P-Card
Responsibilities and Upcoming Process Changes

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Regions Intersect Software

• Effective September 1, 2016, Regions Intersect replaced Regions iTracer and CMS systems, which changed the way purchasing cardholders, administrators and reviewers manage the P-card review, approval and payment process.

• Regions Intersect System – A Web-based software program that provides P-card users on-line access to transaction information via the Internet to analyze data, attach and approve receipts, enter notes, analyze reports, change budget account codes and approve monthly cardholder statements.

• IMPORTANT – Each step of the Intersect process is electronically date-stamped for audit purposes.

• Need more training? Go to Learning Curve to sign up: https://bf.memphis.edu/training/

• Users guides are available on the Procurement Website: http://www.memphis.edu/procurement/purchasingcard/
Key Cardholder Responsibilities

- Utilize sound business decisions in making small-dollar purchases for University business use
- Certify that no one else will be allowed to use his/her P-card and account number
- Keep the P-card and account number in a secure location at all times
- Never use a University P-card for personal use
- Review on-line transactions and electronically attach itemized receipts to each transaction during the same billing cycle (Mobile device may be used to take a picture of the receipt to attach it in Regions Intersect). Select the Review (REV) checkbox and save transaction
- Notify card administrator to review and approve each transaction and receipt in Regions Intersect. This must be done before the card reviewer can provide final independent review and approval. All 3 roles (cardholder, administrator and reviewer) must approve transactions & receipts on-line in Intersect within the same billing cycle
Key Card Administrator Responsibilities

- Verify that all charges against the cardholder's account are substantiated by supporting documentation.
- Reallocate charges, if needed, to departmental FOAP/account codes (All online allocation adjustments must be made within two (2) business days after the last business day of the preceding month).
- Review and approve each transaction and attach receipt, if cardholder did not, before the card reviewer can provide final independent review and approval.
- Notify card reviewer to review and approve each transaction and receipt in Regions Intersect.
- Retain documentation within the department for audit purposes (3 years).
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card.
Key Card Reviewer Responsibilities

- Card Reviewer must be in a position of authority that can objectively question any and all cardholder purchases and be actively involved in the business management aspect of the department.
- Monitor cardholder transactions each month to ensure compliance with guidelines, policies, and procedures.
- Reallocate charges, if needed, to departmental FOAP/account codes (All on-line allocation adjustments must be made within two (2) business days after the last business day of the preceding month).
- Review and provide final independent review and approval (APP2) of each cardholder transaction and receipt (cardholder & card administrator must have approved prior to card reviewer) (APP2).
- Forward the statement and supporting receipts to the Card Administrator for retention requirement and audit purposes.
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card.
- Report any questionable purchases to the attention of the cardholder's department head/financial manager.
- Report actual or suspected fraud to University Internal Audit.
Friendly Reminders:

- When users review or approve a transaction, check the appropriate box and SAVE
- If no transactions are made within billing period, there will be no statement
- No online allocations are accepted two days after the billing cycle ends (last working day of a month)
- Monitor for: credit limits, zero usage, fraud, prohibited/unallowable charges
- Complete Purchasing Cardholder Change Form for ANY changes/cancellations related to P-cards
- Transactions can be reviewed and approved by P-card users (sequentially) ALL month – DON’T wait – Get ‘er DONE!!!
- When in doubt contact us for assistance or refresher training
- P-card use and compliance with policies and guidelines are audited periodically
Upcoming Process Changes

• No later than January, a listing of current cardholders with relevant information will be provided to each dean, the provost or vice president for certification of current need

• New P-card requests and credit limit increases will now require dean, provost or vice president approval

• Beginning in January, P-cards will be suspended in cases where the prior month transactions are not approved by the card reviewer by the 15th of the following month
Links to Policies and Guidelines

- Cardholders, card administrators, and card reviewers are responsible for following the University’s policies and procedures regarding purchasing card activities:

  - [http://policies.memphis.edu/UM1507.htm](http://policies.memphis.edu/UM1507.htm)
  - [http://bf.memphis.edu/bfguide/10119.htm](http://bf.memphis.edu/bfguide/10119.htm)
Questions

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