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# The Training Post

An Educational  
Computer Based Training Program

# UTD Purchasing Card Program



**What you need to know as  
an Account Reviewer**

# Who can get a Purchasing Card?

- If someone in your department:
  - Has signature authority for \$1,000 or more
  - Would use the card at least once a month
  - Would reconcile and return a properly signed statement each month
- Then he/she is an ideal candidate for the Purchasing Card Program (PCP).
- You may get an application by going online to:  
<http://utdallas.edu/utdgeneral/business/procure/eforms/pcardforms.html>

# Purchasing Card Guidelines

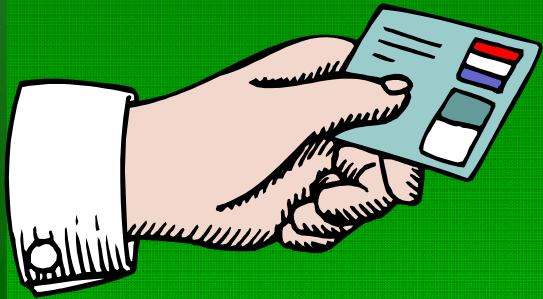
- The card is for *business purposes only*!
- The card is issued in your employee's name – the *employee* is responsible for his/her own card
- \$1,000 limit per transaction unless a higher limit is approved by you and the Assistant Vice President for Procurement Management; the cardholder must not split purchases to stay within the guideline
- The cardholder must reconcile transactions every month
- Purchases from most vendors are exempt from Texas State tax
- The cardholder is personally liable for unauthorized purchases

# Unacceptable Purchases!

(Many will reject at the point of sale)

- Airfare
- Auto rentals
- Hotel/motel expenses
- Travel expenses
- Restaurants, bars, or nightclubs
- Beer, wine, or liquor
- Cash/traveler's checks
- Prescription drugs or controlled substances
- Radioactive materials
- Animals
- Consulting or personal services
- Controlled assets (office equip, audiovisual equip, etc. \$500-\$4,999 value)
- Upgrades to capital equipment

# But the Card won't work for what I want to buy....



- When your department needs to purchase something not acceptable on the Card, you may use a SOS or send a Purchase Requisition to Procurement Management asking us to place the order for you, via the best available purchasing method.

# What is an Account Reviewer?

- If a UTD purchasing cardholder reports to you, you are an Account Reviewer.
- Every month, after reconciling his/her monthly activity report, the cardholder will forward the report to you for your review and signature.

**SMART DATA FOR WINDOWS  
CARDHOLDER ACTIVITY REPORT****REPORTING PERIOD: 06/21/2001 THRU 07/20/2001**

CAROL L LANHAM  
UNIV OF TEXAS AT DALLAS  
2601 N FLOYD RD  
BUSINESS SERVICES AD260000000000000000  
RICHARDSON, TX 75080-1407 USA  
000000000000000000

**Match  
receipts****Change default account, if  
applicable**

POSTING DATE	TRAN DATE	DESCRIPTION	DEFAULT ACCOUNT	NEW ACCT	SUB ACCOUNT	NEW SUB-ACCT	BUSINESS PURPOSE	AMOUNT
7/6/2001	7/5/2001	SMITH & JONES	314000		4327			57.90
7/13/2001	7/12/2001	OFFICE DEPOT	314000		4327			47.84
7/18/2001	7/16/2001	DELL MARKETING	314000		4327			99.00

**TRANSACTION COUNT: 3****204.74****State the business purpose  
for purchase****Cardholder Signature****Supervisor Signature****PLEASE FAX TO PROCUREMENT WITHIN 5 DAYS**

I certify that I have reviewed all transactions listed on this report, and that they are valid business  
for the University of Texas at Dallas.

RECONCILED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



# What are the Responsibilities of the Account Reviewer?

- Your responsibility is to verify the accuracy and legitimacy of the charges on the statement.
- If State-appropriated funds or contract/grant monies are being charged, you'll also need to make sure the purchases comply with State law, or the terms and conditions of the contract or grant.

# What are the Responsibilities of the Account Reviewer?

- You must review not only the statement, but also the **original receipts** and/or documentation to insure that what is being purchased is for University business only and has a valid business purpose.

