BOSTON COLLEGE

P-Card Holder's Procedure Manual

2019

PROCUREMENT SERVICES

Published 1/31/2018 Rev 4/29/2019

Table of Contents:

Overview: Purchasing Card (P-Card) Program

Section 1: Using the Boston College P-Card

1. How the P-Card Program Works
2. How P-Cards are Funded
3. P-Card Standard Limits and Controls
4. Appropriate Uses and Allowed Commodities for Business Purposes
5. Inappropriate Uses and Restricted Commodities
6. Making a Purchase: A P-Card Transaction
7. Protection from Misuse and Possible Fraud
8. Responsibilities as a Cardholder
9. P-Card Reconciliation Requirements
10. Receipt Retention
11. Sponsor Programs Funding Restrictions

Section 2: US Bank's Access Online

1. Registering your P-Card in US Bank's Access Online
2. Registering Multiple Accounts or Adding an Account in US Bank's Access Online
3. Downloading Your Monthly Statement
4. Looking at Pending Transactions and Declines
5. Interpreting and Troubleshooting Declines
6. Decline Reasons and What You Can Do as a Cardholder
7. Checking the Real-Time Balance in US Bank's Access Online
8. Data Security

Section 3: Online P-Card Reconciliation

1. PeopleSoft Financials Online Reconciliation
2. Saving and Submitting the Online Reconciliation
3. Scanning Receipts

Overview: Purchasing Card (P-Card Program)

Welcome to the Boston College Purchasing Card Program (p-card). The p-card is a small dollar procurement tool, issued in the names of authorized individuals, that provides an efficient and effective method of purchasing appropriate goods and services with a value of less than $5,000.

P-card purchases must conform to the **University Purchasing Policy**. The p-card is for University business purposes only. Fraudulent, personal, or misuse of the p-card may result in disciplinary action including termination of employment. Should the cardholder fail to use the p-card properly, he/she will be responsible for repayment of all such purchases.

The p-card works like a personal credit card used to purchase items on-line, in person, on the phone, or from a secured internet connection to a supplier.

Benefits to the Cardholder:

- Goods and services are obtained quickly and easily.

Benefits to the University:

- Reduces small-dollar, administrative work by reducing the number of requisitions, purchase orders, vouchers, invoices and checks.

Section 1: Using the Boston College P-Card

Topics Covered:

1. ***How the P-Card Program Works***
2. ***How P-Cards are Funded***
3. ***P-Card Standard Limits and Controls***
4. ***Appropriate Uses and Allowed Commodities for Business Purposes***
5. ***Inappropriate Uses and Restricted Commodities***
6. ***Making a Purchase: A P-Card Transaction***
7. ***Protection from Misuse and Possible Fraud***
8. ***Responsibilities as a Cardholder***
9. ***P-Card Reconciliation Requirements***
10. ***Receipt Retention***
11. ***Sponsored Program Funding Restrictions***

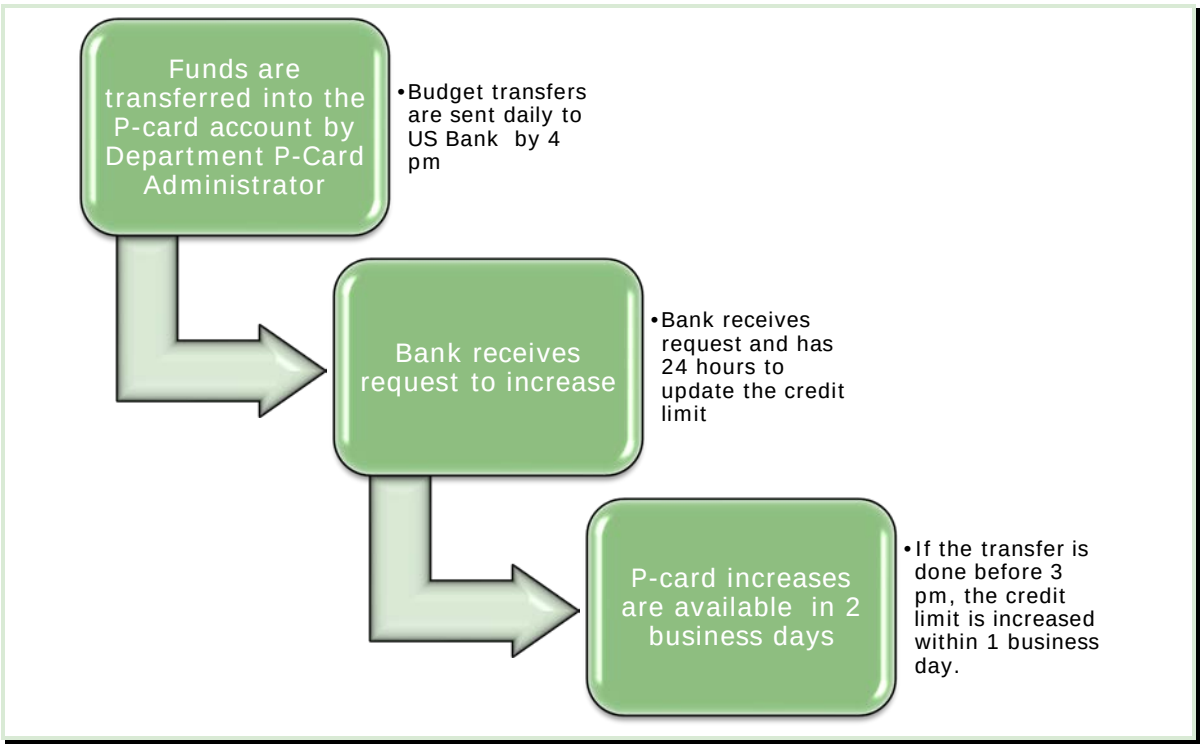
1. How the P-Card Program Works

P-cards are designed in accordance with University policy to accept purchases that are allowed and decline purchases that are not allowed based on the supplier's merchant category code (MCC). All suppliers have a specific MCC code assigned by their credit card provider based on the product or service they provide. Cardholders are able to make purchases of accepted goods for a business purpose. All purchases using a University P-Card have to reconcile on a monthly basis.

Before a p-card is issued, funds must be added to the p-card account in PeopleSoft Financials by the Department P-Card Administrator. Those funds become the credit limit of the p-card. If others in the department have a p-card against the same chartstring, the funds are shared. When the funds run low throughout the year, the Department P-Card Administrator may add additional funds into the p-card account to increase the total credit limit.

2. How P-Cards are Funded

The GL account code used for general p-card transactions in PeopleSoft Financials is 68370-PCARD. Before cards are issued, funds must be moved to that account via a budget transfer. The amount of funds in the 68370 account is sent to the bank. Once the bank uploads this information into the system (taking approximately 2 days), this amount becomes the department's credit limit. Throughout the fiscal year, the Department P-Card Administrator may add additional funds, if necessary.



3. P-Card Standard Limits and Controls

- Single transaction limit up to $4,999. Splitting a transaction for products and services over $4,999 is not allowed.
- Single transaction limit up to $2,999 for sponsored, grant-related p-cards. The department is liable for all transactions charged to sponsored project funds, including any charges that are unallowable according to the terms of the specific grant/award. Additional guidance for sponsored project expenditures is provided by the appropriate campus sponsored project and accounting offices.
- Monthly limit of $20,000.
- Yearly credit limit (fiscal year) set by the budgeted amount in the p-card account in PeopleSoft Financials
- Each p-card is setup to exclude merchant category codes (MCC) not allowed (airlines, vehicle rental, restaurants, liquor stores, etc.)

4. Appropriate Uses and Allowed Commodities for Business Purposes

Examples:

- BC Bookstore purchases
- BC Dining services (preferred supplier)
- Computers: IT approved computers on the Dell and Apple Websites
- Multifunctional device (or copier) service agreements
- Copying services (Eagle Print)
- Document destruction services (Shred-It)
- Flowers
- Furniture from Creative Office Pavilion
- Grocery store
- Lab supplies
- Mailing services: USPS, Fed Ex, UPS or other mailing services
- Memberships and dues
- Office supplies (WB Mason preferred)
- Pre-registration conference fees
- Print publications
- Promotional Items
- Subscriptions and publication renewals
- **Take-out establishments**
- Water, water filtration rental (WB Mason)

5. Inappropriate Uses and Restricted Commodities

Examples:

- Alcoholic beverages
- Animals and animal-related purchases that are restricted by law
- BC Eagle-One Card
- Car repair
- Cash
- Cell phones
- Construction and renovations
- Consulting services
- Entertainment- related expenses
- Firearms and ammunition
- Furniture from non-contracted suppliers
- Gasoline
- Gift cards and gift certificates (refer to **gift card policy**)
- Individuals, including individuals through PayPal or any other clearinghouse
- Liquor Stores
- Phone cards
- Personal purchases and services

- Prescription drugs or controlled substances
- Professional services
- Restaurants
- Software
- Transportation services: vehicle rentals, taxis, trains, Uber, Lyft, MBTA, etc.
- Telecommunications, cable, wireless services
- Temporary Help
- Travel agencies
- Travel-related expenses: airlines, gas, hotels, restaurants, etc.

6. Making a Purchase: A P-card Transaction

Transactions are approved automatically by the bank based on the following criteria established by Boston College:

- The card is activated
- Sufficient funds are available in the P-Card chartstring in PeopleSoft Financials and at US Bank
- Single and monthly limits are in place
- The transaction is from the allowed commodities list

7. Protection from Misuse and Possible Fraud

To protect yourself and BC from potential misuse and possible fraud, use a separate business account from your personal account on suppliers' secure websites. Do not use your BC email for personal purchases. The payments tab in these sites may default to p-card or personal card at checkout. The site may use the p-card rather than your personal card as a secondary source of payment automatically, resulting in misuse of funds.

8. Responsibilities as a Cardholder

Before receiving a P-Card:

- Take and score 100% on the p-card questionnaire.
- Sign the cardholder agreement form stating that you will use the p-card for business purposes only and not for personal purchases.

When using a P-Card:

- Make purchases within **BC Purchasing Policy** requirements, using **BC contracted suppliers** whenever available.
- Read and adhere to the **P-Card Policy and Guidelines** and Cardholder's Manual.

- Notify suppliers of BC's tax-exempt status and if necessary, provide suppliers with the ST-2 and ST-5 tax-exempt form available **www.bc.edu/tax** .
- Notify US Bank and the Department P-Card Administrator of any fraudulent charges.
- Immediately report any lost or stolen cards to US Bank 1-800-344-5696 and then to the Department P-Card Administrator. The University is liable for all charges incurred on a lost or stolen card until the time that it is reported to the bank.
- Return any p-cards to the Department Manager, Department P-Card Administrator or Service Center when changing departments or no longer employed at Boston College.
- Turn in p-cards to the Department Manager, Department P-Card Administrator or Service Center when on temporary leave.
- Register your account or accounts at US Bank's website **https://access.usbank.com**
- Scan receipts and perform the online reconciliation into PeopleSoft Financials monthly
- Protect the p-card at all times to prevent unauthorized use by reconciling receipts to statements every month, securing your physical p-card, and protecting your p-card number.

