Backup Documentation

Information for GCMS Reallocators

QUICK LINKS

QUICK PROCESSING CHECKLIST

_____ Correct reporting cycle dates on transaction log & expense report

_____ Clear expense description and benefits statement

_____ Receipts for every transaction scanned in GCMS expense report order

_____ Scanned documentation oriented correctly

_____ Pre-Approvals

    _____ Transactions over $500 (vendor hold status)

    _____ Advertising (HumanResources@uhcl.edu for employment ad, BrandGuide@uhcl.edu for all other) Also upload ad as backup.

    _____ Computer related items (UCT @ SupportCenter@uhcl.edu)

    _____ Controlled Assets (UCT @ SupportCenter@uhcl.edu

    _____ Food Service Waiver Request Form (UHCLProcurement@uhcl.edu)

    _____ Gift Card Request Form (AccountsPayable@uhcl.edu)

    _____ Grant Funds (Office of Sponsored Programs)

    _____ Promotional Items (BrandGuide@uhcl.edu)

    _____ Texas State Sales Tax Exemption (UHCLProcurement@uhcl.edu)

_____ Account code restrictions (Check with your College/Division Business Administrator (CBA/DBA) for account code assistance.)

_____ Signatures on transaction log & expense report (If not legible, print name next to signature.)

REPORTING CYCLE TIMELINE

Months WITHOUT Transactions: Cardholder (CH), account manager (AM) or business administrator (CBA/DBA) runs Account Status report and uploads that report along with a "No Transactions" transactions log into PeopleSoft (PS) after the 5th of the month but no later than the 25th of the month.

Months WITH Transactions:

Between the 5th of the month and the Departmental Reallocation Due Date:

NOTE: Due dates are listed in the Reporting Cycle Calendar on the [P-Card web page](#).

➢ CH, AM or CBA/DBA signs on to the Citibank® GCMS database and enters the expense description and changes the account number from 20109 to the correct account code for <u>every</u> transaction. Transactions can also be reallocated to one or more cost centers.

➢ After the reallocation has been completed, the expense report is run.

➢ Both the CH and their immediate supervisor (or department head) signs and dates the expense report.

➢ Each CH's backup documentation (expense report, transaction log and a receipt/invoice for each transaction) is scanned and saved in a separate file.

   NOTE: *Backup documentation should be scanned and submitted <u>in the same order as the transactions are listed on the expense report</u>.*

➢ Backup documentation is uploaded into PS for each CH.

➢ An email is sent to the CBA/DBA and AccountsPayable@uhcl.edu indicating that the reallocation process has been completed and backup documentation has been uploaded to PS. <u>This email should include the cardholder's last name and the last 4 digits of the card number in the subject line</u>.

➢ CBA/DBAs and A/P audit transactions and backup documents, requesting corrections if needed. Reallocations not completed by the A/P Audit/Processing Due Date must be made by processing a journal entry.

MAKING CORRECTIONS TO BACKUP DOCUMENTATION

Corrections can be made to the expense report in GCMS only <u>before</u> the Departmental Reallocation Due Date. After the due date, A/P will send specific instructions via email regarding how any necessary corrections should be documented.

Generally, if corrections are required after the initial set of documents has been uploaded to PS:

1) Make the corresponding correction in GCMS.

   ➢ <u>Cardholders</u>: If you have checked the "Reviewed" box on a transaction so that you see a red lock beside that transaction on the Transaction Summary page in GCMS, your business coordinator or account manager will have to unlock that transaction before any changes can be made.

   ➢ <u>Business Administrators and Account Managers</u>: If you can see check marks in either the "Reviewed" or "Approved" box by a transaction, that transaction is locked and must be unlocked before edits can be made. To unlock a transaction, un-check the "Approved" box and click "Save." Then un-check the "Reviewed" box and click "Save."

2) Run another expense report that shows the correction to the account number, benefit statement, etc.

3) Scan and upload the new expense report. No signatures are required on the revised expense report. If additional documentation is required, only the additional document must be uploaded to PS.

