vendor if tax was not removed
- Ensure receipts show detailed purchase information.
- Upload a digital copy of receipts into shared folder. The department must retain original documentation for the remainder of the current plus one fiscal year.
- Resolve credits, returns, and disputes in a timely manner
- Report suspected fraud, lost or stolen card immediately
- Complete annual training

P-Card Administrator Responsibilities

- The primary responsibility of the Department P-Card Administrator is to ensure the cardholder is compliant and that everything is correct and complete when their monthly report is submitted

P-Card Administrator Responsibilities

- Maintain a list of department cardholders
- Monitor card usage in the department
- Ensure all purchases are business related
- Ensure reallocation is complete in JP Morgan's PaymentNet system before the monthly upload
- Complete annual training
- Verify retention and submission of original receipts
- Prepare and/or review the monthly record for accuracy and completeness
- Submit the signed, verified monthly record to NDSU P-Card Administrator

Monthly Record

The Accounting Service Center will assemble the monthly purchase record in the following order:

1. Signed monthly short-form record
2. Statement of Account Portrait
3. JP Morgan cardholder monthly statement
4. Itemized receipts, in statement order, with any necessary supporting document

Cardholders will receive a completed P-Card record for review and signature.

Cardholders that prefer to prepare their own report should send it to ASC before the 18th of the month.

The NDSU P-Card administrator must receive these records no later than the 28th of the month after the transactions took place.

Additional P-Card Information

- Individuals that currently have Purchasing Cards can keep them
- P-Card holders are responsible for rectifying unallowed expenses
- Departments may want to consider canceling P-Cards with limited activity
- Administration reassignment has begun, based on department assignments within ASC
- Default funding updates reflecting new department and fund numbers are in process

Special considerations: P-card

- Gift card purchases require a gift card form and must be reallocated to the Prepaid Expense account. They can be closed with a recipient-signed acknowledgement form and journal voucher. Digital gift cards do not require pre-paid account, but do require recipient information and documentation showing they were sent digitally.
- The purchase of prohibited items for legitimate business purposes requires pre-approval. Email the NDSU P-Card administrator for permission to make these purchases.
- All Amazon purchase must be made through the NDSU Amazon Business Account.

Errors and Issues: P-Card

Missing Receipts

- Complete the Missing Receipt Affidavit, found online, and save it to your shared folder

Unallowable Purchases

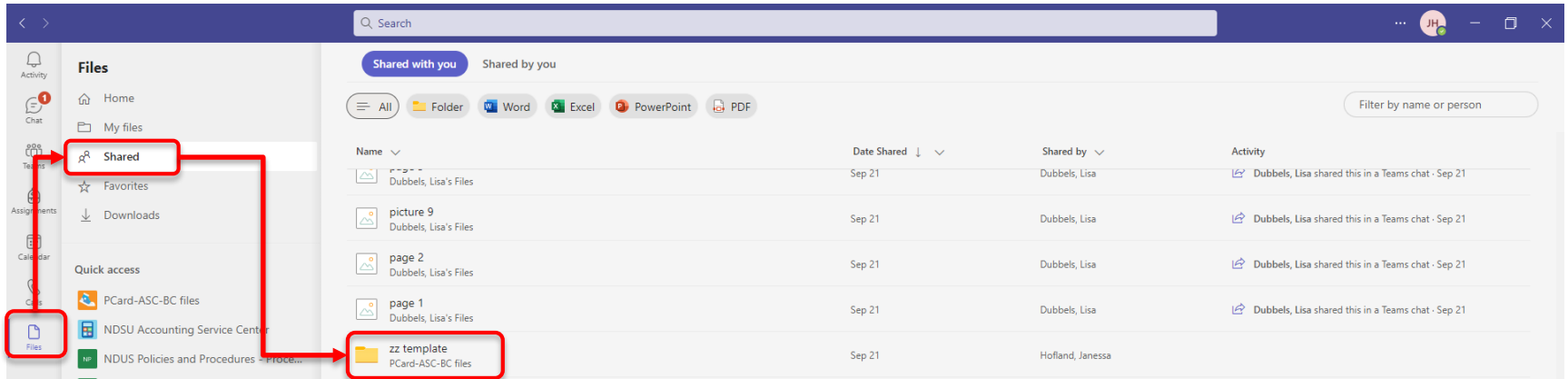
- If the card was used for an unallowable expense, turn refund into ASC. They will submit the deposit and provide a department receipt with the monthly P-Card report showing that the money was paid back into the correct account

