PCard Program & Payment Matrix

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BEFORE WE GET STARTED

- This session will be recorded.

- The chat has been disabled, please use the Q&A function to submit questions.

- At the end of the session, time permitting, we will have a Q&A session.

- As a reminder, this preview session is not training. You will be introduced to new terms and concepts and see system sneak peeks!

KEY CONCEPTS

The PCard program is managed through Central Procurement Services
The T&E Card program is managed through Accounts Payable

- The **eBuy procurement system will be replaced with the new Oracle Procurement module**

- The Procurement Card (PCard) is the preferred purchasing method for all low-dollar, unrestricted goods and services. On February 2, 2023 the threshold for ALL cardholders was increased to $10k.

- On **July 5, 2023, PCard transactions will feed into Concur** for a more streamlined PCard distribution process

PCARD BENEFITS

Benefits Include:

- Facilitates the purchase of most goods and services
  - Exceptions include purchases requiring a signature on a contract, inventorial equipment, and [restricted items](#)
- Accepted by most suppliers that take Visa, including UCR-preferred suppliers like Amazon Business, Office Depot (ODP), FedEx Shipping, and FedEx Printing
  - Consider Amazon Business for your unit's procurement needs
  - Register your PCard for FedEx Shipping and FedEx Printing
  - Receive UCOP discounted pricing when using the new [Office Depot portal](#)
- Ensures prompt payment to supplier
- Eliminates new supplier requests, purchase orders, and invoice processing while expediting orders and shipping
- Combines ordering and paying into a single process

OFFICE DEPOT BUSINESS PORTAL

Use your Procurement Card (PCard) to place orders through the ODP portal: ODP Business Solutions® (Office Depot) and UC Riverside have teamed up to provide great savings on shopping at www.odpbusiness.com. ODP Business Solutions is your supplier of choice for all office supplies purchases, and cardholders can now pay via PCard - no billing, no POs!

Enjoy these great benefits:
- 360+ most frequently purchased items offered at deep discounts
- ODP brands are also available and ready to ship from this catalog
- No delivery fees or freight charges unless it is a specialized order
- Many orders can be delivered to campus the next business day (8:30-5:00 pm) if placed online by 3:00 pm.

For questions regarding your shipping address(es), placing your first order, a password reset, or other general questions about your account, please contact catherine.collins@odpbusiness.com

Impact23 User Group Meeting
February 23, 2023

1:20:20 – Office Depot Business Portal Demo

IMPACT23 SUMMIT

GETTING STARTED!

Check with your Department to make sure your department is ready to participate in the Procurement Card program. Questions to ask:

- Has your central business office approved participation and indicated commitment to following program guidelines?

- Has your department authorized one or more employees to become DSAs and Reviewer?

- Does your department have processes and controls in place for these situations?
  - Reviewing individual purchases for procurement policy compliance
  - Prompt submission of receipts by cardholder
  - Verifying charges in a timely manner by reviewing transactions
  - Consideration of any special funding conditions

- Is your department willing to complete the following?
  - Invest time in learning a new distribution process
  - Accept a program that is evolving (through changes and refinement)
  - Participate in DSA, Reviewer and/or Cardholder training

- Does your department understand that the Procurement Card is a valuable tool for purchasing a broad range of products and services, but with necessary controls due to policy and best practices? Controls include:
  - A single transaction purchase is limited to $10,000 (including tax, freight, and handling charges).
  - Built-in controls prohibit a restricted vendor
  - Personal purchases are not allowed.
  - Cards can be assigned only to a person, not to a department or unit. Cards may not be lent or shared.
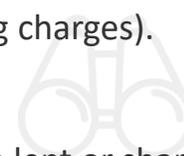
What's Really Changing?

While there are significant changes on the horizon, there are also policies and procedures that are staying the same.

