



The
UNIVERSITY
of VERMONT

UVM Purchasing Card Reallocation Training



AGENDA

- Introduction – PurCard Team
- Reallocation of Journals
- Required Documentation
- Q & A



PurCard Team

- **Holly LeBlanc**, Program Administrator
- **Ann Naylor**, PurCard Specialist
- **Becky Maglaris**, PurCard Specialist
- **Joanne Cheng**, PurCard Specialist
- **Lori Laquerre**, PurCard Specialist

- **Erin Fitzgerald**, Director of Disbursement Center



About the Card

The UVM Purchasing Card works just like an ordinary credit card. Each card is assigned to a default chart string.

On a monthly basis, all cardholders or other designated employees must reconcile their card expenditures to a monthly statement from the Bank.

All cards are corporate liability.



About the Card

- Default single transaction limit of \leq \$2,500
- Default spending limit of \leq \$10,000/cycle
- Travel expenses charged to the card will not reduce your overall spending limit
- Cycle end date is 25th of the month



Responsibilities

- Mandatory training to receive a card
- Cardholder agreement
- Supervisor agreement
 - Responsible for reviewing and approving the monthly journal.
 - Can assign a designate in their absence.
 - Designate must be a qualified person:
 - A person who has appropriate understanding of the reasons of the purchase
 - For example, for purchases in a lab, it should be the lab manager and not the business unit administrator



Business Purpose

- All PurCard transactions must have a clear business purpose
- All transactions must have as detailed a receipt as possible (except travel meals)
- If transaction is reallocated to sponsored project (GCA01), the cardholder must be able to demonstrate in the documentation that the transaction is:
 - Allowable, allocable, and reasonable
 - Direct tie to the scope of work



PeopleSoft Journals

- Journals are created on the 2nd of each month.
- Match the receipts, journal and bank statement.
 - Bank statement not required in submission
- Receipts are attached to the journal report.



PurCard Journal Tips














- Purchasing Card journals have a journal source of PUR on the header tab.
- Journals with a source of PUR do NOT roll to the next month if not completed.
 - That is why all PurCard journals must be completed by month end.
- If corrections need to be made to a posted PurCard journal, create a new journal.
 - If there are many lines which need correction, copy the posted PurCard journal, **change the journal source** on the header tab to your departmental code **AND delete the PurCard offset line with account 20050** on the lines tab.



Journal ID's

- PurCard journal names and dates
 - P##### where ##### = the last six digits of employee ID
- Finding PurCard journals by department

UV_PURCARD_QRY - PurCard in Jrnl-Interim Qry

| | |
|---------------------------------|---|
| Journal ID Like (%): | <input type="text" value=""/> |
| From Date: | <input type="text" value="10/01/2015"/>  |
| Through Date: | <input type="text" value="11/02/2015"/>  |
| Account Like(%): | <input type="text" value=""/>  |
| OU Like(%): | <input type="text" value=""/>  |
| Dept Like(%): | <input type="text" value="11290"/>  |
| Fund Like(%): | <input type="text" value=""/>  |
| Source Like(%): | <input type="text" value=""/>  |
| Function Like(%): | <input type="text" value=""/>  |
| Program Like(%): | <input type="text" value=""/>  |
| Purpose Like(%): | <input type="text" value=""/>  |
| Ppty Like(%): | <input type="text" value=""/>  |
| PC BU Like(%): | <input type="text" value=""/>  |
| Project Like(%): | <input type="text" value=""/>  |
| Jrnl Status (enterP,V,E, or %): | <input type="text" value=""/> |
| Name Like(%): | <input type="text" value=""/> |

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

| | Unit | Journal ID | Date | Name | Year | Period | Ledger Grp | Jrnl Source Descr | Journal Header Status | Budget Status | Header Descr |
|---|-------|------------|------------|-----------------|------|--------|------------|-----------------------------|-----------------------|---------------|--------------------------------|
| 1 | UVM01 | P028138-51 | 10/02/2015 | Fitzgerald,Erin | 2016 | 4 | ACTUALS | PurCard Journals-Transition | P | V | USBank PURCARD 10/02/2015 1758 |
| 2 | UVM01 | P028138-51 | 10/02/2015 | Fitzgerald,Erin | 2016 | 4 | ACTUALS | PurCard Journals-Transition | P | V | USBank PURCARD 10/02/2015 1758 |