4) Send an email to A/P that the correction has been made in GCMS and the corrected documents have been uploaded into PS if required.

A/P AUDIT GUIDELINES

1) Corrections will be required if any of the following Procurement purchasing guidelines and A/P expenditure guidelines are not met:

   ➢ **Transaction log and expense report** must be signed. Signatures that are not legible should have a name printed next to the signature.

   ➢ **Reporting cycle dates** must be correct on the expense report (see the Reporting Cycle Calendar on the Procurement card page for correct reporting cycle dates)

   ➢ **Receipts and backup documentation** must be uploaded for each transaction. Receipt amount must agree with the expense report amount. Backup documentation should be oriented correctly.

   ➢ **Pre-Approvals** - All pre-approval forms or emails must be uploaded as part of the backup documentation for each transaction as required. Advertising transactions must also include a copy of the ad.
   - Transactions over $500 – Cardholder should check vendor hold status prior to completing the purchase.
   - Advertising – Must be pre-approved by Brand Guide
   - Advertising-Employment Ad – Must be pre-approved by Human Resources
   - Computer Related Items – Must be pre-approved by UCT – Exceptions: jump drives; printer ink and/or toner; cases for laptops/tablets; blank CD/DVDs; mouse pads; ergonomic keyboard and mouse arm rests; keyboard trays (mounts to a desk); monitor arm mounts (mounts to desk); and desktop sit/stand stations (e.g. Varidesks)
   - Food Service over $100 to an off-campus vendor ($500 for Pearland Campus) delivering and/or serving food for an on-campus event – Backup documentation must include an approved Food Service Waiver.
   - Gift Cards – Backup documentation must include a Gift Card Request Form signed by A/P prior to the purchase of the gift card.
   - Grant Funds - Ledger 5 and Departments C0008 and C0010 must have OSP pre-approval form included in the backup documentation.
   - Promotional Items using UHCL logos – Must be pre-approved by Brand Guide

   ➢ **Transaction limit is $5,000 (local funds); $3,000 (federal funds)**.

   Exceptions:
   - Memberships (no limit)
   - Registrations (no limit)
   - Subscriptions (no limit)
   - Campus Store charges (no limit)
   - On-campus food service provider catering charges (no limit)

- Case-by-case exceptions to the transaction limit may be granted by the AVP, Finance or the Executive Director of Auxiliary Services & Procurement. Emails granting the exception should be uploaded as backup documentation.

➢ **Unacceptable Charges**
- Alcoholic beverages – no exceptions!
- Animals
- Controlled, hazardous or radioactive materials
- Credit card surcharges – The following four states and Puerto Rico have laws in place that prohibit a vendor from passing along credit card surcharges:

Colorado	Kansas	Puerto Rico
Connecticut	Massachusetts	

  These states should not charge a fee to cardholders. If a fee is charged, the department should dispute that charge with the vendor. However, if the charge is from a foreign vendor or a vendor from any other state than the four listed above or Puerto Rico, the surcharge is legitimate and can be paid.
- Fuel
- Labor only – Any charge for service or labor only such as consulting services, professional services, temporary personnel, etc.
- Personal items – If a cardholder accidentally uses his or her p-card for personal items, reimbursement must be processed with a deposit journal. The expense description for the charge should read: "This is an accidental personal charge. Journal #_____ has been processed to repay the University." Account code 50054 should be used for both the deposit journal and to reallocate the charge in GCMS. The same cost center should be also be used for both journal and the GCMS reallocation.
- Split transactions - Split transactions are considered to be more than one transaction on the same day to the same vendor for which the total amount exceeds $5,000 or any activity that can be perceived as an attempt to circumvent the p-card transaction limit. Exception: Some registrations must be processed separately and cannot be combined.
- Texas state sales tax
  o If charged Texas state sales tax, the cardholder must show that a request was made for a refund. If requested by phone, the name and phone number of the person contacted should be hand-written on the receipt or the transaction log. If requested by email, the email should be uploaded.
  o When the refund is received, the backup documentation is the original invoice or receipt with the sales tax amount circled. The expense description should indicate the date and amount of the original charge and state that the sales tax was refunded.
- Travel expenses (airlines, car rentals, hotels, per diem meals, etc.)