Related forms: Purchasing Card

- [Credit Limit Increase](#)
- [Missing Receipt Affidavit](#)
- [Purchasing Card Pre-Authorization for Purchasing Gift Cards](#)
- [Purchasing Card Record](#)
- [Request for Approval over \\$10,000](#)

Uploading Receipts (Desktop)

Accessing Shared Folder through Teams



- Choose Files from the left menu.
- Choose Shared.
- Click on the folder titled with your name (Last name, First name).

Accessing Shared Folder through Link/Browser

Hofland, Janessa shared the folder "zz template" with you

HJ Hofland, Janessa
To Hofland, Janessa

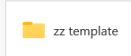
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)


[Reply](#) [Reply All](#) [Forward](#) [...](#)
Wed 10/11/2023 2:42 PM



Hofland, Janessa shared a folder with you

Here's the folder that Hofland, Janessa shared with you.



 This link will work for anyone in North Dakota University System.

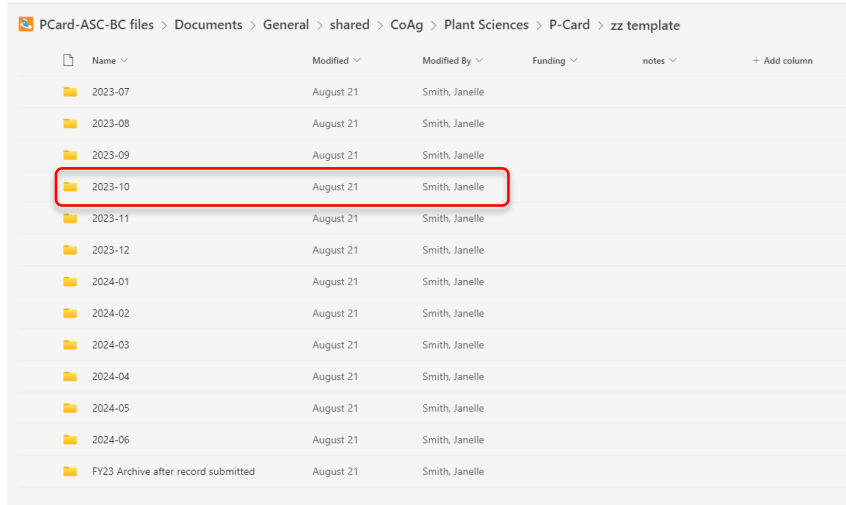
Open

 Microsoft
[Privacy Statement](#)



- Click on the link to open the shared folder in your default Internet Browser.

Receipt Upload (Desktop)











PCard-ASC-BC files > Documents > General > shared > CoAg > Plant Sciences > P-Card > zz template

Name	Modified	Modified By	Funding	notes	+ Add column
2023-07	August 21	Smith, Janelle			
2023-08	August 21	Smith, Janelle			
2023-09	August 21	Smith, Janelle			
2023-10	August 21	Smith, Janelle			
2023-11	August 21	Smith, Janelle			
2023-12	August 21	Smith, Janelle			
2024-01	August 21	Smith, Janelle			
2024-02	August 21	Smith, Janelle			
2024-03	August 21	Smith, Janelle			
2024-04	August 21	Smith, Janelle			
2024-05	August 21	Smith, Janelle			
2024-06	August 21	Smith, Janelle			
FY23 Archive after record submitted	August 21	Smith, Janelle			

- Within the shared folder are folders for each month.
- Click on the folder for the month you need to view/upload receipts for.