What's Changing?
PCard Threshold
DAPOs
Miscellaneous Agreements
PCard Distribution Process moves to Concur

What's Staying the Same!
Restricted Goods and Services
Unauthorized purchase reimbursement process
Equipment Policy
Requirements for signing contracts and/or agreements
PCard Training Requirements

What's Changing: PCard Program

Adopt a PCard-first mindset!

PCard Threshold now $10k

The PCard threshold has been increased to streamline purchasing

- The PCard will auto-decline if:
    - The charge is over $10k
    - The category or merchant code is restricted

Minimum of two cardholders in each unit

- Recommend that departments review current PCard holders and expand cardholders who can assist with purchasing unrestricted goods and services.

- Limited to career full time employees.

WHAT'S NOT CHANGING....

Monthly limit

- The monthly threshold remains at $50K

Training

- The training and assessment is **required annually**
- Not completing this requirement may result in card suspension

Restricted Items list

- The current list is available, but some specific items may not appear.
- Please familiarize yourself with this list

What's Changing

Adopt a PCard-first mindset!

DAPOs

Should be replaced by the use of the PCard instead of a Purchase Order whenever possible

Miscellaneous Agreements – Going Away

Departments should strive to use an existing supplier agreement or use a PCard.

Using supplier agreements will expedite purchase orders by reducing the need to negotiate pricing, terms and conditions, and streamline the invoicing process.
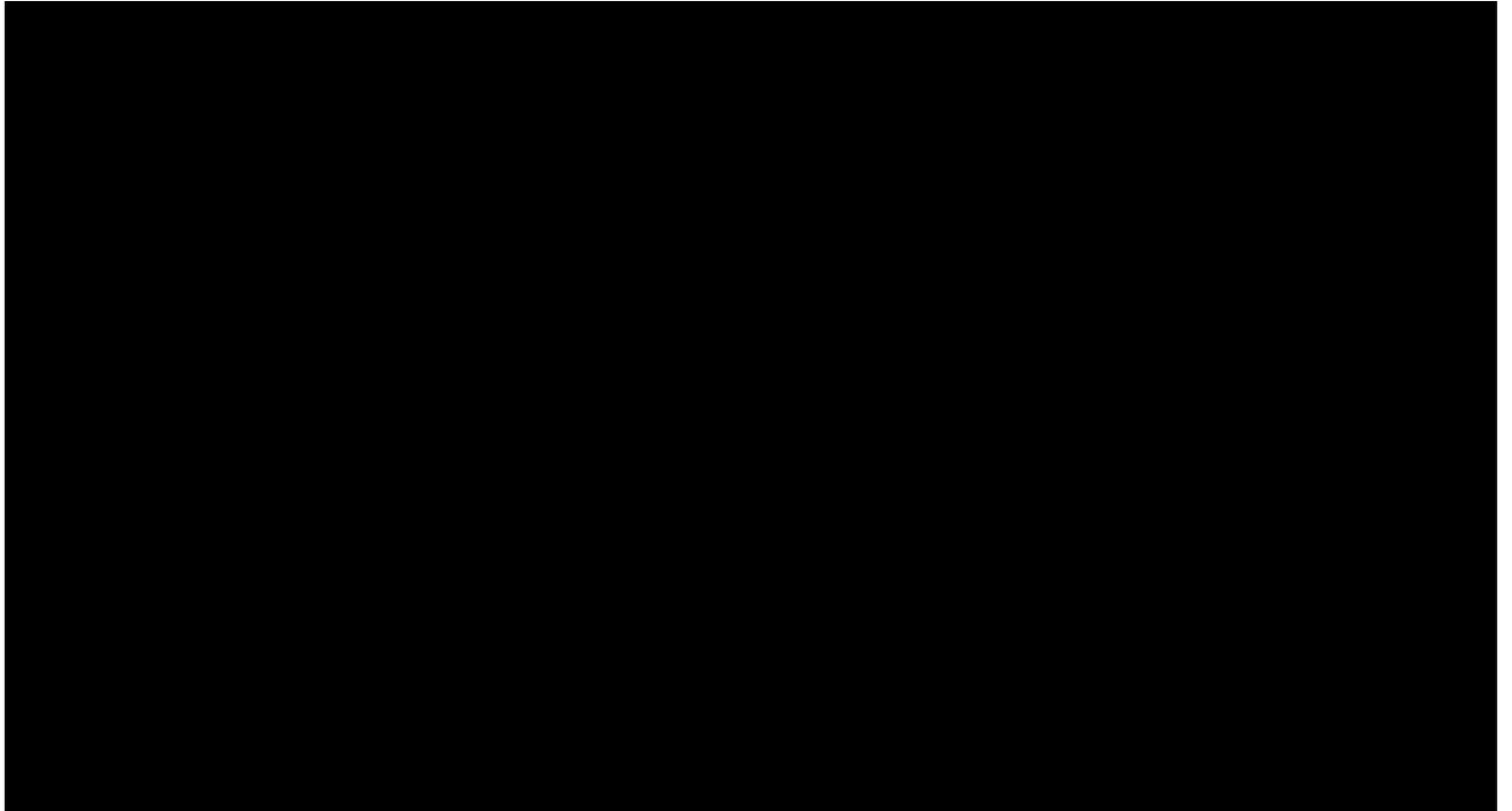
Don't forget, the restricted item list prevails