9. P-Card Reconciliation Requirements

- Obtain receipts
- Reconcile receipts to PeopleSoft Financials on a monthly basis Notate any additional documentation, such as business purpose and attendee listing for all dining receipts (including BC Dining) in the online reconciliation
- Record additional documentation for unusual or non-standard purchases in the online reconciliation
- Save and submit to P-Card Administrator for review and approval
- Report any discrepancies in statements *first* to the supplier. If the cardholder does not recognize the supplier or cannot resolve an unauthorized charge with the supplier, contact US Bank at **1-800-344-5696** to dispute the charge.
- NOTE: US Bank/VISA will not research or credit transactions that are disputed 60 days after the transaction date.
- If you "lend" your p-card to someone in your department, it is your responsibility to obtain the receipts.

*Final responsibility of reconciling receipts to statements belongs to the **cardholder.***

10. Receipt Retention

Since the cardholder is required to add receipts to the system electronically and those receipts are stored in PeopleSoft, it is no longer necessary to keep paper copies. (Prior to online reconciliation, receipts must be saved for 3 years.)

Contracted Level 3 Suppliers:
A hard copy or scanned receipt is not required for any transaction under $1,000 for Contracted Level 3 Suppliers. These suppliers provide line item data. Note: This does not apply to grant-related p-cards.

Missing Receipts:
If a cardholder is missing a receipt, a description of the item /s must be notated in the online reconciliation.

For sponsored programs (fund code 500, 120) P-card statements, associated receipts and other supporting documentation should be retained for the life of the grant plus a minimum of three years after the submission of the final expenditure report.

If you have questions about record retention or destruction for sponsored programs' p-card documentation, please contact the Office for Sponsored Programs (OSP).

11. Sponsored Programs: Funding Restrictions

When using the p-card on a sponsored project, the cardholder is responsible for ensuring that all purchases meet the requirements and regulations of the specific award, sponsor, and Boston College. The single transaction limit for sponsored projects at Boston College is $2,999.
In addition to BC's Restricted Commodities list, the p-card cannot be used for the following items on federally funded sponsored programs:

- General office supplies (i.e. paper, pens, tape, etc.)
- General office equipment (i.e. chairs, desks, bookcases)
- Postage/Federal Express
- Copy and print services

Please contact OSP if you believe that your sponsored program may qualify for an exemption from the above-restricted commodities.

NOTE: For computer equipment and peripherals including software, OSP requires the completion of the OSP Information Technology Device Justification Questionnaire (the form can be accessed on OSP's website). The questionnaire should be maintained with the P-card transaction supporting documentation.

For specific questions about using sponsored project funds, cardholders should contact OSP at ext. 2-3344.

Section 2: US Bank's Access Online

Topics Covered:

1. ***Registering your P-Card in Access Online***
2. ***Registering Multiple Accounts or Adding an Account in Access Online***
3. ***Downloading Your Monthly Statement***
4. ***Looking at Pending Transactions and Declines***
5. ***Interpreting and Troubleshooting Declines***
6. ***Decline Reasons and What You Can Do as a Cardholder***
7. ***Checking the Real-Time Balance in Access Online***
8. ***Data Security***

One of the management tools available to enhance the p-card program is US Bank's **Access Online**. In Access Online you may download your statement and see pending transactions, purchasing history, real-time declines and the reasons for those declines, real-time balances, and fraud attempts.

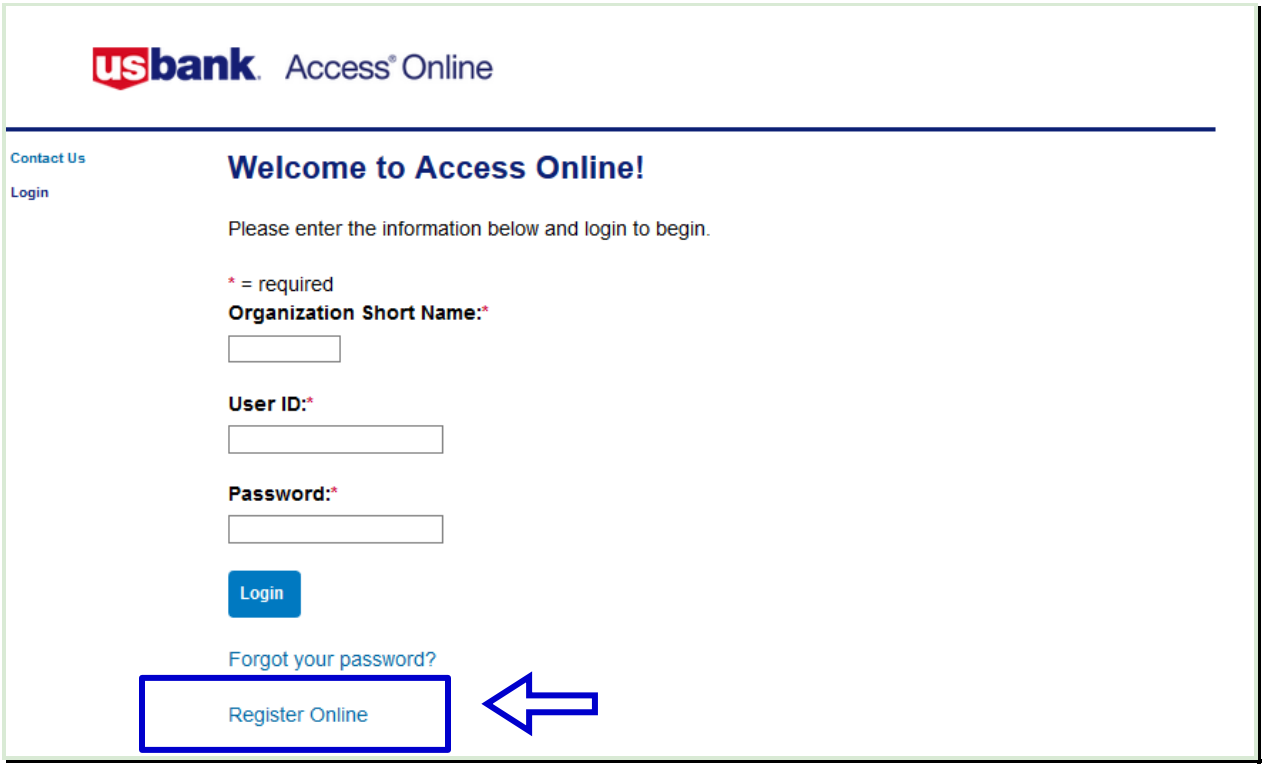
As a cardholder, you are required to reconcile on a monthly basis through PeopleSoft Financials. If your Department P-Card Administrator is performing the reconciliation in Peoplesoft, the cardholder must download your statement through Access Online, must verify the transactions, and scan your receipts into Peoplesoft.

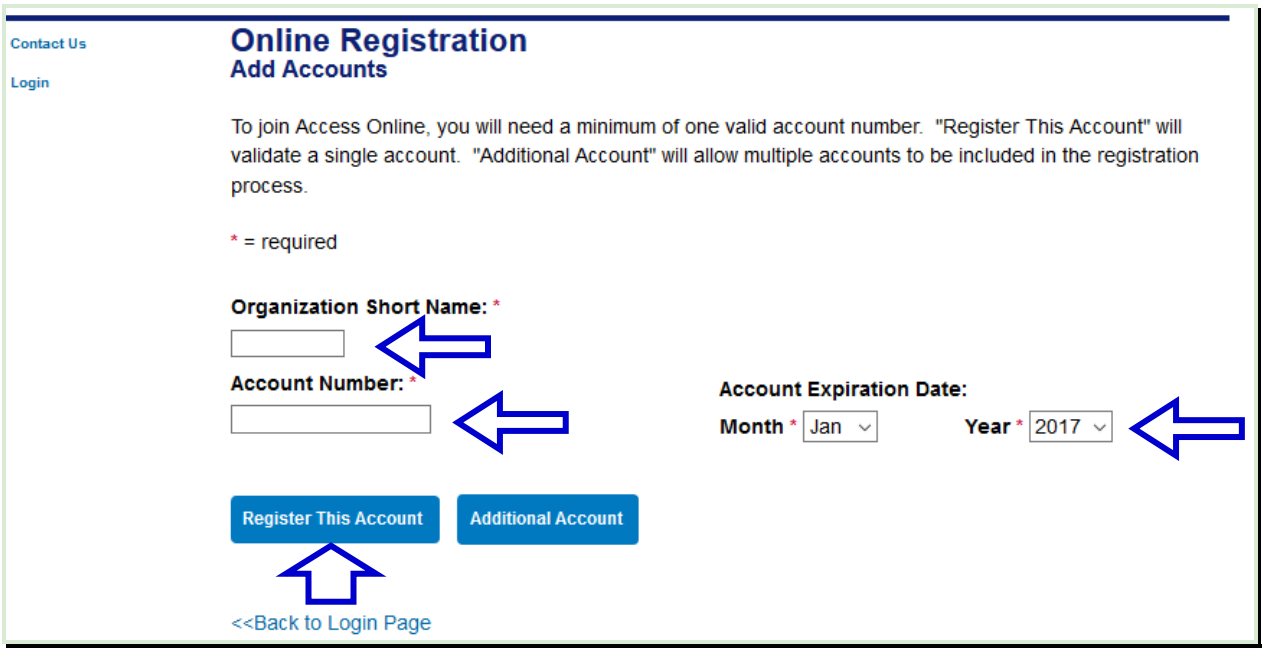
1. Registering Your P-Card in Access Online

1. The cardholder must register with US Bank's Access-on-line: **https://access.usbank.com**.
2. You only need to register once. If you receive additional p-cards later, you can add them to your current user ID in Access Online.
3. Once in the Access Online website go to R*egister Online* at the bottom of the homepage.
4. The organization short name is **BC**.
5. You must have at least one valid p-card account number to register.
6. Once registering your p-card, enter the required personal information such as e-mail and work telephone number.
7. You can choose your own user ID but **do not** use your BC user name or password.
    a. Chose and answer the authentication questions.
    b. Create a Password with the following requirements:
        i. Password length: 12-99 characters
        ii. Must have one UPPERCASE letter
        iii. Must have one lowercase letter
        iv. Must have one number
        v. Must have one special character (such as $#&*?)
        vi. Must NOT contain your US Bank user ID or your name
        vii. Do not use your BC user name or password

c. US Bank will require you to change your password every 30-90 days
d. When you first register, please enter your email address under “my personal information” so you can receive an email validation if you lock yourself out or if forget your password.
e. Good example of password: ***Juneorange157!***
f. Bad example***: Bostoncollege12345#*** *(too predictable)*
g. Once registered, you can now access your p-card account/s