Naming Structure

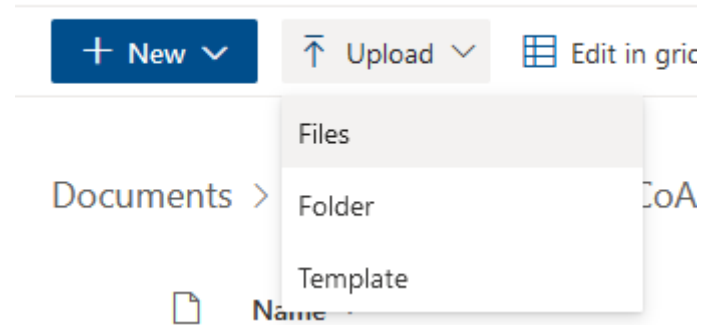
Documents > General > shared > CoAg > Plant Sciences > P-Card > zz template > 2023-10

	Name ▾	Modified ▾	Modified By ▾	Funding ▾	notes ▾	+ Add column
	 (3.99) Menards Zz.pdf	About a minute ago	Hofland, Janessa			
	 53.26 Menards Zz.pdf	15 minutes ago	Hofland, Janessa			
	 98.00 Cobblestone [Jane Smith] Zz.pdf	14 minutes ago	Hofland, Janessa			
	 98.00 Cobblestone [Template Zz] Zz.pdf	14 minutes ago	Hofland, Janessa			

- Receipts
 - Amount Vendor [Traveler if needed] Cardholder Lastname
 - If the amount is a credit you can add parenthesis to indicate the negative amount.
- Agendas should be added to folder for travel related purchases.

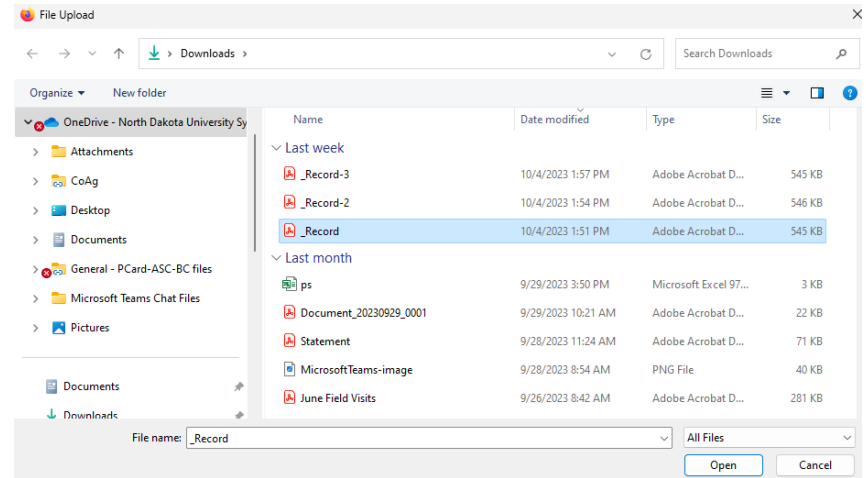
Receipt Upload (desktop)

- Click upload
- Choose Files



Receipt Upload (desktop)

- Navigate to the file you wish to upload and select it.
- Click Open.



