PCard Policy
Information Session

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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

- PCard Applicants, PCard Reviewers and all Local PCard Administrators 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

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