

Unit – Process Narrative and Desktop Procedures

Process: Procurement Card Purchase

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Overview: To make a purchase (an allowable business expense) on a Corporate Visa Card and properly record the expenditure. Receipts need to be submitted by the cardholders for any purchases made on Cornell's Procurement Card (PCARD). A transaction will load from US Bank and notify the cardholder via email that a receipt needs to be submitted. The receipt will need to include the business purpose and account number where the transaction needs to be allocated.

Criticality: Medium

Frequency: Other

Turnaround: Other

Processing Time: 10-30 minutes

Start Date: Upon purchasing need

How Triggered: Purchasing need

Due Date: varies

Process Owner(s) / Key Parties / Contacts / Responsibilities:

Key Parties

- Cardholder
- Delegate (submits receipts on behalf of cardholder)
- Requestor
- BSC PCARD Coordinator
- Credit card programs
- Issuing Financial Institution

Responsibilities

- Cardholder receives request from requestor or is aware of a need and is responsible for purchasing the goods per policy.
- Cardholder/Delegate is responsible for receiving and submitting the receipt.
- Requestor if applicable, is responsible for sending request to cardholder.
- Vendor is responsible for fulfilling order, sending timely receipt.
- BSC PCARD Coordinator is responsible for reviewing receipt, apply against KFS account and reviewing for any policy issues.
- Credit Card programs manages all corporate card accounts for the university with the issuing financial institution.
- Issuing Financial Institution issues corporate cards to university personnel and monitors for fraudulent transactions.

Key Documents / Sources of Information:

- IWNT doc
- Email request
- Internal need
- Vendor contract
- Quotes
- Receipt

Buying Manual <https://www.dfa.cornell.edu/procurement/buyers/manual>

Policy 3.14 https://www.dfa.cornell.edu/sites/default/files/policy/vol3_14.pdf

System Access Needed:Systems

- Hyland (Image Now/Perceptive Content)
- KFS
- Vendor website
- Procurement Gateway
- US Bank portal

User Access

- PCARD Holders
- Delegates
- Credit Card Programs

Productions Jobs and System Integrations

- Feed from US Bank to KFS
- Batch jobs in KFS

Common Problems or Issues Encountered:

Getting ahold of the vendor, not receiving the merchandise, or all the merchandise, merchandise damaged when received. Vendor doesn't charge or doesn't charge correct amount

Detailed Step by Step Procedures (to be completed by Process Owner):

- Purchase is identified
- Cardholder receives request
- Cardholder reviews request to see if it falls within policy
- Cardholder contacts vendor to place order, via website, phone or fax
- Card charge is loaded (Bank Feed occurs) into the system an email is sent to the originator.
- Order is received
- Cardholder or cardholder delegate either responds to webform via the link in the email or via Procurement Gateway

Policies and Procedures are detailed in regards to procurement card at:

<https://confluence.cornell.edu/pages/viewpage.action?pageId=236161273>

Key Risks	Key Controls
Fraud Missing receipts Policy violations Merchandise not received	Bank loads transactions into KFS Unapproved transactions will auto approve/clear Separation of duties Monthly Reconciliation of all Visa charges Cardholders can check US Bank online

Process Inefficiencies To Be Addressed:

Multiple systems, Multiple forms

Process:

[Process Map](#)

Metrics:

Reports are available through OBIEE

Glossary of key terms/acronyms:

KFS - Kualu Financial System

DFA – Division of Financial Affairs