PCard Application – Concur Enhancement

PCard Request Process in Concur

- The PCard application enhanced process in Concur is currently in testing

- An announcement will be released once finalized and the form is complete

Concur PCard Distribution: Sneak Peek

Reconcile Charges

- As part of the Impact23 implementation, a new and more effective PCard distribution process will be deployed on 7/1 in Concur. The design is being finalized with input from departmental workgroup members and testers.

- The PCard reconciliation process will move to Concur on July 5th

- On this date reconciliation will occur using the new COA

Concur PCard Distribution: Sneak Peek

In this demo you will see part of the expense allocation process for an in-progress report
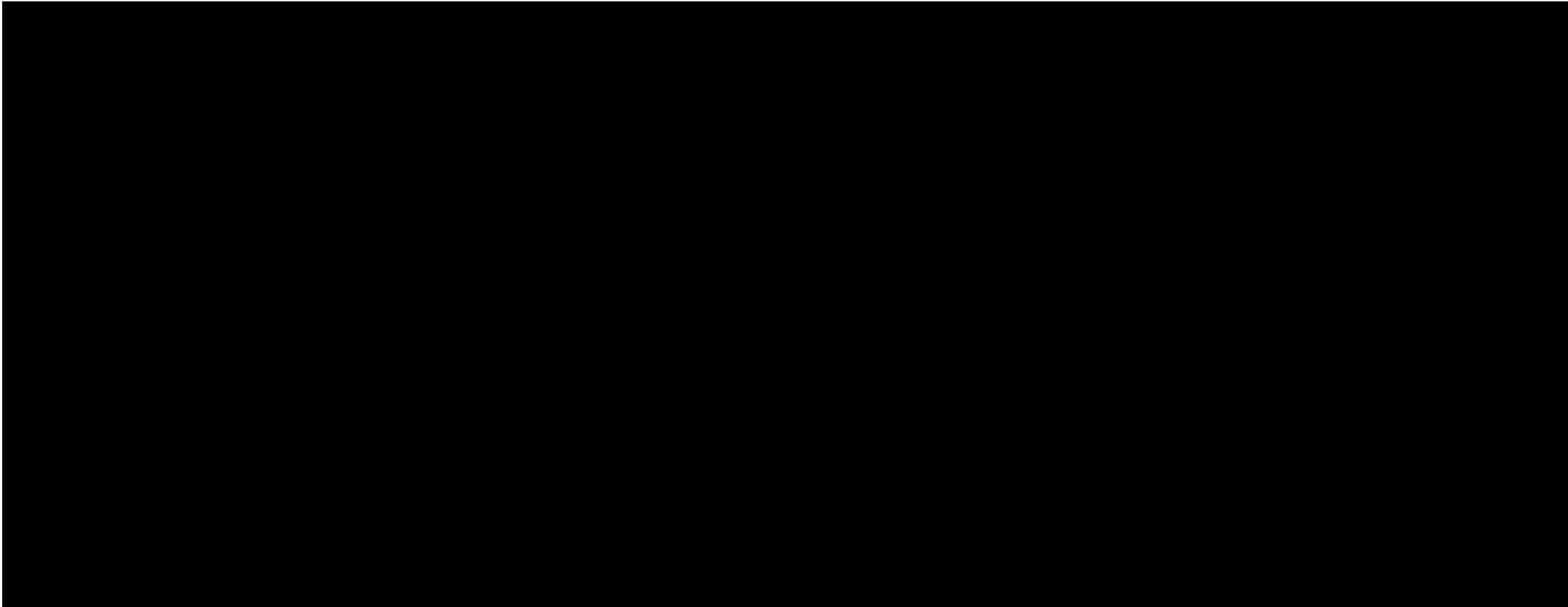
Payment Matrix