# What are the Responsibilities of the Account Reviewer?

- Visit the Administrative Policies & Procedures website

[http://www.utdallas.edu/utdgeneral/business/admin\\_manual/purchasing.htm](http://www.utdallas.edu/utdgeneral/business/admin_manual/purchasing.htm) for more information related to Purchasing, HUB Program, Purchasing Card Guidelines (E6) and Discretionary Funds guidelines (E10)

# For More Information:

**Refer to your handout, or contact**

## **Christy Baxter**

Purchasing Card Administrator

- [baxterc@utdallas.edu](mailto:baxterc@utdallas.edu)
- Phone x2633
- Fax x2348
- Mail Station AD34

## **Pete Bond**

Program Administrator

- [pbond@utdallas.edu](mailto:pbond@utdallas.edu)
- Phone x2301
- Fax x2348
- Mail Station AD34

**If you would like to learn more about the Purchasing Program and the Cardholder's responsibilities, please review the Cardholder Training module.**

# Procurement Mgmt Policies & Procedures

[http://www.utdallas.edu/utdgeneral/business/admin\\_manual/pdf/e11050.pdf](http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/e11050.pdf)

## Controlled Assets

[http://www.utdallas.edu/utdgeneral/business/admin\\_manual/pdf/f21500.pdf](http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/f21500.pdf)

## Discretionary Funds

[http://www.utdallas.edu/utdgeneral/business/admin\\_manual/pdf/e10.pdf](http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/e10.pdf)

## Record Retention for Receipts

<http://www.utdallas.edu/BusinessAffairs/records-retention.pdf> Page 18

# Test Your Knowledge

Following are several questions to test your knowledge. Answer all questions correctly to receive credit for the training

# Question #1

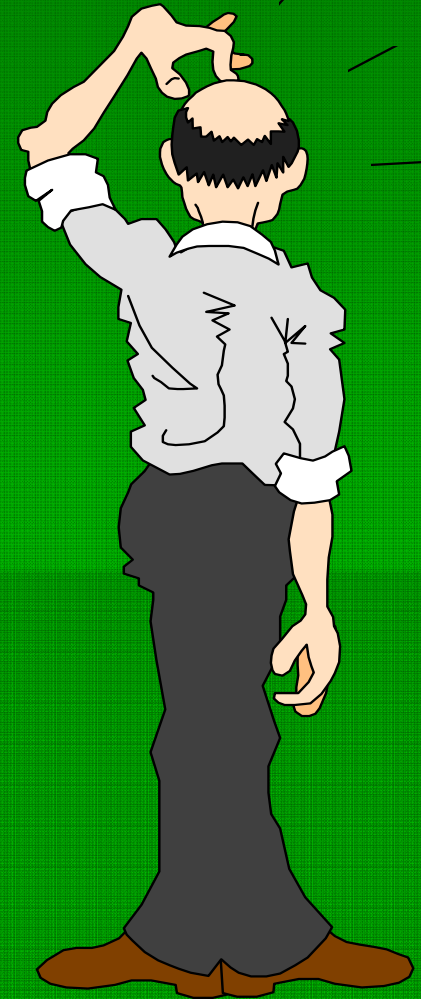
The purchasing card is issued in the name of the department's supervisor.

**TRUE**

**FALSE**

# SORRY TRY AGAIN

REVIEW





# Question #2

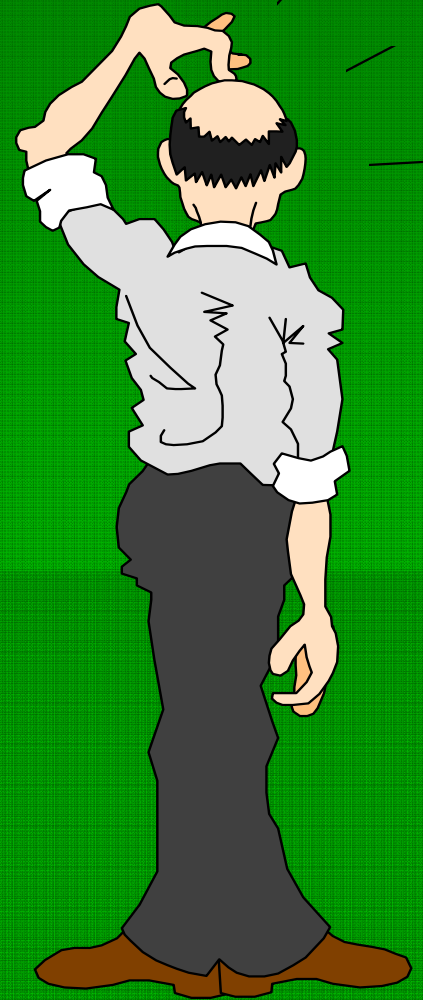
Airfare, hotel and restaurants are not acceptable purchases with a purchasing card.

