

HARVARD
FINANCIAL ADMINISTRATION



**PCard Policy
Information Session**

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Agenda

- I. Highlights of PCard Policy**
- II. How to Obtain a PCard**
- III. Procedures for Cardholders**
- IV. Procedures for Reviewers**
- V. Procedures for Local PCard Administrators**
- VI. Allowable, Restricted, and Prohibited Purchases**
- VII. Required Training**
- VIII. Questions**

Highlights of PCard Policy

- Specific responsibilities for **Local PCard Administrators**
- Receipts required for purchases **\$75 and over**; defined “receipt”
- **Cardholders must be familiar with charges on their card** and can delegate detailed reviewer
- Contains details for **Allowable, Restricted and Prohibited Purchases**
 - Allows use at Harvard campus restaurants (if 33-digit account string not accepted)
 - Allows use for taxis, Uber, sedan services, and conference fees (within limits of Travel Policy)
 - Allows use for purchase of animals
 - Allows use for theater tickets for academic purposes only (but not entertainment and not purchased through Outings and Innings)
 - Prohibits use for ZipCar due to insurance coverage (use Corporate Card)

Updates to PCard Policy (cont'd)

- Online training **required** for all Applicants, Reviewers and Local PCard Administrators
- Training includes ROPPA and PCard online training in the Harvard Training Portal
 - Introduction to ROPPA
 - PCard Overview

Who can Apply for a PCard?

- Employees: with proper approvals, Harvard employees can apply for a Harvard Purchasing Card
- Other individuals: at individual tubs' discretion, the following individuals may apply for a Harvard Purchasing Card with proper approvals
 - Affiliated hospital employee
 - Harvard University graduate student
 - Harvard University undergraduate student (requires financial dean approval; student must purchase routinely for the University)
- The following individuals CANNOT apply for a PCard:
 - Monthly External Post-Doctoral Students (MEPs)
 - Non-employee consultants and other contractors

How to Obtain a PCard

- Submit an application
 - Complete and sign a **PCard application** form
 - Obtain the **signature** of supervisor on the application form (and financial dean's signature if necessary)
 - Submit the completed application form to the appropriate **local PCard Administrator**
- Receipt of the card will take approximately 2-3 weeks
- The local PCard Administrator provides cards to applicants **after the applicants have completed training**

Procedures for Cardholders

- **Understand cardholder responsibilities**
 - Read and understand the full PCard policy
 - Take the PCard and ROPPA training modules on the Harvard Learning Portal
- **Safeguard the PCard**
- **Make allowed, Harvard University business purchases only**
- **Get receipts for purchases**
 - University policy requires receipts > \$75
 - Local/sponsor policy may be more restrictive

Procedures for Cardholders

- **Review charges weekly**

- Cardholders must review their charges weekly and provide a detailed business purpose for each transaction.
- While Cardholders **may delegate detailed review** to a designee, **Cardholders remain responsible** for all charges on their card.
- Even if detailed review is delegated, Cardholders should still ensure all charges are **familiar** and **reasonable**. Cardholders can do this in various ways, for example, by logging into the PCard Settlement System.
- Each business purpose must include the **who, what, why, where, when**

- **Provide documentation to reviewers promptly**

- **Cancel your card if you leave your department or Harvard**

Procedures for Reviewers

- **Understand Reviewer responsibilities before performing duties**
 - Read and understand the full PCard policy
 - Take the PCard and ROPPA training modules on the Harvard Learning Portal
- **Review PCard transactions before the weekly sweep**
 - Must be an allowed legitimate University PCard expense
 - Has a complete business purpose (who, what, why, where, when)
 - Has supporting proof-of-purchase documentation from cardholder
 - Be aware of personal and administrative misuse
- **Keep required documentation**
- **Address any unreviewed charges and resolve any outstanding charges for terminated employees**
- **Appoint backup approvers, as appropriate**

Procedures for Local PCard Administrators

- **Understand both cardholder and reviewer responsibilities**
 - Read full PCard Policy
 - Complete PCard and ROPPA training
- **Program Administration**
 - Manage and submit applications
 - Coordinate with Card Services for cancelation of lost/stolen cards and cancelation of cards for terminated employees
 - Monitor credit limits and ensure changes are approved by departments
 - Monitor declined charges and ensure compliance with PCard policy
 - Determine access rights to PCard settlement system
 - Authorize and request PCard reviewer access in Oracle

Allowable Purchases

- PCards are generally used for low-dollar, high-volume, non-travel business expenses that can't be purchased via HCOM.
- PCard can be used for Harvard business-related retail point-of sale purchases at campus restaurants where payment by 33-digit code is unavailable.
- Individual schools may have more restrictive PCard policies; check with your tub finance office for more information.

Restricted Purchases

- Gasoline for Harvard-owned vehicles only
- Purchases made with Paypal, but must include name of ultimate seller/vendor in the business purpose
- The following travel and entertainment expenses are allowable (within the guidelines of the Travel & Reimbursement Policy) but the preferred method of payment is the corporate card:
 - Taxis (including UBER) (excludes travel to Logan)
 - Sedan Services and UBER Black
 - Conference fees
 - Business meals and allowable entertainment in the Boston/Cambridge area only

Prohibited Purchases

- **Personal purchases of any kind**
- **Split transactions to circumvent the single transaction limit**
- **Gift cards/gift certificates of any amount**
- **Gifts for employees or students equal to or greater than \$75**
- **Cash advances**
- **Travelers checks**
- **Prescription drugs and controlled substances**
- **Hazardous materials**
- **Travel and Entertainment:**
 - Airline, railroad, bus, cruise ship tickets
 - Travel agency charges
 - Hotel stays
 - Gasoline for vehicles not owned by Harvard
 - Theater tickets for entertainment purposes (tickets for academic/teaching purposes are allowed on PCard with exception of Outings & Innings which allows 33-digit codes).
 - Airline club fees or airline memberships
 - Rental cars, including Zip Car

Required Training

- **P**Card Applicants, **P**Card Reviewers and all **L**ocal **P**Card **A**dministrators must take the online PCard and ROPPA trainings in the Harvard Learning Portal
- PCards will **NOT** be issued unless training has been successfully completed

Contact and Other Information

- PCard Questions or Issues: pcard@harvard.edu or 617-495-7760 option 1
- PCard Website: <http://cardservices.harvard.edu/policy-purchasing>
- PCard Policy: <http://policies.fad.harvard.edu/pages/purchasing-card>
- Travel Website: <http://travel.harvard.edu/>
- Financial Policy Office: <http://policies.fad.harvard.edu/>

Questions?

THANK YOU

Travel and Card Services and the Financial Policy Office

March 29, 2017