Reallocation

Favorites | Main Menu > General Ledger > Journals > Journal Entry

Home | Worklist | Process Monitor | Report Manager



The University of Vermont
PeopleSoft Finance 9.2

FSUPG - refreshed to Dec 03, 2018 0354AM from fsprd

All

Search

UVM PurCard Reallocations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Business Unit = UVM01

Journal Date = 12/02/2018

Journal ID begins with P

Journal Header Status =

Budget Checking Header Status =

Last Name begins with FITZGERALD

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All

| Business Unit | Journal Date | Journal ID | UnPost Sequence | Journal Header Status | Budget Checking Header Status | Last Name | Ledger Group | Currency Code | Journal Total Lines | Journal Total Debits | Name |
|---------------|--------------|--------------|-----------------|-----------------------|-------------------------------|--------------------|--------------|---------------|---------------------|----------------------|-------------|
| UVM01 | 12/02/2018 | P028138-51 0 | | Errors | Not Chk'd | FITZGERALD ACTUALS | | USD | 7 | 2262.42 | Fitzgerald, |
| UVM01 | 12/02/2018 | P028138-52 0 | | Edit Req'd | Valid | FITZGERALD ACTUALS | | USD | 4 | 5552.71 | Fitzgerald, |



Reallocation

[Print](#) | [Help](#)[Header](#) [Lines](#) [Errors](#)

Unit UVM01

Journal ID P028138-51

Date 12/02/2018

☐ Errors Only[Search Criteria](#)[Print](#)[Change Values](#)[View Audit Logs](#)[Edit & Budget Check](#)[Submit](#)[⏮](#) [⏪](#) Line [⏩](#) [⏭](#)

Lines

| Select | Line | Error | Accounting Tag | Account | Base Amount | Journal Line Description | Oper Unit | Dept | Fund | Source | Function | PC Bus Unit |
|--------------------------|------|-------|----------------|---------|-------------|--------------------------|-----------|-------|------|--------|----------|-------------|
| <input type="checkbox"/> | 1 | | | 60001 | 103.50 | STAPLS7207049258000001 | 01 | 11290 | 100 | 100001 | 521 | |
| <input type="checkbox"/> | 2 | X | | 64098 | 1,753.00 | VERMONT DMV SERVICES | 01 | 11290 | 100 | 100001 | 521 | |
| <input type="checkbox"/> | 3 | X | | 64098 | 228.00 | VERMONT DMV SERVICES | 01 | 11290 | 100 | 100001 | 521 | |
| <input type="checkbox"/> | 4 | X | | 64098 | 74.00 | VERMONT DMV SERVICES | 01 | 11290 | 100 | 100001 | 521 | |
| <input type="checkbox"/> | 5 | | | 60001 | 48.02 | STAPLS7208335186000001 | 01 | 11290 | 100 | 100001 | 521 | |
| <input type="checkbox"/> | 6 | | | 60001 | 55.90 | STAPLS7208580336000002 | 01 | 11290 | 100 | 100001 | 521 | |
| <input type="checkbox"/> | 7 | | | 20050 | -2,262.42 | Accts Payable-PurCard | 01 | 11290 | 100 | 100001 | 000 | |

Lines to add 

Totals

[Personalize](#) | [Find](#) | [View All](#) | [📄](#) | [📊](#) | First Last

| Unit | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status | Approval Status |
|-------|-------------|--------------|---------------|----------------|---------------|-----------------|
| UVM01 | 7 | 2,262.42 | 2,262.42 | E | N | None |

[📄 Save](#) [🔍 Return to Search](#) [⏮ Previous in List](#) [⏭ Next in List](#) [🔔 Notify](#) [🔄 Refresh](#)



Reallocation

- Which account do I use?
 - Always starts with a 6

Look Up Account

[Print](#)