PCard Program

New Cardholder Resource

- If you do not see an expense type listed, the expense would be considered exceptional, or a preferred purchasing method exists (ex., Purchase Order)

- T&E Card is to be used for the cardholder's expenses only unless the cardholder is approved to cover travel expenses for others as a Team Leader OR is purchasing items for a UCR business meeting/entertainment event.

- For questions regarding PCard charges, contact pcard@ucr.edu

- For questions regarding T&E Card charges, contact travelfeedback@ucr.edu

- Card Payment Matrix | Impact23 (ucr.edu)

Card Payment Matrix

YES = Allowable Purchase
NO = Unallowable Purchase

Expense Type	Travel and Entertainment Card (T&E Card)	Procurement Card (PCard)	Considerations/Comments
Advertising-Fed Allow-Recruit	NO	YES	Prior to payment - Contact Central Procurement Services for any contract docs that requires signature
Advertising-Fed Unallowable	NO	YES	Prior to payment - Contact Central Procurement Services for any contract docs that requires signature
Airfare	YES	YES	When purchased using a PCard, automatic Traveler Insurance Registration for comprehensive coverage does not apply
Airline Fees	YES	NO	
Animal Food	NO	YES	
Animal Purch - Non-Inventorial	NO	YES	
Automotive Supplies	NO	YES	
Bank/Currency Fees	YES	NO	
Beverages - Alcoholic	NO	NO	
Bindery	NO	YES	
Book/Serial/Periodical-Non-Inv	YES	YES	T&E Card charges only while on "Travel Status" with a valid business justification (ex. Conference/Research materials)
Business Meals	NO	NO	
Business Meeting Rental of Supplies	NO	NO	
Business Meeting Room Rental	NO	NO	
Car Rental	YES	NO	
Car Rental Fuel	YES	NO	

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Preparation Guidance

Take Action

We Need Your Help!

- ❑ Increase utilization of PCards **NOW** to reduce the number of open purchase orders to be converted from eBuy to Oracle and improve the overall accuracy of converted data

- ❑ Analyze department PCard needs. We recommend a **minimum of TWO PCard holders** per department
- • Consider that many individuals are requesting a PCard and will need to complete the required trainings

- ❑ Moving forward **do not add negative lines to any DAPO or PO for any reason**

- ❑ **Do not take any action on DAPOs that have not had any activity within the last 6 months**. These orders will not convert. If the order is valid and outstanding, future invoices will need to be paid via PCard

The official guidance notice can be viewed on the Impact23 Website: Procurement Preparation Activities for Departments

IMPACT23 SUMMIT