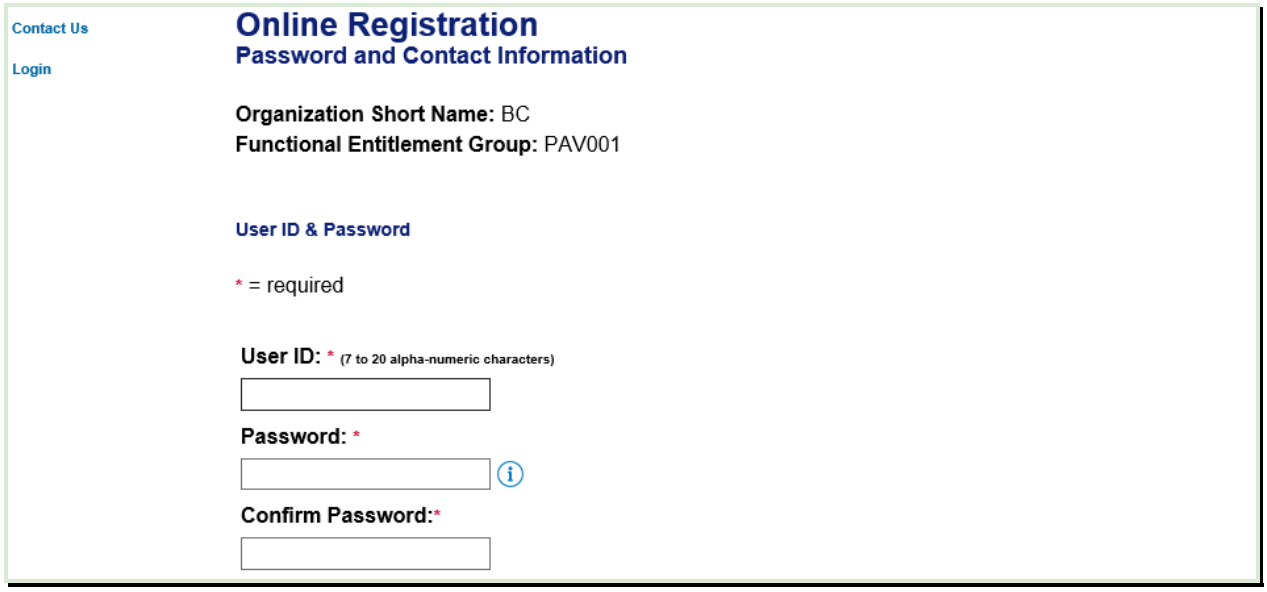
Sign into US Bank’s Access Online

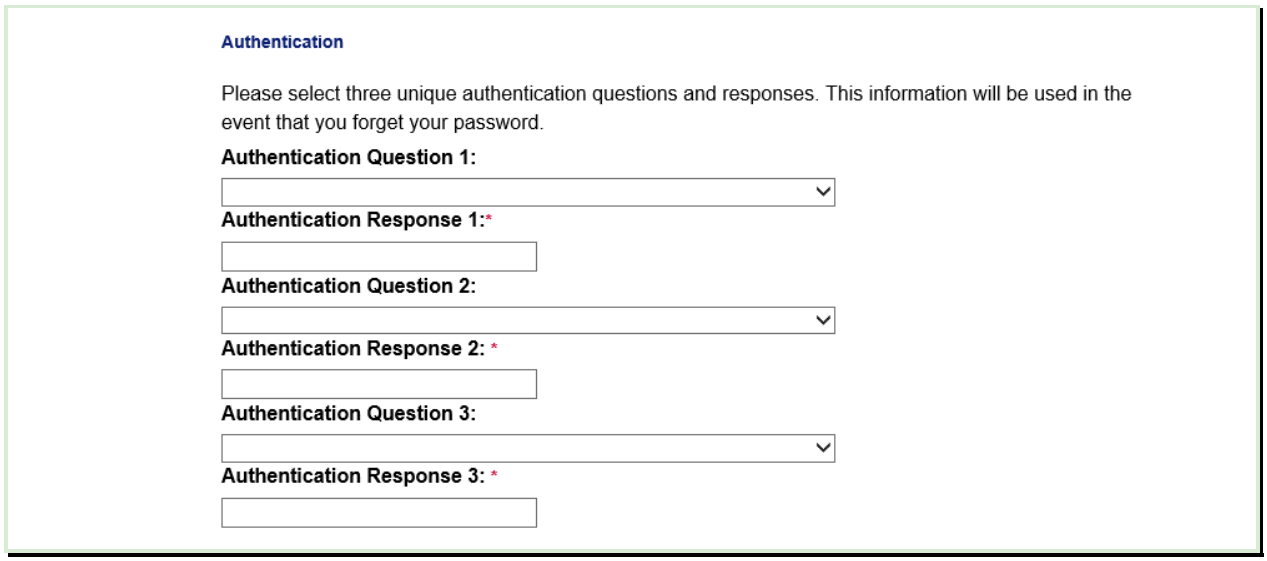


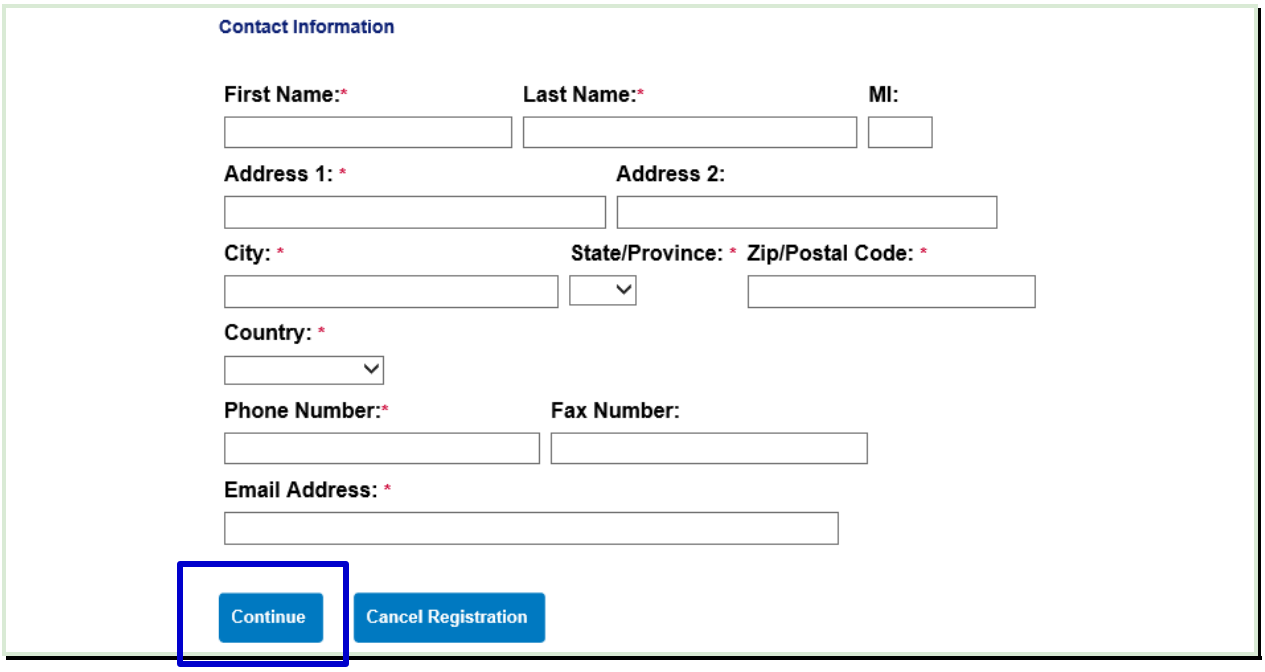


Scroll Down

Create Password and Contact information



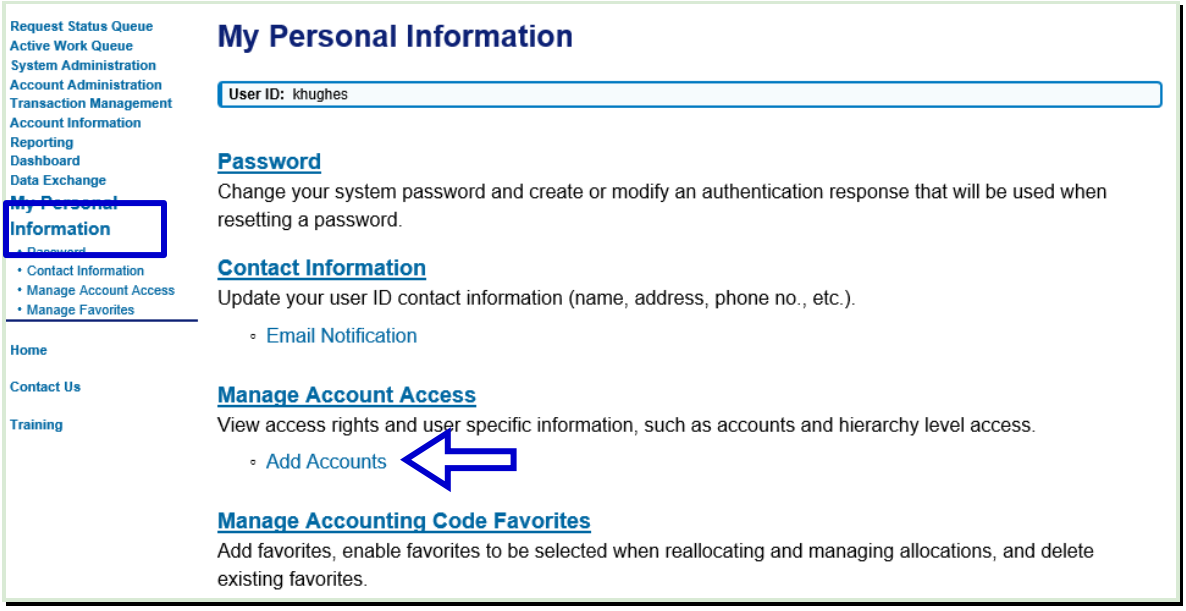




2. Registering Multiple Accounts or Adding an Account in Access Online

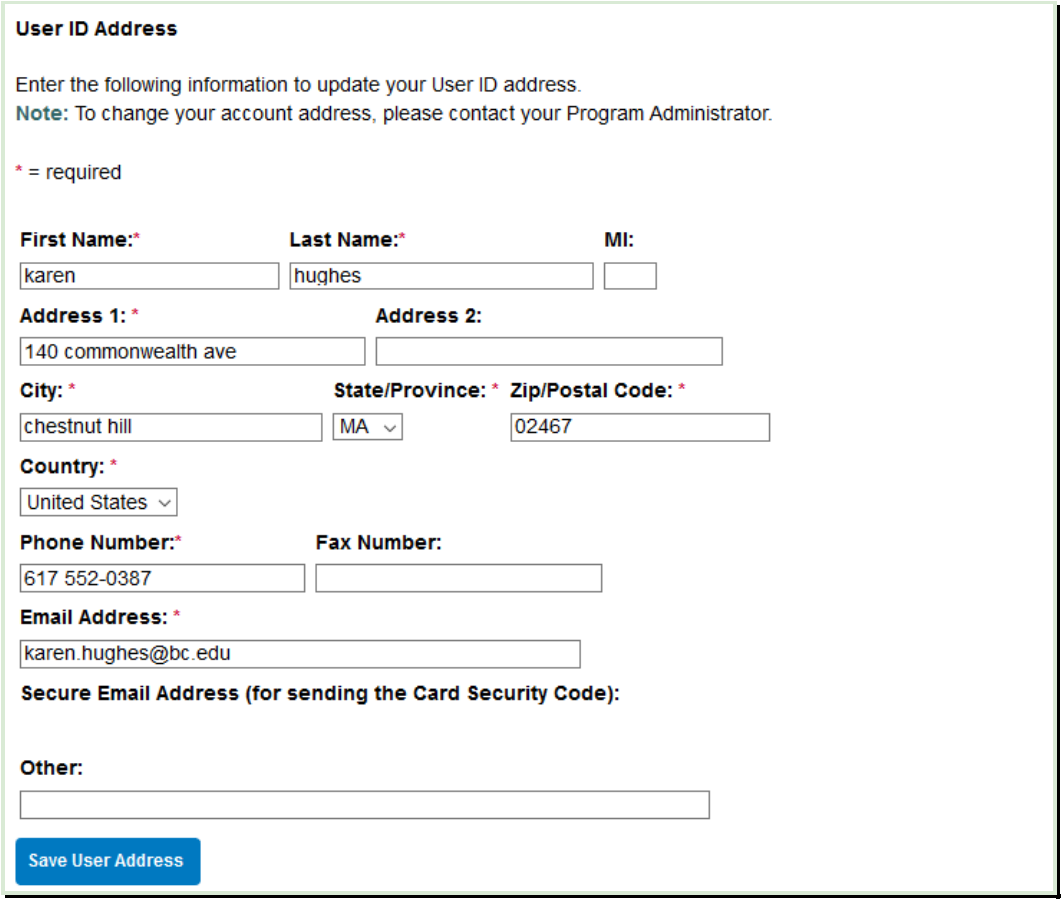
- Sign into **Access Online** or if you are just registering, you will need to access the following menu item to add additional cards.
- You can register all accounts under your name. There is no limit on the number of cards.