SetID: SHARE

Account: begins with

Description: contains

Account Type: begins with

[Look Up](#)[Clear](#)[Cancel](#)[Basic Lookup](#)

Search Results

| View 100 | | First | 1-29 of 29 | Last |
|----------|-------------------------------|--------------|--------------|------|
| Account | Description | Account Type | Control Flag | |
| 61201 | Accounting/Auditing Services | E | N | |
| 64282 | Animal Cagewasher Services | E | N | |
| 64284 | Animal Care Disposal Services | E | N | |
| 64232 | Animal Care Services | E | N | |
| 64252 | Animal Services - Outside Lab | E | N | |
| 60141 | Audio - Visual Services | E | N | |
| 64231 | Blacksmith Services | E | N | |



Reallocation

- Mass changes of chart string values

| Lines | | | | | | |
|--------------------------|------|-------|-----------|--|-------------|----------------------------------|
| Select | Line | Error | SpeedType | | Base Amount | Account Journal Line Description |
| <input type="checkbox"/> | 1 | | | | 174.93 | 60001 STAPLS7143825101000001 |
| <input type="checkbox"/> | 2 | | | | 53.40 | 60001 STAPLS7143825101000002 |
| <input type="checkbox"/> | 3 | X | | | 41.00 | 64098 APPLICANT INSIGHT |
| <input type="checkbox"/> | 4 | X | | | 298.00 | 64098 VERMONT DMV SERVIC |
| <input type="checkbox"/> | 5 | X | | | 3,116.55 | 64098 VERMONT DMV SERVIC |
| <input type="checkbox"/> | 6 | | | | 55.00 | 60009 COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 7 | | | | 55.00 | 60009 COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 8 | | | | 556.16 | 60001 STAPLS7145072483000001 |
| <input type="checkbox"/> | 9 | | | | -4,350.04 | 20050 Accts Payable-PurCard |



Reallocation

[Header](#) [Lines](#) [Errors](#)

Unit: UVM01 Journal ID: P017300-51 Date: 11/02/2015

Edit & Budget Check

[Search Criteria](#)

Change Values

Change ChartField Values

| Change ChartField Values - Apply Changes To All Displayed Lines | | | | Personalize Find View All | First 1-9 of 9 Last |
|---|----------------------|----------------------|-------------------------------------|-------------------------------|-----------------------|
| Field Name | Field Value | Change to | Selected | | |
| Account | 64098 | 60001 | <input checked="" type="checkbox"/> | | |
| Purpose | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |
| Property | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |
| Function | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |
| Department | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |
| Fund | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |
| Operating Unit | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |
| Source | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |
| Program | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | |

OK Cancel Refresh



Reallocation

| Lines | | | | | | | |
|--------------------------|------|-------|-----------|--|-------------|---------|--------------------------|
| Select | Line | Error | SpeedType | | Base Amount | Account | Journal Line Description |
| <input type="checkbox"/> | 1 | | | | 174.93 | 60001 | STAPLS7143825101000001 |
| <input type="checkbox"/> | 2 | | | | 53.40 | 60001 | STAPLS7143825101000002 |
| <input type="checkbox"/> | 3 | X | | | 41.00 | 60001 | APPLICANT INSIGHT |
| <input type="checkbox"/> | 4 | X | | | 298.00 | 60001 | VERMONT DMV SERVIC |
| <input type="checkbox"/> | 5 | X | | | 3,116.55 | 60001 | VERMONT DMV SERVIC |
| <input type="checkbox"/> | 6 | | | | 55.00 | 60009 | COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 7 | | | | 55.00 | 60009 | COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 8 | | | | 556.16 | 60001 | STAPLS7145072483000001 |
| <input type="checkbox"/> | 9 | | | | 4,350.04 | 20050 | Accts Payable-PurCard |