Receipt Upload (desktop)

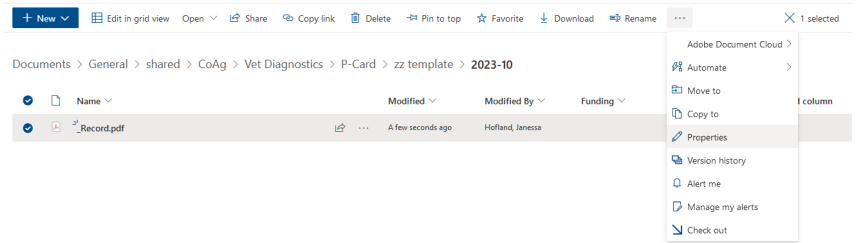
The screenshot shows a OneDrive file explorer interface. At the top, there is a navigation bar with options: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Add shortcut to OneDrive', 'Download', 'Export to Excel', and 'All Documents'. Below the navigation bar, the breadcrumb path is: Documents > General > shared > CoAg > Vet Diagnostics > P-Card > zz template > 2023-10. A table lists files with columns: Name, Modified, Modified By, Funding, and notes. One file is listed: '_Record.pdf', modified 'A few seconds ago' by 'Hofland, Janessa'. A notification box on the right says: '"_Reco...d.pdf" is now available.' with a 'Notify your team' button.

Name	Modified	Modified By	Funding	notes
_Record.pdf	A few seconds ago	Hofland, Janessa		

- Document will upload to the Shared folder.
- You can edit, rename, or delete the file if needed.

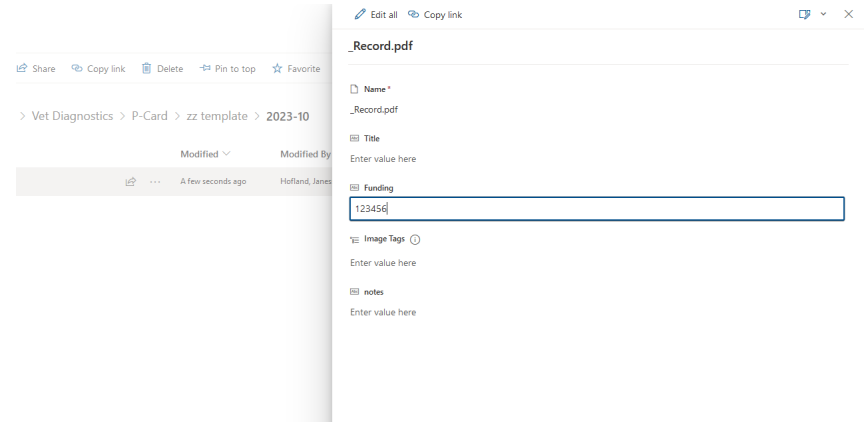
Receipt Upload (desktop)

- To add funding or notes select the receipt and choose the three dots for additional menu options.
- Choose Properties.



Receipt Upload (desktop)

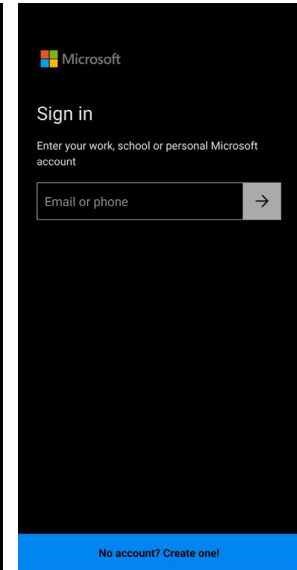
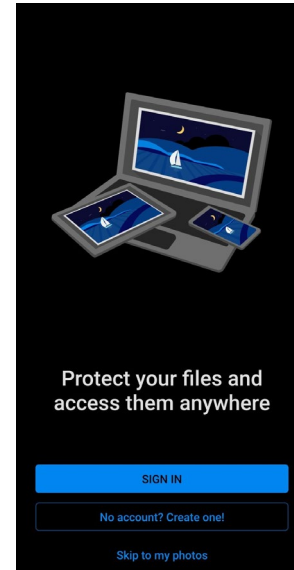
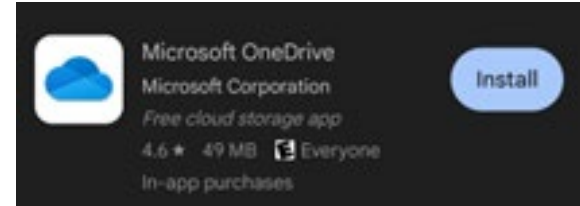
- A box will open on the right where you can add funding or notes in the applicable fields.
- Close the box using the x on the top right when finished adding notes.