Access Online Navigation:
My Personal Information > Manage Account Access > Add Accounts



If you already have an account in Access Online, make sure your personal information is updated. Email is now required for password verification if you forget your password.

Access Online Navigation:
My Personal Information > Contact Information



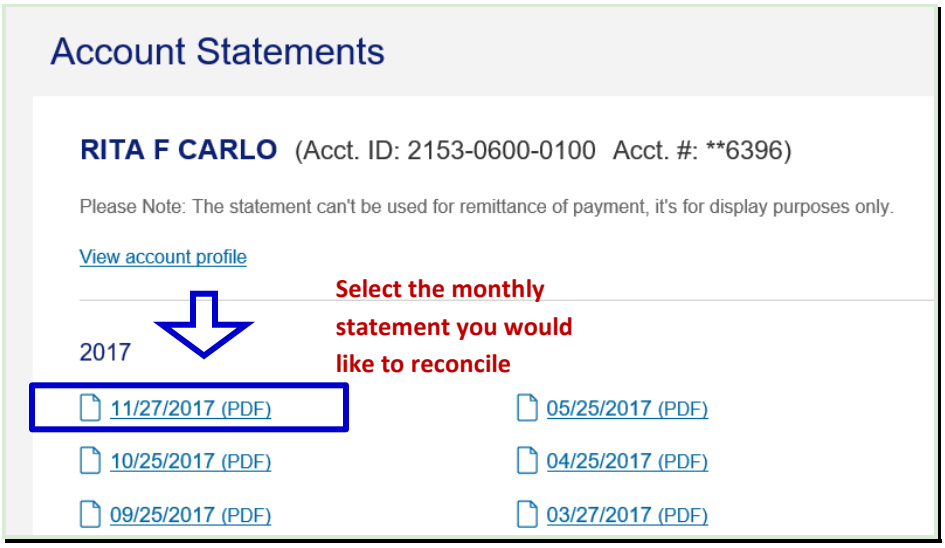
Please use the **P-card Support Form** if you have any problems registering your card.

3. Downloading Your Monthly Statement

- Statements are available for up to 18 months in Access Online. If there is no activity for the billing cycle, there will be no statement available.
- US Bank's billing cycle begins on the 26th on the month until 25th of the following month. Statements are usually available on the 26th of every month unless the 26th falls on a weekend. Then they are available the following Monday.
- Statements are only printed and signed if the cardholder is NOT doing the online reconciliation. If you have difficulty opening your statement, please check your computer's pop-up blocker, or use Firefox as your browser

Access Online Navigation:

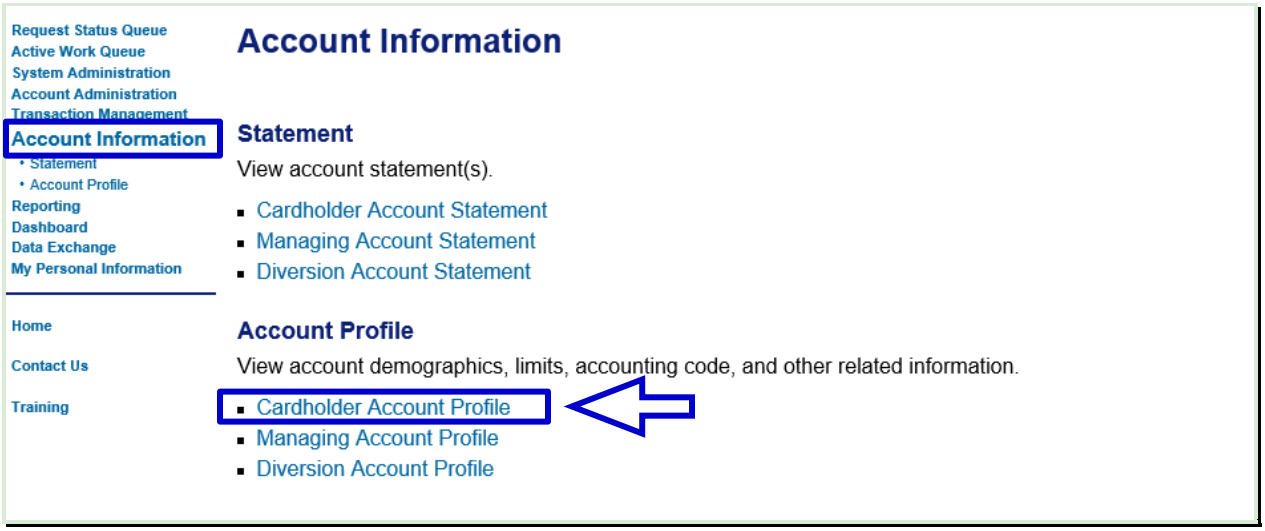
Account Information > Statement > Cardholder Account Statement

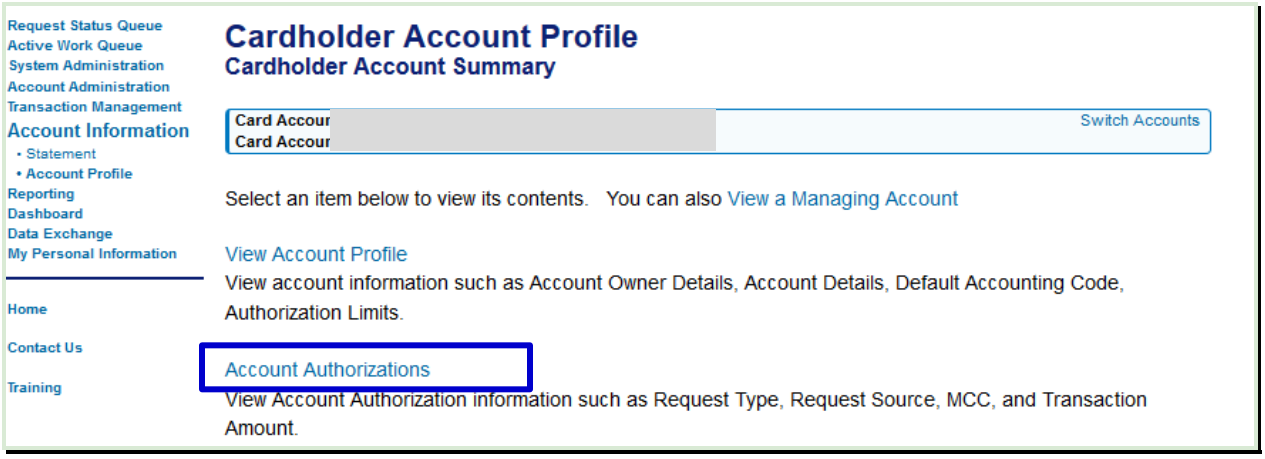


4. Looking at Pending Transactions and Declines

- A cardholder can look at pending transactions to see if a transaction has been approved or declined.
- Pending transactions and declines are real-time.
- Pending transactions will stay under “account authorizations” for up to 5 days.
- When the supplier is paid, the transaction will move to the cardholder’s transactions list

Access Online Navigation:
Account Information > Cardholder Account Profile > Account Authorizations

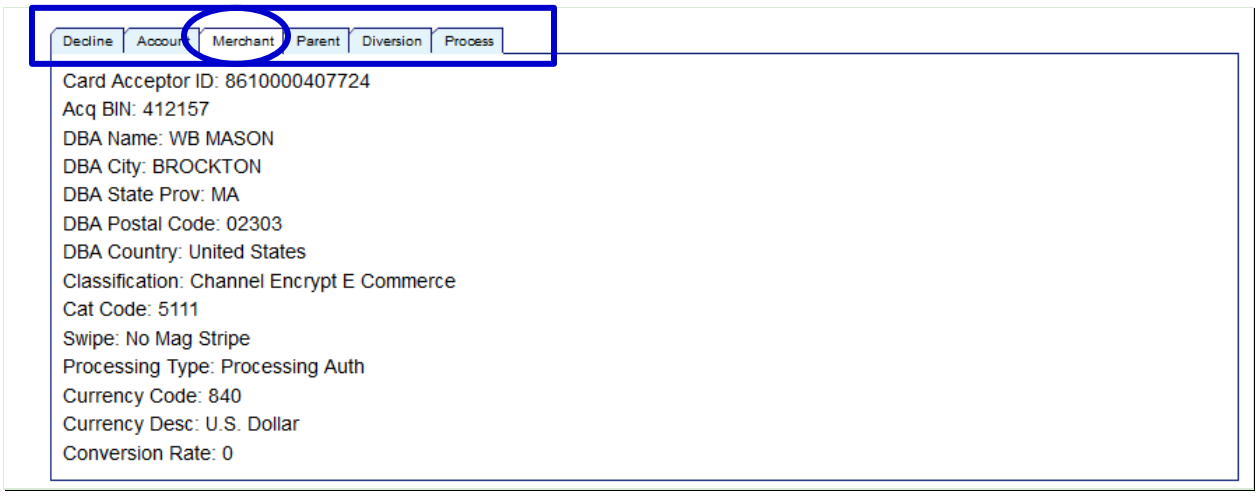




Click on the time link under the **Auth Time** column for more detail on a transaction

Once drilled into **Auth Time**, you can choose any tab for more information about the transaction.