Split Transactions

Use the + button to add line, to split transaction across multiple chart strings

| Lines | | | | | | | |
|--------------------------|------|-------|-----------|--|-------------|---------|--------------------------|
| Select | Line | Error | SpeedType | | Base Amount | Account | Journal Line Description |
| <input type="checkbox"/> | 1 | | | | 174.93 | 60001 | STAPLS7143825101000001 |
| <input type="checkbox"/> | 2 | | | | 53.40 | 60001 | STAPLS7143825101000002 |
| <input type="checkbox"/> | 3 | X | | | 41.00 | 64098 | APPLICANT INSIGHT |
| <input type="checkbox"/> | 4 | X | | | 298.00 | 64098 | VERMONT DMV SERVIC |
| <input type="checkbox"/> | 5 | X | | | 3,116.55 | 64098 | VERMONT DMV SERVIC |
| <input type="checkbox"/> | 6 | | | | 55.00 | 60009 | COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 7 | | | | 55.00 | 60009 | COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 8 | | | | 556.16 | 60001 | STAPLS7145072483000001 |
| <input type="checkbox"/> | 9 | | | | -4,350.04 | 20050 | Accts Payable-PurCard |

Lines to add:

10

+

-



| Lines | | | | | | | |
|--------------------------|------|-------|-----------|--|-------------|---------|--------------------------|
| Select | Line | Error | SpeedType | | Base Amount | Account | Journal Line Description |
| <input type="checkbox"/> | 1 | | | | 174.93 | 60001 | STAPLS7143825101000001 |
| <input type="checkbox"/> | 2 | | | | 53.40 | 60001 | STAPLS7143825101000002 |
| <input type="checkbox"/> | 3 | X | | | 41.00 | 64098 | APPLICANT INSIGHT |
| <input type="checkbox"/> | 4 | X | | | 298.00 | 64098 | VERMONT DMV SERVIC |
| <input type="checkbox"/> | 5 | X | | | 3,116.55 | 64098 | VERMONT DMV SERVIC |
| <input type="checkbox"/> | 6 | | | | 55.00 | 60009 | COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 7 | | | | 55.00 | 60009 | COSTCO.COM *ONLINE |
| <input type="checkbox"/> | 8 | | | | 556.16 | 60001 | STAPLS7145072483000001 |
| <input type="checkbox"/> | 9 | | | | -4,350.04 | 20050 | Accts Payable-PurCard |
| <input type="checkbox"/> | 10 | | | | | | |
| <input type="checkbox"/> | 11 | | | | | | |
| <input type="checkbox"/> | 12 | | | | | | |
| <input type="checkbox"/> | 13 | | | | | | |
| <input type="checkbox"/> | 14 | | | | | | |
| <input type="checkbox"/> | 15 | | | | | | |



Budget Checking

- Error messages
 - Journal Status = E: check the Error Tab
 - Journal out of balance (debits and credits are not equal)
 - Invalid chart string combination, chart field value

| Journal Status | Budget Status | Approval Status |
|----------------|---------------|-----------------|
| E | N | None |

- Budget Status = E: click on the E
 - Budget date out of bounds
 - No budget exists
 - Budget is closed
 - Exceeds budget tolerance

| Journal Status | Budget Status | Approval Status |
|----------------|---------------|-----------------|
| V | E | None |



BCEs on Sponsored Projects

| Budget Definition | Type of Error | Reasons |
|-------------------|---------------------------|--|
| SP CHILD2 | Budget Date Out of Bounds | When a transaction is being posted to a project after 30 days from end date |
| SP CHILD2 | No Budget Exists | When a budget category doesn't exist for a project and an expense is being posted to that category or an incorrect combination of chartfield values is being used |
| SP CHILD2 | Budget is Closed | When the budget category line has been closed in the budget attributes page. This is done when the sponsor restricts certain expenses. |
| SP CHILD2 | Exceeds Budget Tolerance | When the budget category line has been set to control in the budget attributes page. This is done when the sponsor restricts certain expenses. |
| SP PARENT | Exceeds Budget Tolerance | When the combination of expenses and encumbrances exceed the total budget of the award. This looks at the total budget and expenses of cost share and sponsored categories. |
| SP PARENT | Budget is Closed | When an expense is hitting the project after the project has been final reported on and closed. |
| SP PARENT | No Budget Exists | This could happen with new year projects, you will get this error even if the project is actually available in SP PARENT. A budget line needs to be finalized in the projects budget page before the project becomes "available" for expenses. |