Uploading Receipts (mobile)

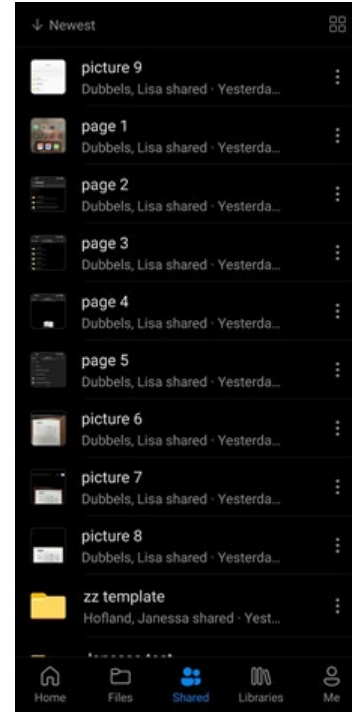
Receipt Upload (mobile)

1. Install Microsoft OneDrive [File & photo cloud storage] app to your cell phone.
2. Open the OneDrive app, allow One Drive to access files and use your NDUS credentials to login.



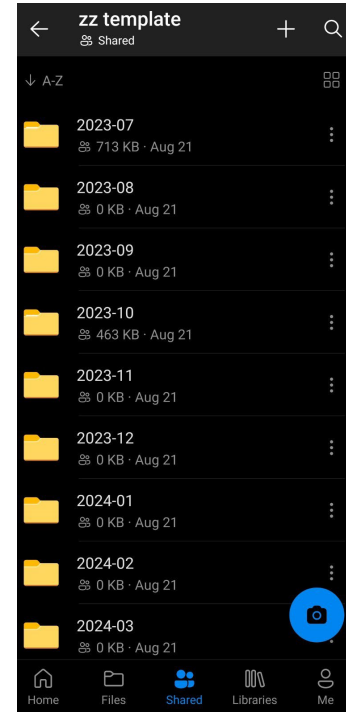
Receipt Upload (mobile)

3. Click on the Shared icon on the bottom of the screen, and then choose your shared folder (zz template as example here).



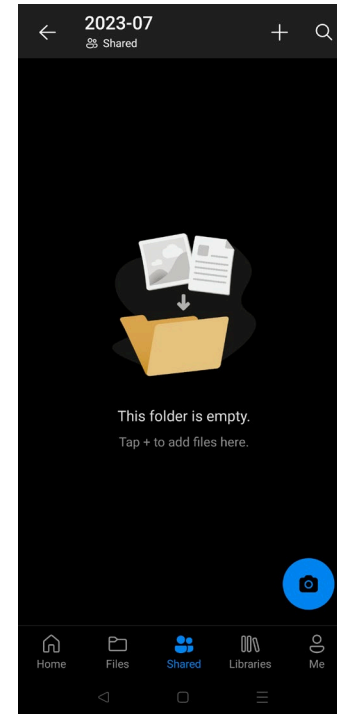
Receipt Upload (mobile)

4. Within your shared folder you'll see folders for each month labeled by 20YY-MM. Choose the folder for the month the transaction occurred.