- **Decline** tab shows the reason why your p-card did not work
- **Account** tab shows your complete p-card account number, single transaction and monthly limits
- **Merchant** tab shows the supplier name and address
- **Parent** tab shows the parent account associated with your p-card
- **Diversion** tab has no data
- **Process** tab shows if the address has been verified



5. Interpreting and Troubleshooting Declines

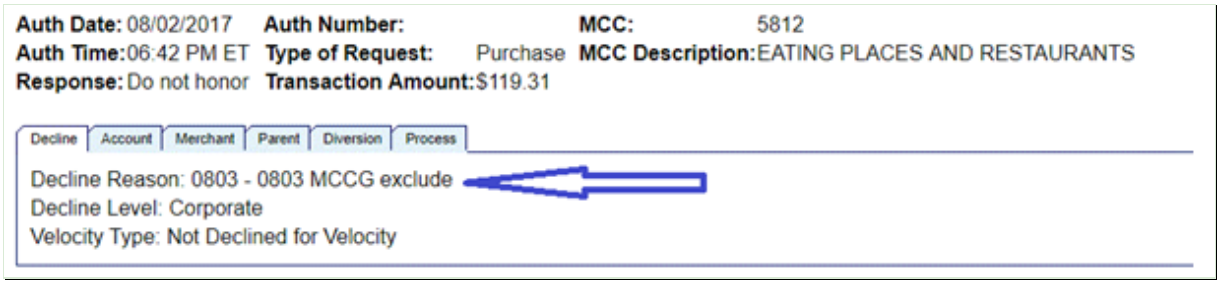
- Using the same steps to look at an authorized transaction above, drill into the **Auth Time** for detailed information about your decline
- All declines will say, "Do not honor". You will need to drill into the **Auth Time** and go to the decline reasons tab to find out why.

Decline Examples:

MCCG exclude:

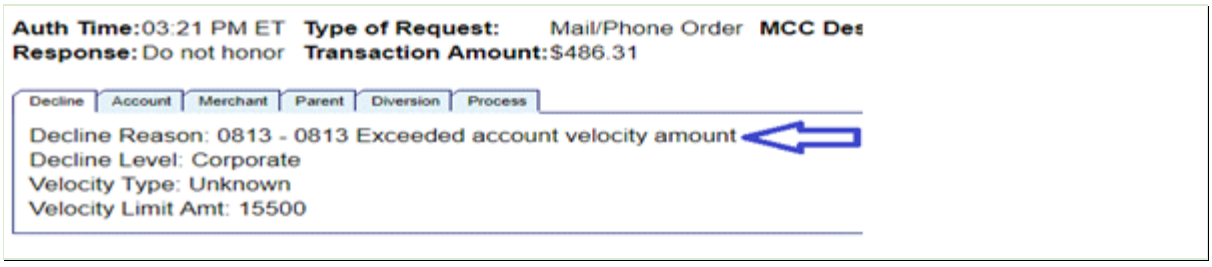
Shows an attempt from a supplier not allowed on p-card (The purchase is not allowed on p-card based on the MCC code).

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
08/03/2017	04:52 PM ET	Approved	061208	Purchase	$127.44	5200	HOME SUPPLY WAREHOUSE STOR
08/03/2017	11:20 AM ET	Approved	016451	Mail/Phone Order	$100.00	8220	COLLEGES, UNIVERSITIES
08/03/2017	10:54 AM ET	Approved	087129	Mail/Phone Order	$452.86	5964	CATALOG MERCHANT
08/03/2017	10:54 AM ET	Not Decline	064673	Purchase	$0.00	5964	CATALOG MERCHANT
08/03/2017	10:45 AM ET	Approved	036307	Mail/Phone Order	$252.20	5943	STATIONERY STORE/SUPPLIES
08/02/2017	06:42 PM ET	Do not honor		Purchase	$119.31	5812	EATING PLACES AND RESTAURAN



Exceeded account velocity amount:

There are not enough funds in the p-card account based on the current balance available for the card at US Bank.



6. Decline Reasons and What You Can Do as a Cardholder:

Issue: **Exceeded Account Velocity Amount:** Insufficient balance available in the p-card account. A budget transfer must be made into the p-card account (usually account 68370). Refer to Checking the Real-Time Balance in Access online.
Resolution: Contact the Department P-Card Administrator or Service Center. A budget transfer, if executed by 2:59 pm will generate an e-mail to the bank and be available by noon on the NEXT business day. P-card BUDGET TRANSFERS ARE NOT REAL-TIME with US Bank. If the Department P-Card Administrator advises you they "just made a transfer", there is still a waiting period of at least 1-2 business days, depending on the timing of the transfer.

Issue: **MCCG Exclude**: The purchase is not allowed on the p-card based on the suppliers MCC code. P-cards are set up with certain restrictions, which are not allowed such as travel and entertainment related expenses (restaurants, airfare, buses, hotels, museums, etc.), professional services (physicians, lawyers, accountants, consultants, etc.), utilities, and cash advances. P-cards are designed to decline if purchases are attempted at establishments with restricted merchant category codes.
Resolution: Please use the **P-Card Support Form** if you know this is an allowed purchase for your department or club or in emergency situations where a p-card is the only form of payment.

Issue: **CRV status:** Card is not activated. New and renewed p-cards must be activated by calling US Bank. Upon receipt of your p-card, instructions are given to every cardholder to activate the card with a specific four (4) digits, instead of the last four (4) digits of the cardholder's social security number. (Social security numbers and employee IDs are *not* associated with a cardholder's p-card.)
Resolution: Activate your card. If you do not know what those four (4) digits are, please use the **P-Card Support Form** or ask your Department P-Card Administrator.

Issue: **Q-9 Status:** The grant has ended. P-cards on grants have an end date different from operating budgets.
Resolution: If the grant has been extended, first ask your Department P-Card Administrator if your grant end date has been extended in PeopleSoft Financials. If not, the P-Card Administrator will need to contact OSP to update the grant dates in PeopleSoft Financials.

Issue: **Declined at the Individual Level:** You have exceeded the single transaction limit or have exceeded the monthly limits of your card.
Resolution: Please contact the Department P-Card Administrator if you need to increase the monthly limit. Monthly limits refresh after the bank cycle date on the 26th or 27th of the month. Single limits cannot be over $4,999 unless a special exception is in place. Do not have the supplier split the transaction. This is against **P-Card Policy**.

Issues: **ADS 1 Strategy, ADS II Strategy, Caution Account, Fraud or Credit Rating Declines:** If a p-card has unusual activity, the bank will temporarily stop the transaction until the cardholder verifies the purchase. Examples include:

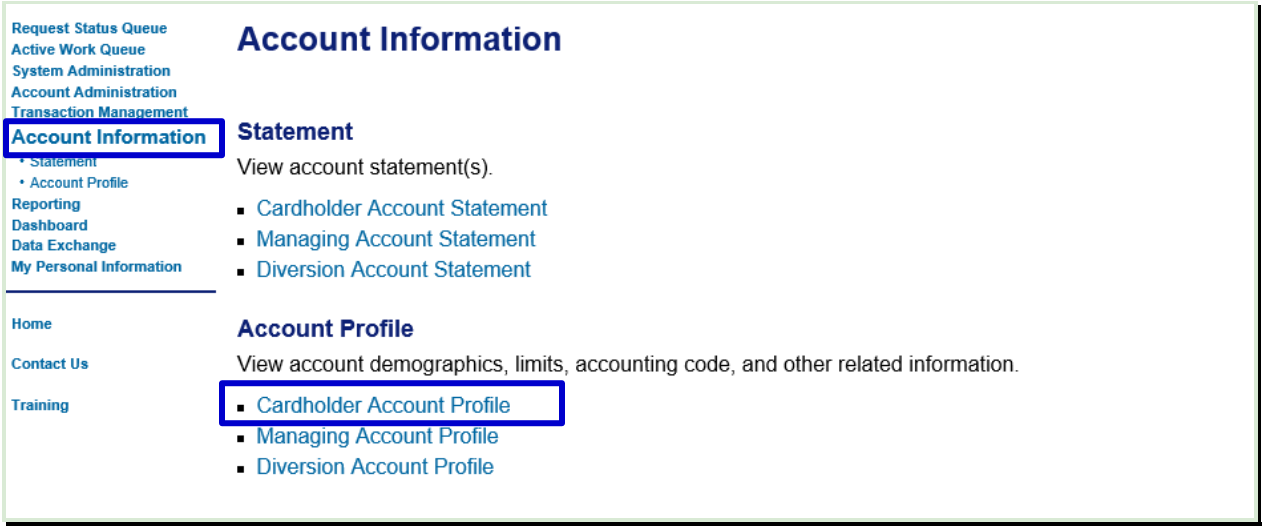
- Small dollar charges (such as $1.00)
- Red-flag suppliers (such as foreign suppliers or unsecured websites)
- Suppliers not normally used by the cardholder
- Using your p-card while traveling outside of Massachusetts

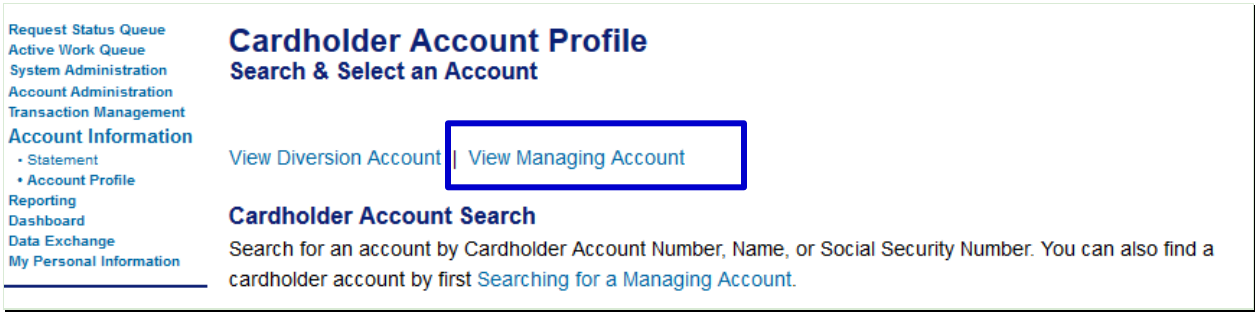
Resolution:

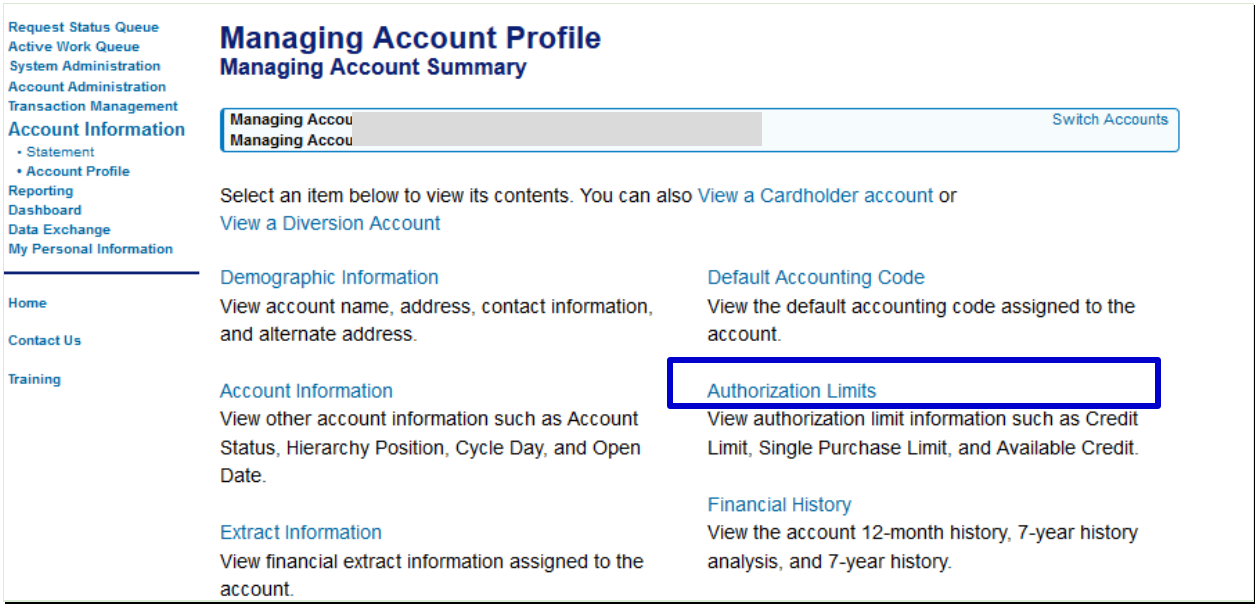
- Contact US Bank before placing an order with a foreign supplier
- Do not use your p-card for travel expenses
- Contact US Bank directly to verify (or deny) a transaction @ **1-800-344-5696**

