# ProCard/SAM Reminders

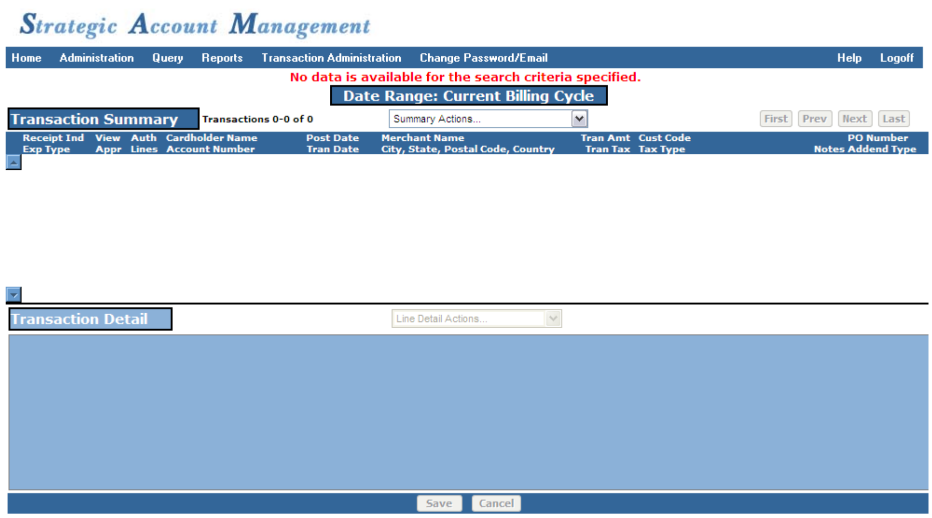
## ***Prior to Spending***
Make sure you know what your single and monthly purchase limits are.

Daily Activity
- ✓ If you find yourself in a situation where you need to spend more than your limits will allow, this can easily be addressed with an email to your fiscal authority and the ProCard Team.

Travel
- ✓ Make sure your limits will cover your entire travel.
- ✓ Make sure all travel authorization forms have been completed and approved.

## ***Reconciliation Process***
Please print an expense log every month, even if you know you don't have any transactions. An Expense Log must be handed in to your fiscal authority every month.

Here's an example:




**** Please print your name and list the appropriate cycle dates on this printout before submitting it to your Fiscal Authority.**

## ***Description/Remarks Fields***
There are 50 characters in the description field and 40 characters in the remarks field that print on the transaction log in SAM.
- ✓ When the <u>description</u> field states "transaction line item," it must be replaced with the who, what, when, and why of the transaction.
- ✓ When the <u>description</u> field **already has this information in it** (type 3 vendor), the what and the why of the transaction can be placed in the remarks field.
- ✓ The <u>remarks</u> field will state either "none" or it will be blank. This field is designed to be replaced with account change information, travel authorization information, business purpose carryover, or Use Tax information.
- ✓ The idea is to link the description/remarks fields to the attached invoice, such as:

<u>Description</u>: Groceries for FON241LL Nutrition Lab (36 characters)
<u>Remarks</u>: Supplies for dietary mini-lab (30 characters)

Or

<u>Description</u>: Our Daily Bread – DVD (21 characters)
<u>Remarks</u>: Film for FON100 – World Hunger (30 characters)

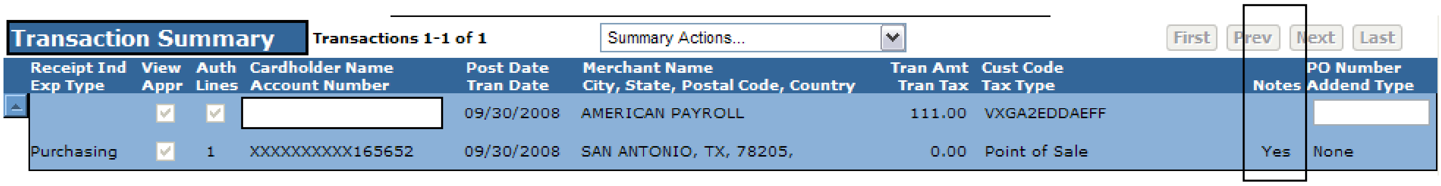
Or

<u>Description</u>: A.Jones EDUC Conf 1/14/09-1/21/09 (33 characters)
<u>Remarks</u>: T#xxxxxx Object Code 56520 (27 characters)

►►►

## ***Notes Field***

In the "Transaction Review" field, select the transaction to add your note too.
At the "Summary Actions" pull-down menu, select "View / Edit Notes …".
Once a note has been added and saved, a notation is added to the "Transaction Summary"




This field can be used for decline information, fraud updates and Use Tax reporting along with any additional notes that you (the cardholder) wish to add to any transaction. This information becomes part of the record, however, it does not print on the Expense Log. If you wish to make this part of the Expense Log, you will need to print the notes field separately as a screen shot.

Some examples include:

- ✓ Use Tax Vendor - Goods - $35.00; Tax - $1.93; S/H - $5.95
- ✓ This charge is being disputed, 2/25/2009 – Hotel charged for an extra night, hotel processing credit.
- ✓ Fraudulent charge – Paperwork is being processed by American Express

## ***The Importance of Checks - Transaction Check Boxes***

- ✓ View: The cardholder is verifying that the transaction is complete, the goods and itemized receipt have been received, and the description/remarks fields have been completed.
- ✓ Approve: The reviewer verifies that the transaction is appropriate and the goods have been received by the department. They also verify that the receipt/documentation is attached to the expense log.
- ✓ Authorize: The fiscal authority reviews the transaction for appropriateness and makes any necessary account modifications. They also verify that the itemized receipt/documentation is attached to the expense log.

## ***Receipts***

Receipts that are turned in with the Expense Log must be itemized and legible.

- ✓ An itemized receipt contains the vendor name, address, a rundown of what was purchased along with cost, a subtotal, taxes and shipping, if applicable, and a grand total.
  - If an itemized receipt is not available, the receipt must contain the grand total.
- ✓ Because ProCard records must be kept by the District for 10 years, we ask that all "slip" receipts (ex. WalMart, Target, etc) be photocopied and turned in this way. This is the only way to ensure these receipts will remain legible for the entire retention period.
  - If you've got more than one "slip" receipt in a cycle, please photocopy as many as will fit on one page.

## ***Absent Participants***

The process when any of the three participants will be out of the office during the reconciliation period: An email must be sent to the remaining participants informing them of the absence, they include: the Cardholder, Reviewer, Fiscal Authority, and in some cases, the ProCard Administration Team will also be notified

- ✓ The Cardholder, will provide the Reviewer with all the appropriate receipts/invoices for that cycle prior to the absence. The Reviewer will "View" all charges along with their responsibilities as Reviewer. The Expense Log Report will be printed and signed by the Reviewer. All appropriate receipts/invoices will be attached along with the absence notification email.
- ✓ The Reviewer, prior to the absence will provide a copy of the absence notification email to the Cardholder. This email will be attached to the Expense Log Report in lieu of your signature. The Fiscal Authority, during this absence will "Approve" all charges along with their responsibilities as Fiscal Authority.
- ✓ The Fiscal Authority will include the ProCard Team in the email, if possible, one week prior to the end of the cycle, so a substitute can be identified. The substitute will "Authorize" all charges and the ProCard Team will ensure that a copy of the absence notification email is placed in your campus folder.

## ***Program Contact Information***

If you have any other questions regarding reconciliation or program information, please contact the ProCard Administration Team at procard@domail.maricopa.edu or give us a call at:

Tracy Price 480-731-8645
Gloria Toscano 480-731-8597

►►►