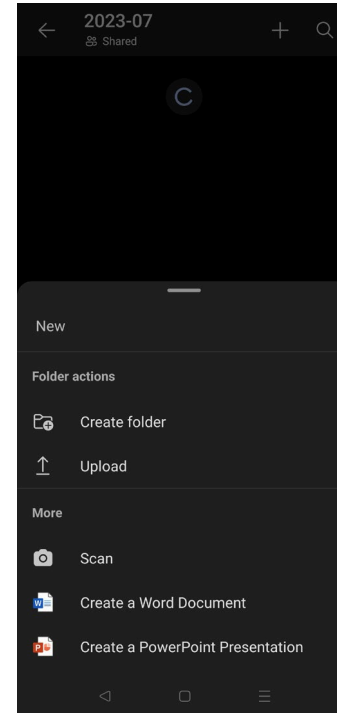
Receipt Upload (mobile)

5. Click on the “+” at the top of the screen.



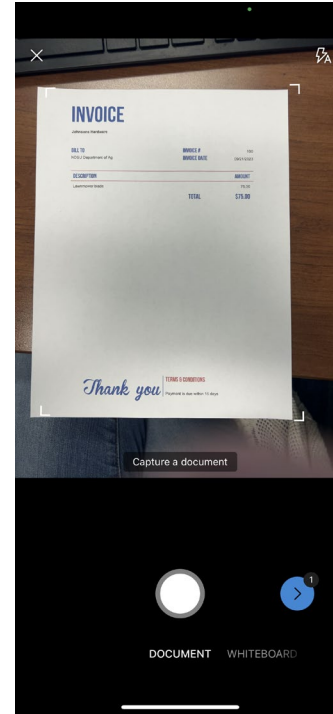
Receipt Upload (mobile)

6. Click scan. Allow permission to camera. If the document is already stored on your device, you can choose upload.



Receipt Upload (mobile)

7. Use your phone camera to capture the document



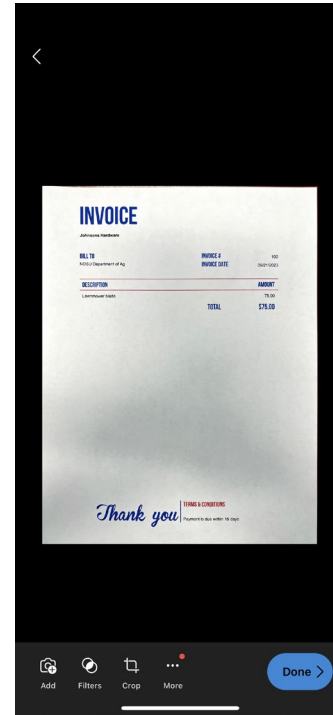
Receipt Upload (mobile)

8. Adjust border if needed. Click confirm.



Receipt Upload (mobile)

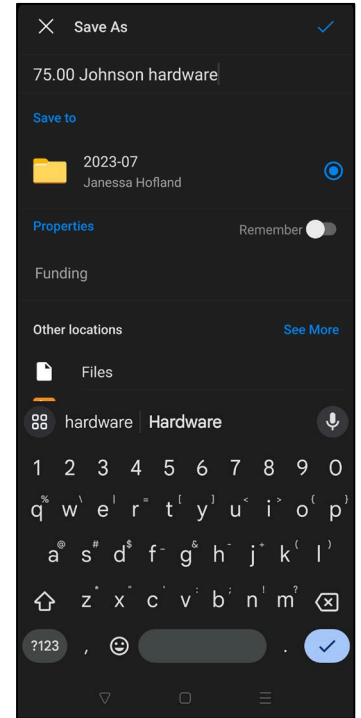
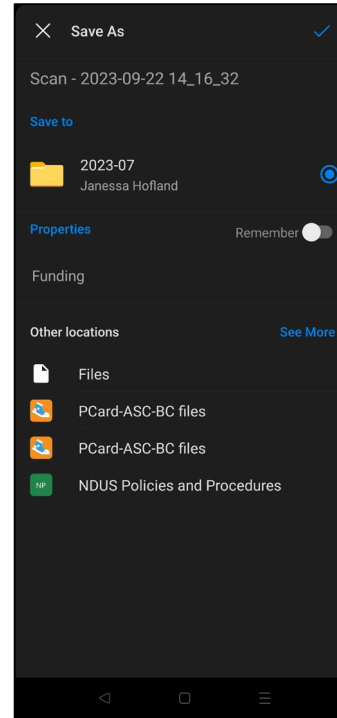
9. Click Done.