**TRUE**

**FALSE**

# SORRY TRY AGAIN

REVIEW



# Question #3

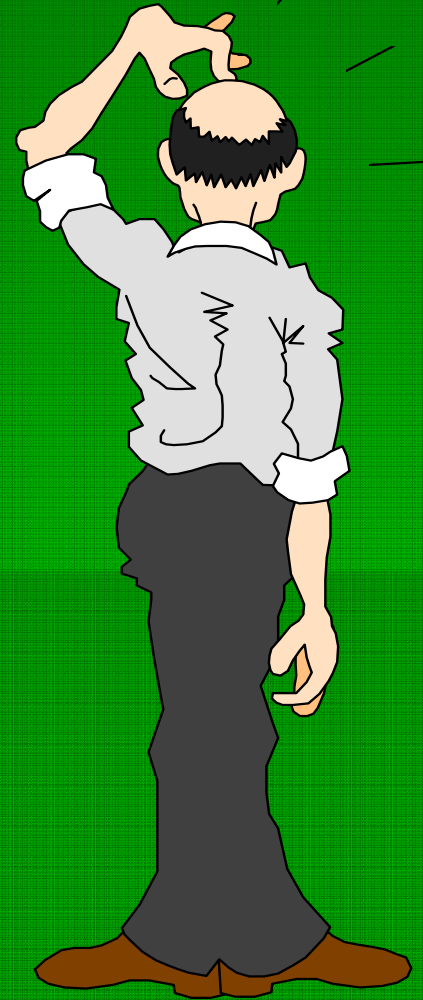
After the cardholder has reconciled the monthly activity report, he/she will forward it to you for review and signature. The cardholder has 30 days to fax the signed report to Procurement Management.

**TRUE**

**FALSE**

# SORRY TRY AGAIN

REVIEW



# Question #4

In order to review the Activity Report the following documentation is required.

**ORIGINAL RECEIPTS**

**CARDHOLDER ACTIVITY REPORT**

**BOTH OF THE ABOVE**

# SORRY TRY AGAIN

REVIEW



# Question #5

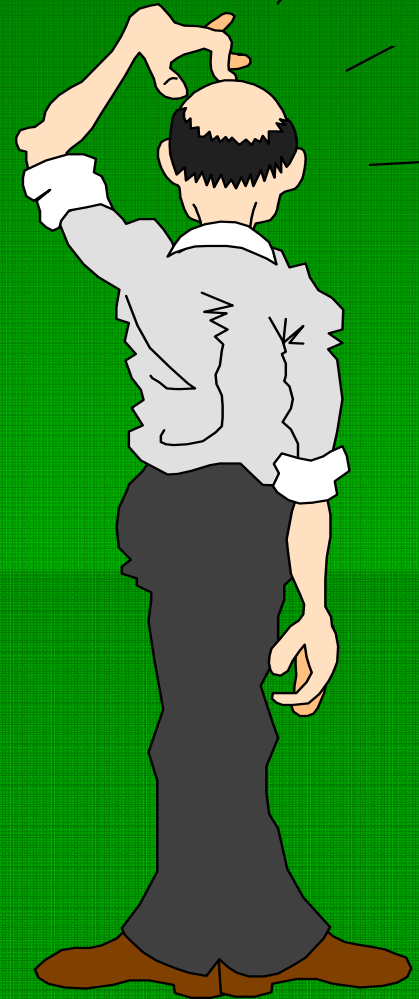
It's your responsibility to verify the legitimacy of the charges regardless of the source of the funds.

**TRUE**

**FALSE**

# SORRY TRY AGAIN

REVIEW





Thank you for completing the questions related to Purchasing Card Program: Account Reviewer training.

Click on the button below to complete this module  
and receive credit for this course

**[Click Here to Receive Credit for This Course](#)**



# Congratulations!!!

You have successfully completed the Purchasing Card Program: Account Reviewer training.

Cardholders and their supervisors will be required to complete the Purchasing Card Program training modules each year during the annual general compliance training period.

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# The End

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