7. Checking the Real-Time Balance in Access Online

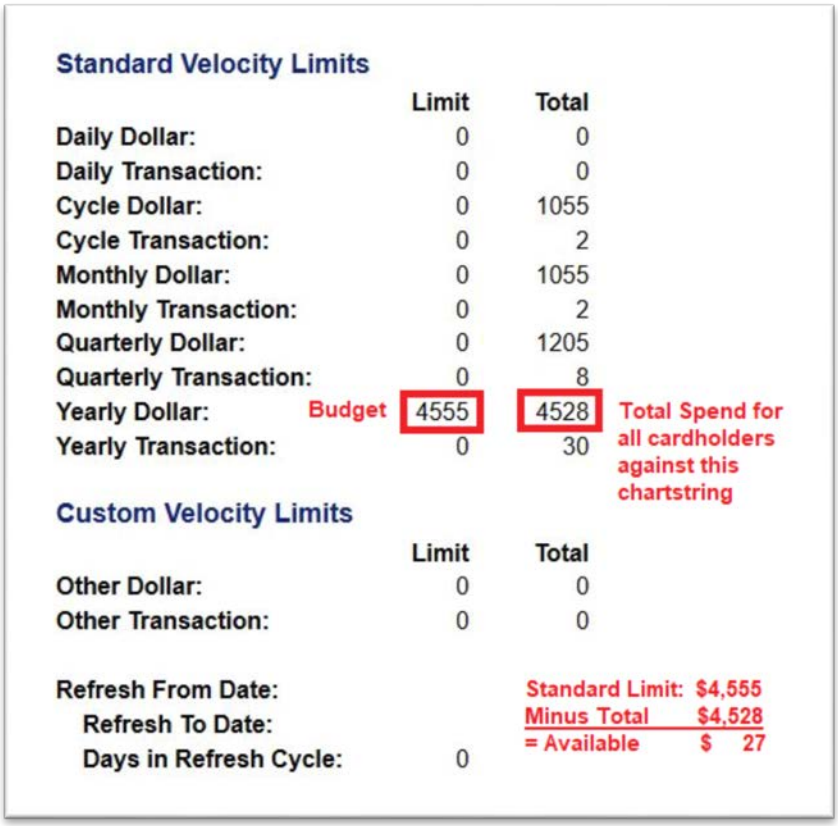
Access Online Navigation: For Operating Budgets
Account Information > Cardholder Account Profile > View a Managing Account > Authorizations Limits > Standard Velocity Limits







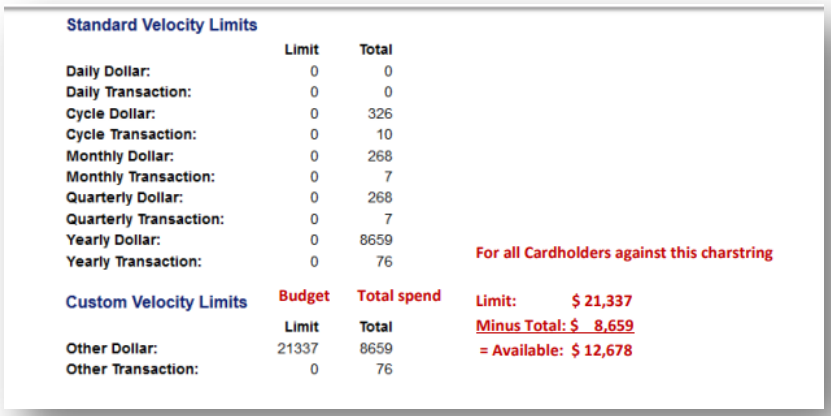
- You must be in the **View a Managing Account** screen
- The **limit** is the total budget in PeopleSoft and the **total** is the year-to-date spend
- **Limit** minus **total** equals **balance available**



For all budgets: If the ***Standard Velocity (operating) or Custom Velocity (capital or grant)*** is low or almost equal to the total, please initiate a budget transfer into the p-card account (usually 68370) in PeopleSoft

Access Online Navigation: For Sponsored and Capital Budgets:

Account Information > Cardholder Account Profile > View a Managing Account > Authorizations Limits > Standard Velocity Limits



Standard Velocity Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	326
Cycle Transaction:	0	10
Monthly Dollar:	0	268
Monthly Transaction:	0	7
Quarterly Dollar:	0	268
Quarterly Transaction:	0	7
Yearly Dollar:	0	8659
Yearly Transaction:	0	76

For all Cardholders against this charstring

Custom Velocity Limits

	Budget	Total spend
	Limit	Total
Other Dollar:	21337	8659
Other Transaction:	0	76

Limit: $ 21,337
Minus Total: $ 8,659
= Available: $ 12,678

8. Data Security

As the cardholder, it is your responsibility to protect your p-card from internal and external fraud. US Bank has instituted safeguards to prevent fraud.

Data Security Mandatory Requirements:

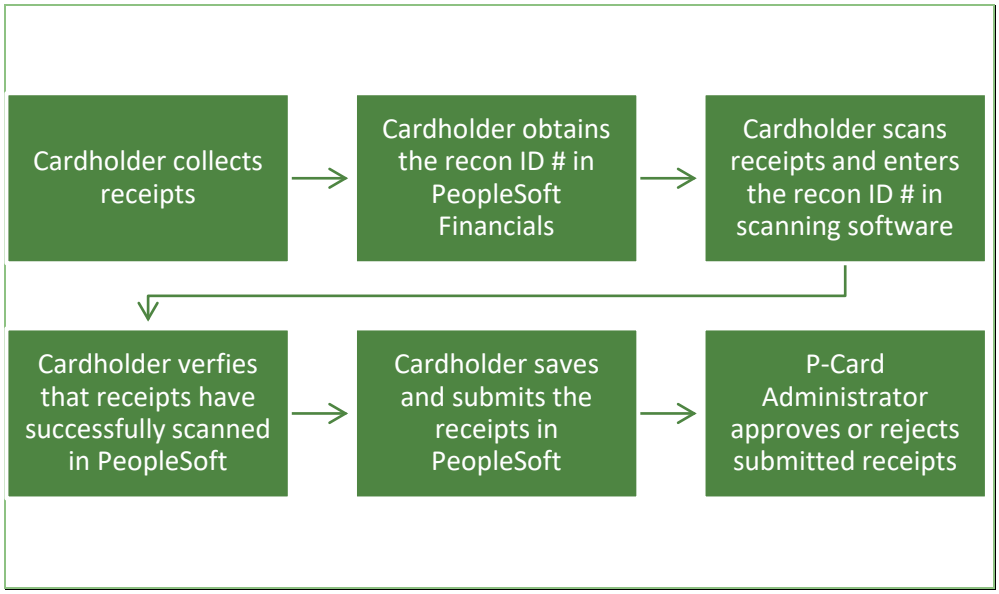
a) All BC Business accounts must be independent from employee personal accounts to avoid mixing purchases with p-cards and personal cards
b) Never email credit card numbers
c) Storing entire p-card numbers anywhere is prohibited
d) Never store credit card info on the desktop
e) Do not store your physical card in your desk unless it's locked
f) Order from only contracted, trusted, approved and PCI compliant suppliers
g) If you must purchase from a non-contracted supplier, make sure the website is secure and begins with '*https://* '
h) If you leave your department or the University, make sure your card is returned to the Department P-Card Administrator.
i) Shred inactive cards
j) Never give your p-card number over the phone to a solicitor who calls you directly. BC suppliers do not call out of nowhere to tell you about a 'sale'.
k) Monitor your p-card account at least once a month for unusual activity (even if you do not use it.)
l) Lost or stolen cards must be cancelled ASAP with US Bank by calling 1-800-344-5696. Most charges from a stolen card occur within the first 15 minutes.

Section 3: PeopleSoft Financials Online Reconciliation

Online reconciliation of receipts is required for all cardholders. In the event that the cardholder cannot do perform the reconciliation, then it is up to the P-Card Administrator to ensure that the monthly statement is reconciled online.

Note: If the P-Card Department Administrator is reconciling the monthly US Bank statement for the cardholder in PeopleSoft Financials, then the cardholder must print and sign the statement printed from Access Online. This signed copy must be scanned along with the receipts.

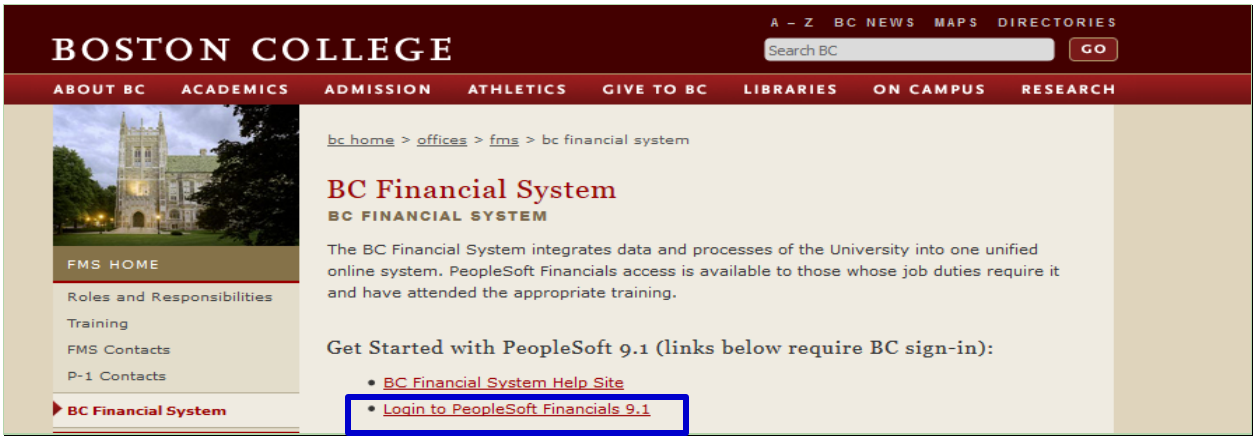
Reconciliation Process for the Cardholder:



1. PeopleSoft Financials Online Reconciliation

To perform the online reconciliation the user must sign into PeopleSoft Financials. You may find the link to PeopleSoft Financials on the BC Financial System webpage. Your BC username and password will be required in the standard Boston College 2 Step Verification Process.