Budget Checking

- Journal must be Valid, Valid to be able to Submit

| Journal Status | Budget Status | Approval Status |
|----------------|---------------|-----------------|
| V | V | None |

- Submit the journal, Print the journal

Header

Lines

Errors

Unit UVM01

Journal ID P028138-51

Search Criteria

Edit & Budget Check

Print

Submit

Date 09/02/2018

☐ Errors Only

[View Audit Logs](#)

Line 28

| Journal Status | Budget Status | Approval Status |
|----------------|---------------|------------------|
| V | V | Approved to Post |



PurCard Reallocation Report

Page: 1 of 3

Cardholder: Fitzgerald, Erin Mary USBank PURCARD 09/02/2018 1758

| | | | | | | | |
|--------------------|------------|----------------------|------------|--------------------|----------|------------------|-------------|
| Unit: | UVM01 | Ledger Group: | ACTUALS | Entered by: | hleblanc | Run Dt | 10/2/18 |
| Journal ID: | P028138-51 | Journal Date: | 2018-09-02 | Unpost Seq: | 0 | Run Time: | 12:26:31 PM |

| Line # | Description/ Posted Dt | OU | Dept | Fund | Source | Fct | Project | Prgm | Ppse | Ppty | Amount |
|--------|--|----|-------|------|--------|-----|---------|------|------|------|--------|
| 1 | 63122 - Repairs & Maintenance Svcs VERMONT DMV SERVICES - 148A208 08/10/2018 | 11 | 51000 | 150 | 140002 | 461 | -- | 0226 | 0000 | 0000 | 212.00 |
| 2 | 63122 - Repairs & Maintenance Svcs VERMONT DMV SERVICES - A94117 08/10/2018 | 01 | 30456 | 130 | 800003 | 701 | -- | 0000 | 0000 | 0000 | 27.00 |
| 3 | 63122 - Repairs & Maintenance Svcs VERMONT DMV SERVICES - 201A867 08/10/2018 | 01 | 11508 | 100 | 100001 | 601 | -- | 0229 | 0000 | 0000 | 631.00 |



Travel Policy

- Cardholder must provide the details of their trip.
 - Clear business purpose
 - Space provided on the journal report above the signature lines.
 - No alcohol for travel meals
- Airfare
 - Economy or basic economy
 - travel insurance coverage
 - Airfare purchases for non-employees
- Vehicle Rental for non-employees – insurance issues
- Trip cost comparisons



Business Meals

- Business Meal and Hospitality Activities
 - Require attendees, location, and clear business purpose
 - Itemized receipt
 - If alcohol is being charged at a business meal, an approval letter from the Provost (or designate) or President must be attached.
 - The meal is secondary to the meeting.
 - Includes meals, refreshments, snacks



Contracted Vendors

- Many vendors with contracted pricing
- Variety of local hotels / lodging with pricing agreements
- Amazon business account, to receive tax exemption and free shipping (in some cases)
 - Use care to not tie your personal Amazon account to the UVM business account







- Note the certification at the bottom
 - Same as on travel and expense

| AIRFARE, HOTELS, TRAVEL MEALS, VEHICLE RENTAL | BUSINESS MEALS, HOSPITALITY ACTIVITIES |
|---|--|
| Name of Traveler: | Names of Attendees: |
| Destination: | Location: |
| Business Purpose: | Business Purpose: |
| Additional Comments: | |

I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.



Signatures

- Check that the journal has been signed by the cardholder and the supervisor (some instances a proxy for the supervisor).
- Supervisor must ensure they do not approve their own expenses when charged to a another employee's card (e.g. airfare or conference registration).
- Original signatures; no stamps.
- This is located on the bottom of the journal report.


| | |
|-----------------------------|-------------|
| CardHolder Signature: _____ | Date: _____ |
| Supervisor Signature: _____ | Date: _____ |



Find Incomplete Journals

UV_PURCARD_JRNLS_NOTFINISHD - PurCard Jrnls not Finished

From Date: 

Through Date: 

OU Like(%): 

Dept Like(%): 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (10 kb)

