

McMicken College of Arts and Sciences
Purchasing Card Violations - Policy 2.8.1
Addendum

Effective: May 1, 2009

Background:

Appropriate allocation of all accounting documents, including purchasing card (p-card) charges, ensures timely, accurate and transparent financial reporting.

Policy:

For each purchasing card charge, the account allocator must perform the on-line process to allocate the expense to the appropriate account when the default account is not the correct account to be charged. Each charge should be properly allocated with the following detail before the expenses post each month in UC FLEX.

Fund
Cost Center
Functional Area
General Ledger (G/L)**
Grant (if applicable)
Internal Order (if applicable)

**Use the appropriate G/L account code to match the type of expense. DO NOT USE GENERIC ACCOUNTS SUCH AS 530200 – OFFICE SUPPLIES, UNLESS APPROPRIATE

The Treasurer's Office sends monthly notices to notify cardholders of each month's billing cycle and corresponding deadlines to edit and post data.

A NIU form (Non-cash Intra-University), JE (Journal Entry), or CTR (Cost Transfer Request – grants) should be used on an exception basis only and not as a means to reallocate expenses after p-card transactions have posted to SAP. A copy of the expense transfer document must be retained with the monthly p-card documentation.

The following link contains account code information relating to Functional Areas, Fund Types, General Ledger (G/L) expense accounts, and Best Practices for Entering Accounting Documents in UC FLEX.

http://www.uc.edu/af/finserv/Account_String_Documents.html

Purchasing Card Violation:

Failure to comply with the college policy of allocating charges is considered a p-card violation and a formal violation notification will be issued.

This addendum supplements Section VIII of the Purchasing Card Policies and Procedures Manual – Charge Allocation of Non-default Accounts and Section XXIV -Sponsored Accounts and the Purchasing Card.