➢ **Cost Centers & Account Numbers**
- All charges should be reallocated (no 20109 account numbers). If transactions of a cardholder are reallocated but no backup documentation is uploaded and available for A/P audit, all the transactions of that cardholder will be changed back to the default cost center including account number 20109.
- Verify that the account number correctly reflects the purchase.
- No state funds are allowed – Use of the p-card is restricted to certain funds: Ledgers 2xxx through 5xxx and Ledger 7xxx (7023 & 7037 only).

- No restricted funds/account codes combination per the [Fund Restrictions on Food and Entertainment-Related Accounts](#) list - These funds may not be used for any entertainment expenses except for events that primarily involve students and for prospective employee business meals.
- If there is a G number in the Project/Grant field, the BR field should be empty.
- All letters in cost center fields must be upper case for the vouchers to budget check.
- If the department is not using their own cost center, they must have someone with signature authority from the other cost center's department sign either the expense report or the transaction log. They may also upload an email granting permission.

➢ **Acronyms** must be defined in the first usage, which will normally occur on the transaction log.

➢ **Benefit Statements** - The expense description for every transaction should answer (either on the expense report, the transaction log or hand-written on the receipt): who, what, when, where and why the purchase benefits the University. Memberships and subscriptions must include beginning and ending dates. NOTE: The expense description field in GCMS is limited to 255 characters. If you copy and paste the expense description from the transaction log, which is unlimited, you will sometimes get an error message. In that case, the GCMS expense description can be shortened if all the information is included on the transaction log.

➢ **Business meals or entertainment reimbursements** must have itemized receipts. Tips are limited to 20%. A list of attendees is required for groups of 10 or less and the name of the group/organization is required for groups of more than 10.

➢ **Disputed Items** – If a cardholder disputes a charge for any reason or has a fraudulent or unauthorized charge on their card, the charge will be handled as follows:

- For unauthorized or fraudulent charges, the expense description on the transaction log and expense report should read:

  "UNAUTHORIZED TRANSACTION – DO NOT PAY – CHARGE TO BE REFUNDED"

  There should be a Declaration of Unauthorized Use form uploaded as backup documentation. When the credit posts, the documentation and expense description should be the same as for the original charge. The date and amount of the original charge should be indicated.

➢ **Flowers** (cut flowers, floral arrangements, potted plants, corsages) – Flowers for centerpieces or decorations for official functions or as an award or part of award ceremonies may be purchased with appropriate university funds. The purchase of flowers for university employees or family members of employees should be made from personal funds and in no case may be made from university funds.

➢ **Freight charges** are not required to be reallocated separately.

➢ **Lost Receipts** – The cardholder may be required to reimburse the University unless acceptable alternative documentation can be provided to A/P. Any required reimbursement must be processed with a budget journal.

➢ **Products or items not received** – When a p-card is charged at time of shipment but the item has not been received by the end of the reporting cycle, the following statement should be written across the order confirmation:

  "P-card charged for product on the ship date of _____. Product and invoice not yet received. Upon receipt of product and invoice, the invoice will be uploaded into PS and A/P will be notified of the upload. If product is not received in a timely manner, the P-Card Administrator will be notified to start the process to dispute the charge."

The order confirmation can then be uploaded as backup documentation for that charge.

➢ **Purchase of awards**, plaques, trophies, etc. must list names of recipients.

➢ **Returns or Refunds** – Returns or refunds should be in the form of a credit to the p-card. However, if the vendor insists on sending a check, the department should process a journal and reference the original transaction, including the last 4 digits of the card number and the date and amount of the original transaction. Since most vendors do not issue paperwork for refunds and credits, acceptable backup documentation is a copy of the original invoice.

➢ **Sensitive information** on backup documentation such as full bank account numbers, credit card numbers or social security numbers should be redacted before being uploaded into PS.