[View All](#)

| | Dept | Date | Journal ID | Unit | Name | Year | Period | Ledger Grp | Jrnl Source Descr |
|---|-------|------------|------------|-------|-------------------|------|--------|------------|------------------------------|
| 1 | 30500 | 11/02/2015 | P017300-51 | UVM01 | Bates,Gregg | 2016 | 5 | ACTUALS | PurCard Journals- Transition |
| 2 | 30500 | 11/02/2015 | P029355-54 | UVM01 | McDonald,Roxanne | 2016 | 5 | ACTUALS | PurCard Journals- Transition |
| 3 | 30500 | 11/02/2015 | P039070-51 | UVM01 | Dion,Dianna Lynne | 2016 | 5 | ACTUALS | PurCard Journals- Transition |
| 4 | 30500 | 11/02/2015 | P069303-51 | UVM01 | Mackey,Charles | 2016 | 5 | ACTUALS | PurCard Journals- Transition |



Required Documentation

- Check that all original, itemized receipts are attached to the journal report
 - Prep for scanning
 - For travel meals, you do not need a receipt if the total is <\$60 per day for domestic travel, or <\$75 for international travel
- For any lost/misplaced receipts: Cardholders must contact the merchant for a copy of the invoice or reimburse the charge.
- Check that NO Vermont Sales Tax has been charged



Adding Documentation

- Attaching the conference brochure, agenda summary, etc. is very helpful
- There is an Attachments hyperlink on the PurCard journal

Header Lines Errors

Unit UVM01 Journal ID P028138-51 Date 10/02/2019

Long Description USBank PURCARD 10/02/2019 1758

224 characters remaining

*Ledger Group ACTUALS

Fiscal Year 2020

Period 4

☐ Autobalance on 0 Amount Line

Attachments (0)

Name Fitzgerald, Erin Mary

Holly LeBlanc

Entered On 09/27/2019 11:19:29AM

Last Updated On 09/30/2019 11:01:26PM



Adding Documentation

- Press the Add Attachment button.

Journal Entry Attachments

Unit UVM01

Journal ID P028138-51

Date 10/02/2019

| Details | | | |
|-----------|-------------|------|------|
| File Name | Description | User | Name |
| View | | | |



Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK



Adding Documentation

- Press the Choose File button to search for a file.

