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Sent: Thursday, November 11, 2004 8:45 AM
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Cc: GRP-APS Customer Advisory Group
Subject: Procard Changes - Phase I - Follow-up & Clarification

Good Morning:

Thank you all for coming to the training yesterday. I wanted to touch base with you because there was a lot of information to share with you and we want to make sure you understand what you need to do by November 16. **I am e-mailing you as a procard holder**; if you are also involved in Office Depot, you will receive a separate e-mail explaining what is expected from you for Office Depot VP7s.

The procard holders that I have spoken to individually since the meeting, have asked similar questions. Once these personalized questions are answered a smile appears and I hear comments like "that's not difficult, we can do that…it's actually going to make it easier for me".

As a procard holder what do you need to do by November 16 (Phase I)?

- Take the DEFINE VP7 one page cover sheets, that were provided to you in training yesterday, and place your supporting documentation behind each sheet. A Procard Transaction Authorization Form does not need to be attached for each purchase; however, your supporting documentation should continue to have all received signatures and authorized signatures.
- Keep your Monthly Procard Transaction Log up to date:
    - Make sure all required fields are completed.
    - Attempt to assign an object code for each transaction (note: your VP7 Define cover sheets have object codes already in them; they most likely are not the correct codes).
    - Place the log on top of the DEFINE cover sheets and support (see your example that we handed out in training).
    - Have the information to an authorized signer in time to have them review and sign off on the log by the deadline.
    - Send the packet of information to APS by November 16.

Common ?'s

- Does someone need to sign off on each DEFINE VP7 cover sheet? *No, but your support behind that cover sheet should include an approval to purchase the item.*
- Should the Monthly Procard Transaction Log that I turn into APS have procard charges that I have made but have not cleared the bank (in other words APS did not send you a DEFINE VP7 one page cover sheet for it)? *No, it should include only transactions that you have received a VP7 for.*
- If the balance at the bottom of my VP7 has a "-" behind it does that mean it is a credit? If Yes, do I place it on my Monthly Procard Transaction Log? *Yes & Yes.*
- Where can I obtain the required forms and the information from today's meeting? *The forms are all on our website:* http://www.utsystem.edu/act/procard.htm; all materials from the meeting yesterday will be added to our procard page by the end of the day (you have the hard copy to reference at this time).
- Can our department add columns to the Monthly Procard Transaction Log? *Yes, the log is*

the minimum that is needed you can add columns if your department has that need (i.e., Code 4s).

DIFFERENT TOPIC
After our meeting I researched UT Austin's procard web page and called Floyd Self, Purchasing Director at U. T. Austin, and talked to him about the concept of a department having a procard holder and "others" in that department "with permission" from the procard holder being able to use the procard holder's procard. Their web site says this…

"Record-keeping
The cardholder must retain documentation for all purchases. Receipts must be matched to the VP7 during the reconciliation process in order to approve the VP7 document. The cardholder has three days from the date of purchase to submit a transaction receipt to his Approving Official. If the procurement card is used by more than one person, a transaction log must be maintained by the approving official.

- *For phone orders, ask the vendor to include a sales receipt in the package.*
- *For Internet orders, print the online order confirmation or print a copy of the confirmation email received from the vendor."*

Floyd indicated that UT Austin's Internal Auditors and the Comptroller's Auditors endorse the concept because they feel that there is more control over a department having a few cards versus several cards. However, U. T. Austin's central Accounts Payable and Purchasing departments do not give out their procard numbers for departments to utilize.

What does this mean? From the feedback in the meeting yesterday, several departments here at System Administration are using this approach. If you get audited by our auditors, I recommend that you show them this policy on U. T. Austin's web site. It's come to my attention that APS has been providing our procard account numbers to departments to use. APS will no longer be allowed to do this. If your department does not have a procard and needs for one of our processors to make a purchase for you, please send the information and we will make the purchase. Also, we can help someone in your department obtain a procard if you would like that option.

For those of you that could not make the training, we need to talk with you as soon as possible as you are expected to meet the November 16th deadline.

Thank you, please call us with questions.

Jenny