



West Virginia University.

# User Group Meeting 5-18-12

- **Director of Procurement, Contracting, and Payment Services**
  - **Brenda Mowen**
    - **[Brenda.mowen@mail.wvu.edu](mailto:Brenda.mowen@mail.wvu.edu)**
- **Procurement:**
  - **Keith Bayles**
    - **293-0372**
    - **[Keith.bayles@mail.wvu.edu](mailto:Keith.bayles@mail.wvu.edu)**

- **PCard**

- **Lucinda Vasofski**

- **293-6381**

- [Lucinda.vasofski@mail.wvu.edu](mailto:Lucinda.vasofski@mail.wvu.edu)

- **Payment Services**

- **Hongmei Cui**

- **293-7037**

- [Hongmei.cui@mail.wvu.edu](mailto:Hongmei.cui@mail.wvu.edu)

- **Important Year End Dates:**
  - **June 8<sup>th</sup>**
    - **Last day to submit requisitions for old year obligations or change orders between \$1,000 and \$25,000**
  - **June 29<sup>th</sup>**
    - **Last day to receive**

## – July 6<sup>th</sup>

- **Noon- Last day for department to submit documents for payment of transactions that occurred prior to July 1, 2012**
- **All editing on FY2012 PCard transactions must be completed by 4:00 PM**

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**PCard Administration**  
**PCardAdministration@mail.wvu.edu**

**PCard Review**  
**Pcardreview@mail.wvu.edu**

- **All WVURC cardholders will be required to take a training quiz**
  - **PCard regulations**
  - **General grant compliance**

# Editing Transactions in PCard Software

- **State**

- **Citi will allow you to edit after mapping, but those changes will not be in MAP**
- **Edits must be done before 4:00 PM on the day titled “Mapping from Citibank”**



# Editing Transactions in PCard Software

- **RC**

- **If the transaction date occurs after the grant has expired, the software will not automatically charge to the overhead**
- **PCard Admin must edit the “kicks”**
  - **If goods are received within the grant period:**
    - **We will edit to the correct funding**
    - **Requires signed copy of the receipt**
  - **If goods aren't received within grant period:**
    - **Please edit to a valid RC fund before mapping period**

- **State:**
  - **Requires prior approval by State Auditor's Office**
  - **If cardholder does not obtain approval, PCard Admin must be notified.**
    - **WVU must self report to the State**
- **RC:**
  - **Is it permitted in the grant?**
  - **Document participants**

- **If PCard is used to purchase a Mountie Bounty:**
  - **Maintain a reconciliation log of all transactions**
  - **Do not want to lose the auditing trail**

- **Please report all misuse/abuse to [Pcardreview@mail.wvu.edu](mailto:Pcardreview@mail.wvu.edu)**
- **If a cardholder self-reports to his/her DCC, please notify PCard Review**
  - **Even if the charge is removed**

# Fuel and Rental Car Receipts

- **Please include the purpose of the transaction on the documentation**
  - **Fuel:**
    - **Was it for a fleet vehicle?**
    - **More than one vehicle?**
    - **Purpose for multiple fill ups on one day?**
  - **Rental:**
    - **Purpose for the rental (authorization)**