File Attachment

×

Help

Choose File

No file chosen

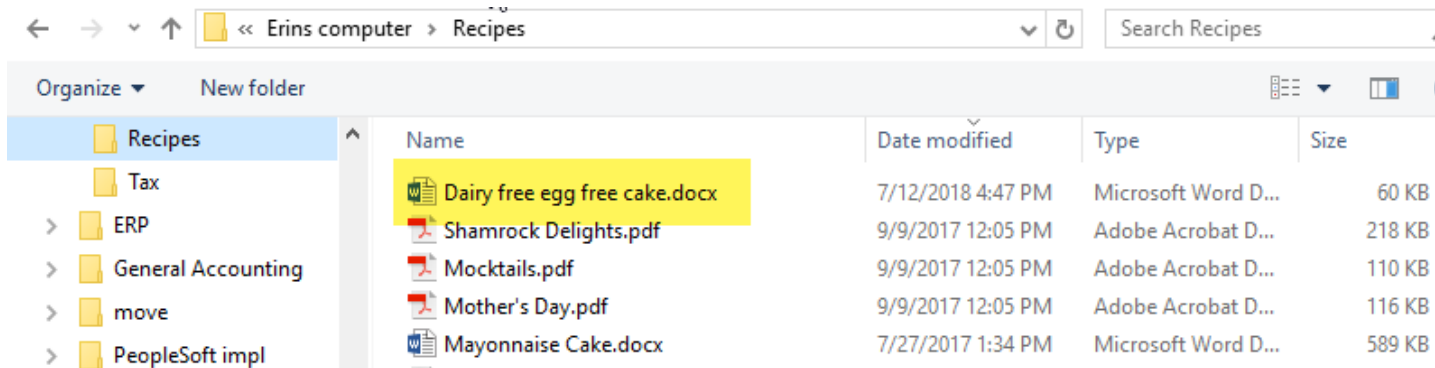
Upload

Cancel

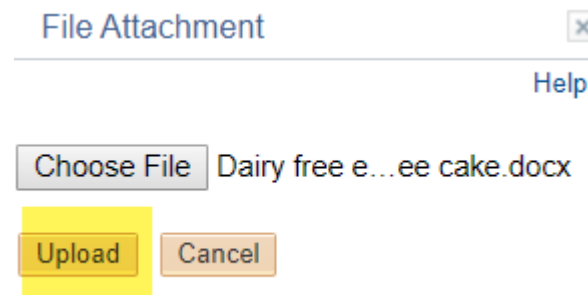


Adding Documentation

- Locate the desired file. Press Open.



- After the file has been selected, press the Upload button.





Adding Documentation

- Add description if desired.
- Press the OK button.

Journal Entry Attachments

Unit UVM01

Journal ID P028138-51

Date 10/02/2019

Details

| File Name | Description |
|-------------------------------|----------------------|
| Dairy_free_egg_free_cake.docx | <input type="text"/> |

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK



Adding Documentation

- On the PurCard journal, notice the counter on the Attachments hyperlink has changed to one.
- The document has successfully been attached to the Purchasing Card journal.

| Header | Lines | Errors |
|---------------------------|-------|---------------------------------|
| Unit UVM01 | | Journal ID P028138-51 |
| Long Description | | USBank PURCARD 10/02/2019 1758 |
| | | 224 characters remaining |
| *Ledger Group | | ACTUALS |
| | | Attachments (1) |
| Name Fitzgerald,Erin Mary | | |



Submitting

- Submit to Disbursement Center (paper documentation)
- Or
- Email purcardaudit@uvm.edu using the Notify button



Submitting

Header Lines Errors

Unit UVM01

Journal ID P028138-51

Date 10/02/2019

Long Description USBank PURCARD 10/02/2019 1758

224 characters remaining

*Ledger Group ACTUALS



Fiscal Year 2020

Period 4

☐ Autobalance on 0 Amount Line

Attachments (0)

Name Fitzgerald,Erin Mary

Holly LeBlanc

Entered On 09/27/2019 11:19:29AM

Last Updated On 10/01/2019 11:01:32PM

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



Submitting

Send Notification

Select Notification Template

Templates Defined for this Component

| Description | Subject | Select |
|-----------------------------|------------------------------|---------------------------------------|
| UVM Specific Journal Notify | Journal Notification | <input type="button" value="Select"/> |
| UVM PurCard Journal Link | PurCard Journal Notification | <input type="button" value="Select"/> |



Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Apply



Travel and The PurCard

- Expense charged to the Purchasing Card should NOT be included on the Travel Expense Report or it will double charge your budget!



IRS Accountable Plan Rules

Accountable Plan: To be an accountable plan as defined by the IRS, your employer's reimbursement or allowance arrangement must include all of the following rules:

1. Your expenses must have a business connection — that is, you must have paid or incurred deductible expenses while performing services as an employee of your employer.
 2. You must adequately account to your employer for these expenses within a reasonable period of time.
 3. You must return any excess reimbursement or allowance within a reasonable period of time.
- This is true, regardless of the payment mechanism — purchasing card, travel and expense, payables, etc.



Tax Issues

- UVM is exempt from VT State Sales tax
- UVM is exempt from VT Rooms and Meals tax
- UVM pays local city taxes, i.e. Burlington, Williston, etc.
- Payments must be made by UVM mechanisms
- UVM has tax exemptions in other states:
<https://www.uvm.edu/finance/statetaxexemptions>



U S Bank Access

- Access Online
 - Review transactions
 - Review account balances
 - Review declines
 - Print statement
- Supervisors can review their departmental cardholders' activity



UVM Policies

- [Travel policy](#)
- [Automobile Rental](#)
- [Business Meal, Hospitality and Amenity](#)
- [Code of Business Conduct](#)
- [Conflict of Interest and Conflict of Commitment](#)



The
UNIVERSITY
of VERMONT

Q & A