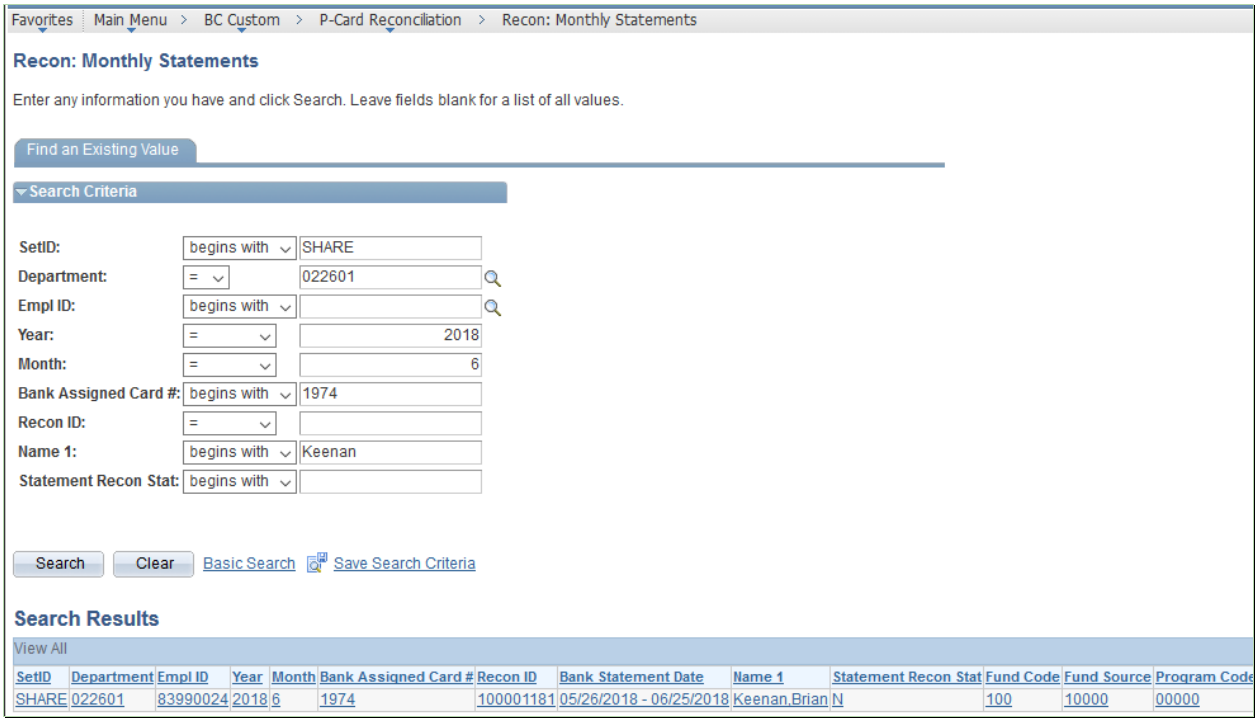
https://www.bc.edu/offices/fms/bcfinancials.html



PeopleSoft Navigation:

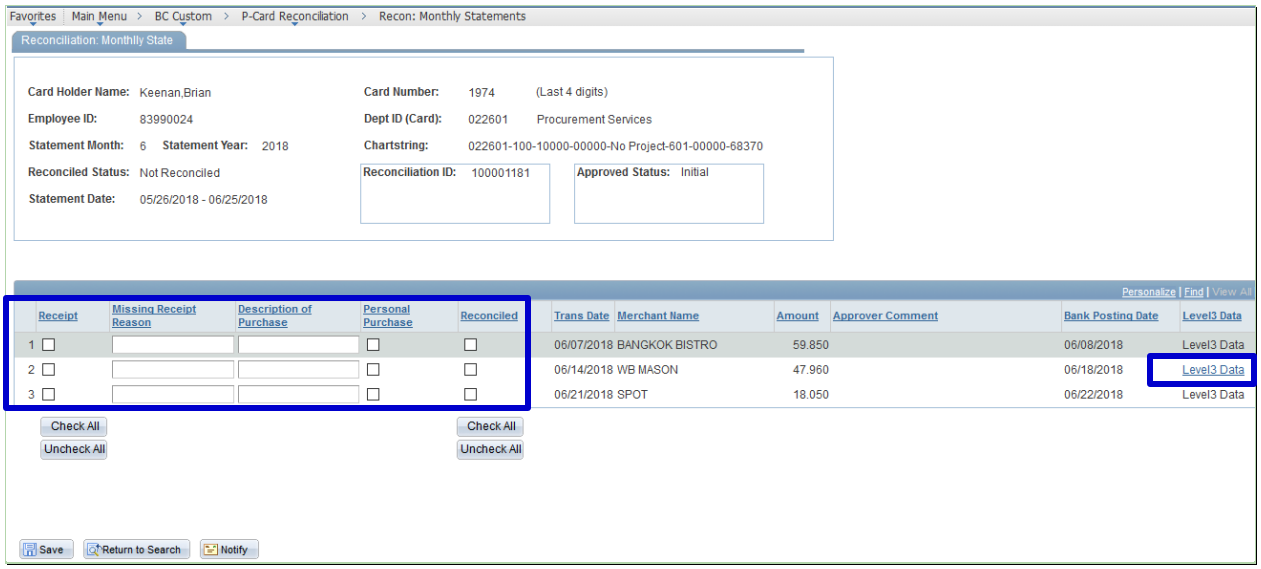
Main Menu > BC Custom > P-Card Reconciliation > Recon: Monthly Statements

- Fill in the appropriate selection criteria to select the statement you would like to reconcile.
- Note: Department is a required field. Users will only see departments they are associated with their PeopleSoft Security. The must enter or select the department for the statement they are reconciling.
- Additional Fields to narrow down your search include:
    - Year and Month (follow a calendar year based on the US Bank Statement date (e.g. 2018, 6 will be June of 2018 and The US Bank Statement dates would be 5/26/2018 through 6/25/2018)
    - Employee ID or Employee Name
    - Last 4 Digits of the Card Number
    - Statement Recon Stat with a Value of 'N' to search for unreconciled statements.



- The search results give the user enough information to select the statement they are reconciling.
    - Last 4 digits of the card number
    - Employees name is listed
    - US Bank Statement Dates are displayed
    - Full Chartstring associated with the P-Card
- Recon ID - The Recon ID is a system assigned number that identifies each statement based on the card# and the statement dates. The Recon ID will also be used as the transaction number to scan p-card receipts.
- Click any field of the statement you are reconciling to see the statement details and reconcile the receipts.

This is a full screen shot of the statement to be reconciled prior to reconciling



Description of each column and actions needed:

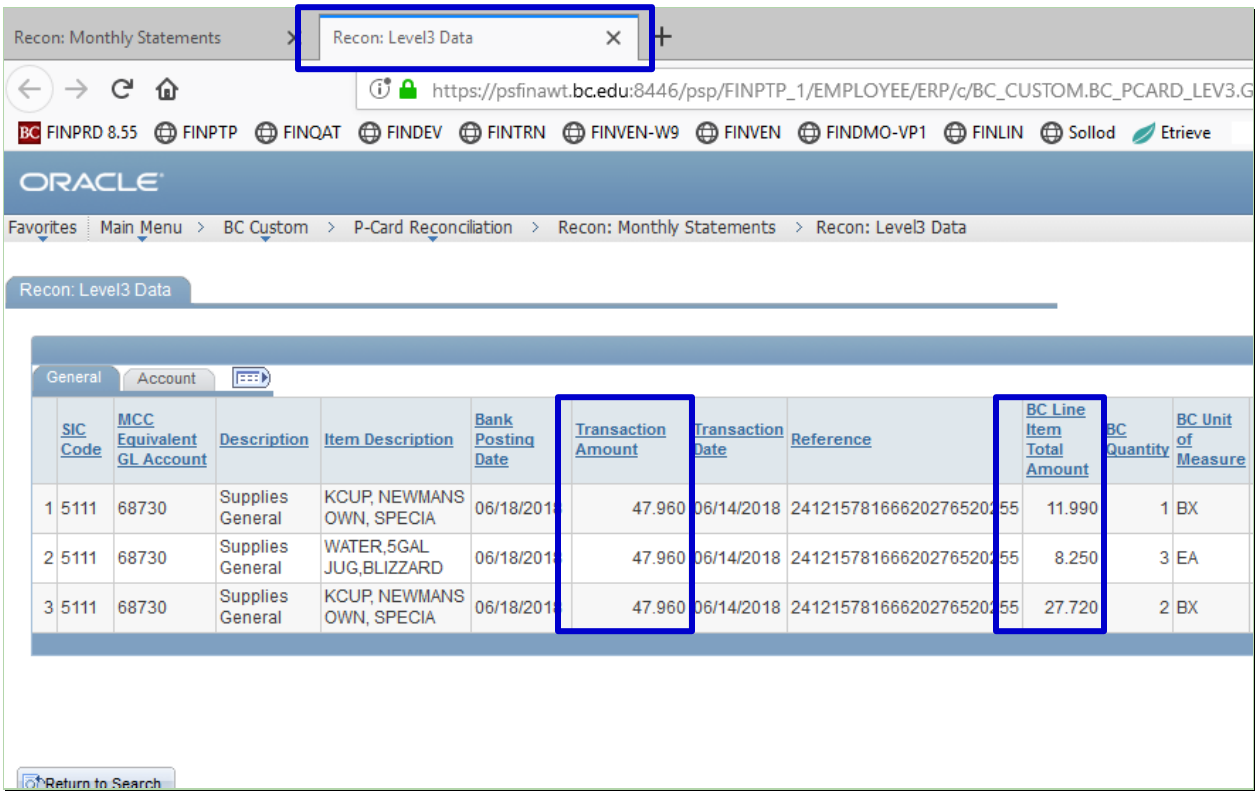
- **Receipt:** The Receipt column is used to identify whether the user has a receipt for their purchase. The checkbox should be selected for all purchases with a receipt. If the purchase was made by a contracted vendor with level 3 data (WB Mason, Fisher Scientific or Federal Express) a receipt is not required, but the user must still select the checkbox. If a receipt is missing leave the checkbox blank. For ease of entry, use the Check All or Uncheck All buttons.
- **Missing Receipt Reason:** If the receipt is missing, the user must enter a reason. This field will only appear when the Receipt checkbox is unselected.
- **Description of Purchase:** Use this for any additional information about the purchase. For example, you may use this field to type in a business purpose, any unusual /non-standard purchase or to identify if this was a personal purchase made accidently with the P-Card.
- **Personal Purchase:** Select this checkbox if the purchase is personal, but was made with the P-Card.
- **Reconciled:** Once the user has determined all purchases are valid, (identifying a purchase as

personal or suspect is still valid) they will select the checkbox. If personal, BC must be reimbursed for the transaction and if suspect, US Bank should be notified. The process and form for re-imbursement may be found on the **P-Card Website**

- **Trans Date:** Date of purchase.
- **Merchant Name:** Vendor.
- **Amount:** Total amount of purchase.
- **Approver Comment:** Used by Approver once statement has been reconciled.
- **Bank Posting Date:** Date the transaction is posted to the statement.
- **Level 3 Data Link:** This link provides transaction detail data for any level 3 vendor
- **Audit Comments:** This link will be used by Procurement Services for periodic audits and will not be available to users.