Receipt Upload (mobile)

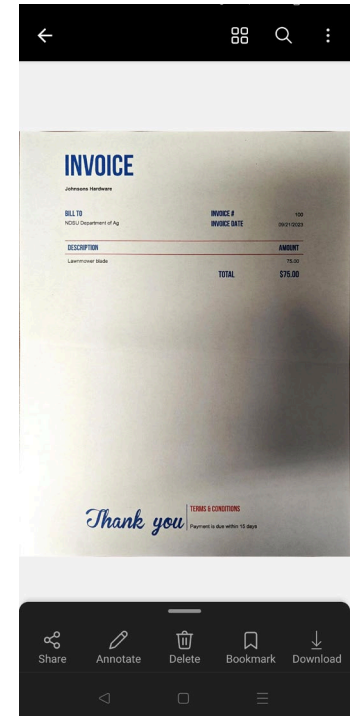
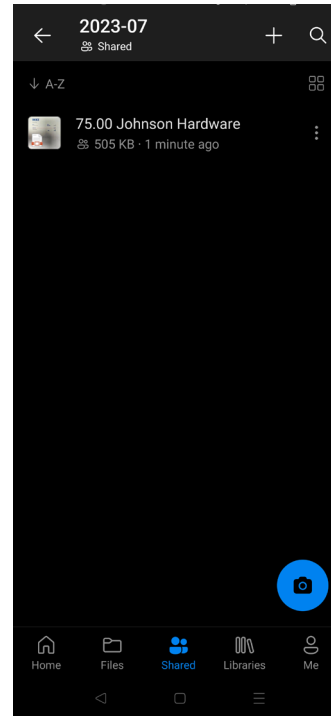
10. Change the file name under Save As at the top of the screen. Please include the Amount and Vendor name and traveler name if applicable in your file name. There is also an option to include funding information in Properties.

11. Click the check mark on the upper right-hand corner.






Receipt Upload (mobile)

12. Once upload has finished you should see the file in the folder. You can rename the file if needed. Please check the document to make sure the full receipt is visible and legible.



Receipt Upload (mobile)

13. The accounting service will access the receipt from the shared folder and will send you your compiled record to review and sign.

 Name ▾	Modified ▾	Modified By ▾	Funding ▾
  75.00 Johnson hardware.pdf	11 minutes ago	Hofland, Janessa	123456

Notes

- Business Coordinators have access to all files for their college and can reference to help confirm funding.
- ASC will be responsible for organizing receipts, adding statements, allocating funding in JP Morgan, and compiling final records.

Record Retention

- Original receipts should be retained for the current fiscal year plus one additional fiscal year from the time of purchase. The department or cardholder can be responsible for any paper copies of original receipts.
- The ASC will retain a digital copy of all monthly purchase card reports for the current fiscal year plus one additional year. Accounting/Purchasing will keep these on file for 10 years.

Contact Information

Accounting Service Center

Supporting College of Agriculture:

NDSU.Accounting.ASC.Portfolio1@ndsu.edu

Supporting College of Arts and Sciences:

NDSU.Accounting.ASC.Portfolio2@ndsu.edu

Supporting Colleges of Engineering, Business, Health & Human Services:

NDSU.Accounting.ASC.Portfolio3@ndsu.edu

Supporting Provost's Office & Non-Academic Units:

NDSU.Accounting.ASC.Portfolio4@ndsu.edu

Purchasing Card

Rikki Fugleberg
Procurement Card Administrator

Old Main 18

Phone: 701-231-1842

ndsu.accounting.pcard@ndsu.edu

Website Information

Website links:

Accounting Service Center

https://www.ndsu.edu/accounting/accounting_service_center/

Business Centers:

https://www.ndsu.edu/accounting/business_centers/

Questions?

Thank you!