Level 3 Data:

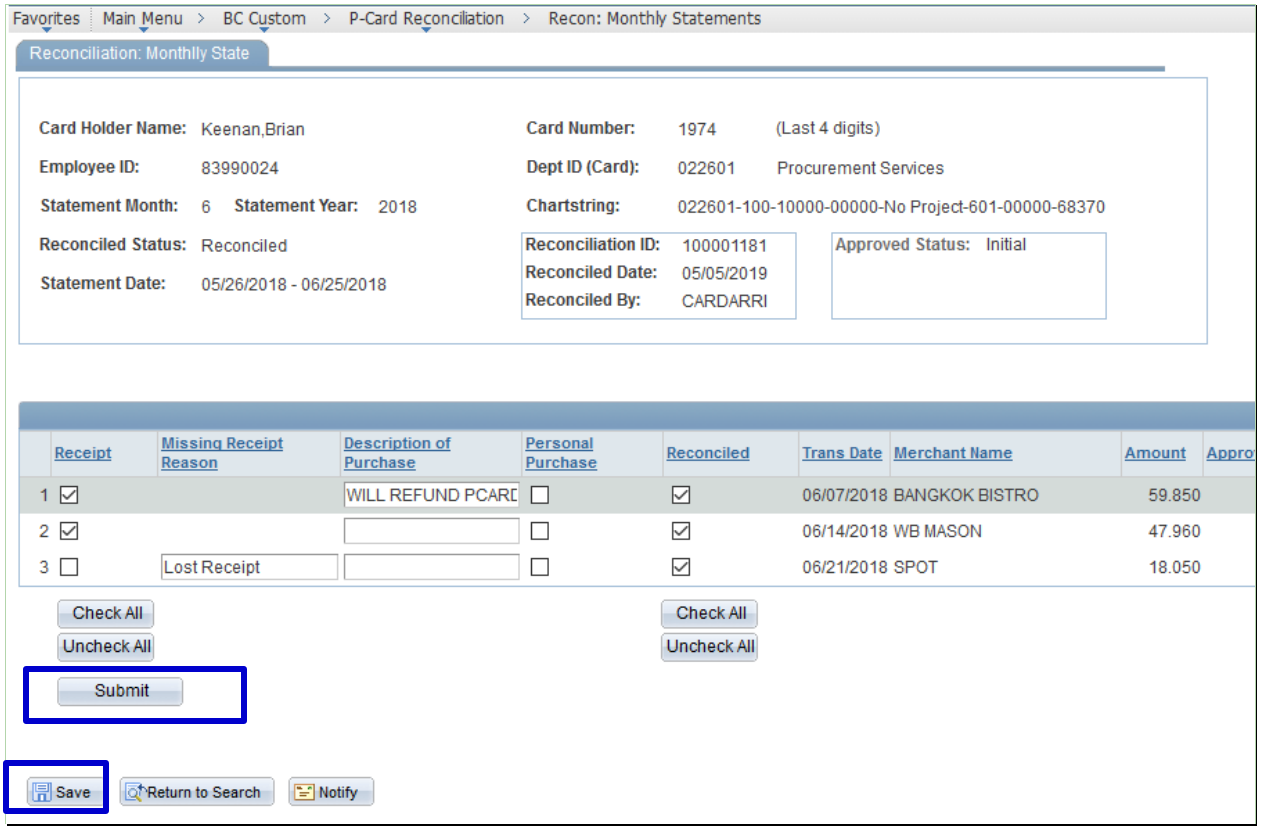
- To review Level 3 detail, select the active link on the transaction line. A new window or tab will open displaying the detail of the transaction. If the page does not appear, you may need to check the settings on your pop-up blocker for that browser. Your reconciliation page will still remain open. Once you have reviewed the receipt data, you may close the tab or window and return back to the main reconciliation page.



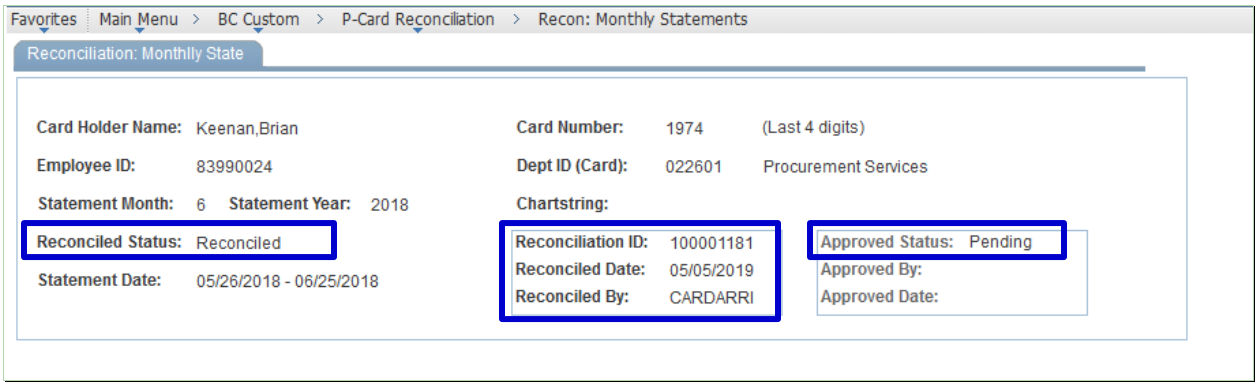
2. Saving and Submitting the Online Reconciliation

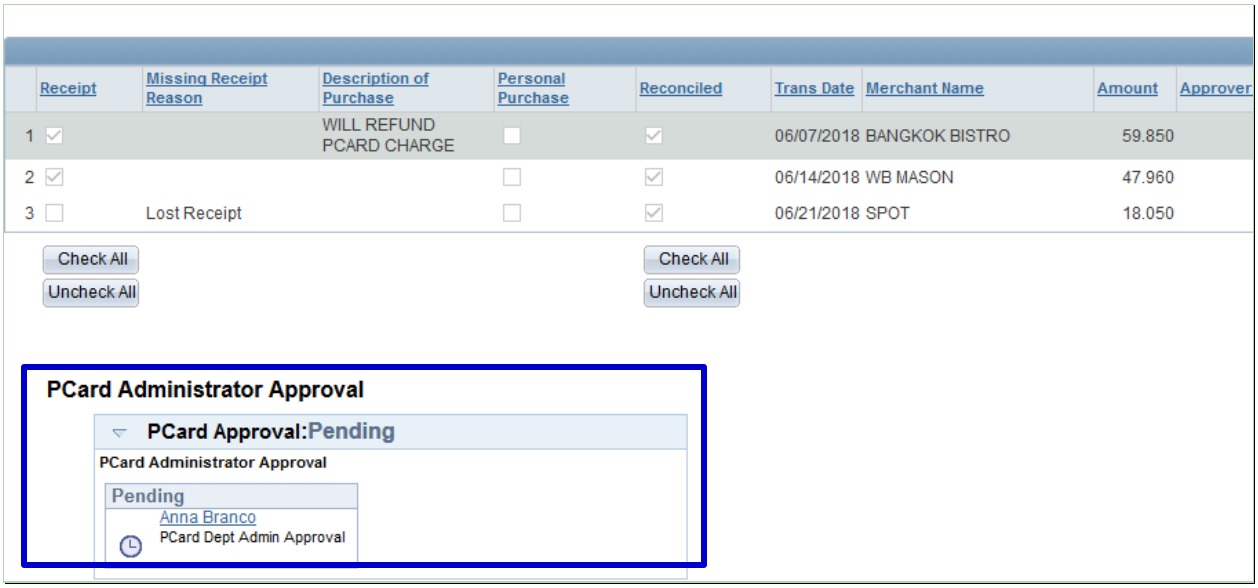
You must Save and then Submit your monthly reconciliation.

Important: Charges will continue to appear on this statement throughout the month. Statements should only be submitted after all charges have posted to the account. Do not submit your reconciliation until **after the 26th** of each month.



Once submitted, the reconciliation the top portion will be update with the reconciled status along with when and who performed the reconciliation. The approved status will also who the reconciliation has been routed and is pending approval. The bottom portion of the page will show who the reconciliation has been routed too.



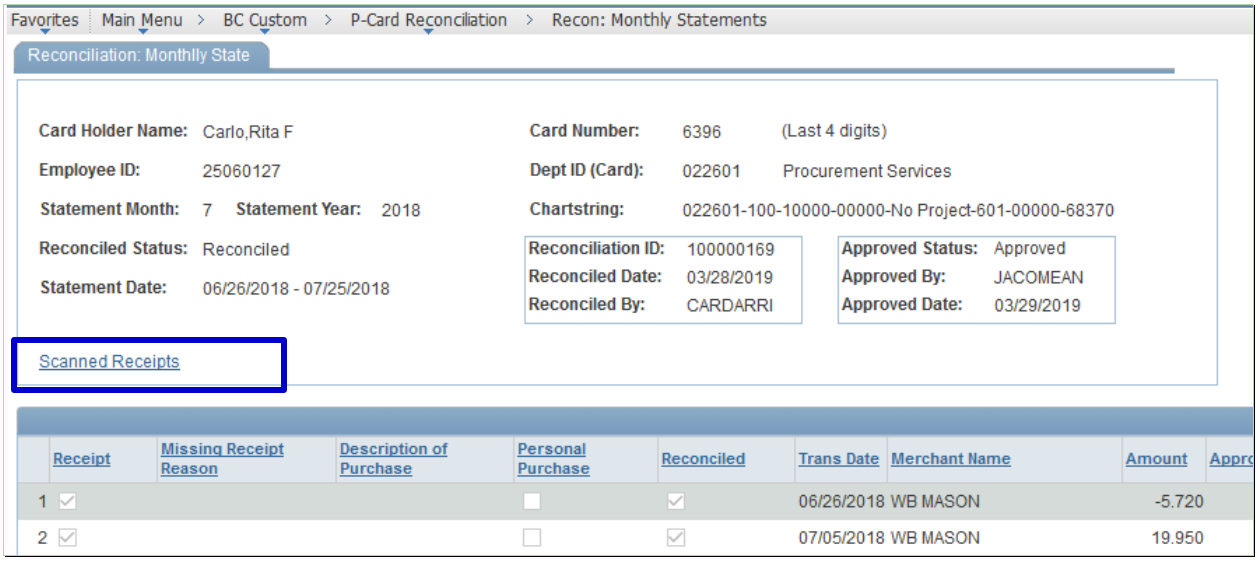


3. Scanning Receipts

Scanning instructions can be found at **www.bc.edu/pcard**

All hard copy receipts must be scanned through Etreive (BC's Scanning Software) and attached to the reconciliation based on the Recon ID. This allows the reviewer/approver to view receipts for all purchases. Scanning instructions may be found on the P-Card Website. If the cardholder not reconciling his or her own statements, then a copy of the cardholder-signed US Bank Statement must be scanned along with receipts.

The link for the Scanned Receipts may be found on the Reconciliation Monthly Statement page.



Once the reconciled statement is submitted, the transactions will be reviewed by the P-card Department Administrator or the P-card Department Manager. If the Admin or Manager determines that more information is needed (additional scanned information, business purpose, personal charge, etc.), they may deny the statement back to the cardholder. The cardholder will need to provide the additional information and resubmit for review and approval.

********* For Additional Questions and Information *********

Submit any questions to: **P-Card Support Form**
US Bank: **https://access.usbank.com**
US Bank telephone #: 1-800-344-5696