



Winthrop University

Purchasing Card Liaison Training

Procurement, Purchasing, and Your P Card

- Procurement is the process of purchasing the proper requirement at the time needed and for the lowest possible cost from a reliable source.
- [Procurement Card Application](#)
- [Purchasing Card Agreement](#)

- As a state institution, Winthrop follows [the South Carolina state P-Card policy](#).

Purchasing Card Cardholder Agreement Highlights

- Legitimate business purposes
- Only the Cardholder should be using the card
- Do not accept cash in lieu of a credit to the P Card account
- Single + monthly transaction limits
- Split transactions

Why Use a P Card And Who Can use it?

- Faster payment
- Increased security
- Manage expenses online in BOA Works
- Less paperwork than requisition/PO
- Only approved, full-time faculty and staff may use a P Card.
- Students, temporary, and part time employees may not be issued a P Card

Allowable Expenses on the P Card

- Office expenses **statewide**
- Membership dues + professional subscriptions
- Books
- Utilities
- Ace Hardware/Lowe's/Home Depot
- Online orders from legitimate vendors
- Lab supplies

Additional acceptable Pcard Purchases

- Using Your P Card to Pay for Student Meals/Travel
 - P-cards may be used by authorized personnel to purchase food/meals, lodging, and airfares for students and chaperones when on student travel/trips.
- Technology
 - Accessories to technology (i.e. a headset)
 - Laptops/tablets/computers/etc. must be quoted through the Helpdesk and ordered via a Purchase Order and the Procurement Services department.

Travel with a P Card

- Does not allow hotels and flights unless profile selected
 - Request if needed
- Taxis for business purposes are considered as being allowable expenses.

Non-Allowable Expenses

- Postage (stamps) – **You can use for shipping through USPS, FedEx, UPS**
- Entertainment or business meals (ie faculty meals – purchasing food for employees is strictly prohibited by the state of SC)
- Monetary incentives
- Breakroom supplies – personal use
- Cell phones and plans
- Split purchases
- Other items for personal use
- Laptops/tablets/printers

How is the purchase you are making going to impact the student?

Split Transactions

- What is a split transaction?
 - Splitting transactions to intentionally avoid the single transaction limit
- Split transactions are not allowed under the South Carolina P Card Policy

Can I pay for things from foundation funds on my P Card?

- Foundation funds cannot be charged to a P Card.* The foundation account codes are not in Banner. Charges would have to be made to a revenue fund that has been agreed upon with the foundation and then the foundation would reimburse the revenue fund.

Accidentally Charged Personal Charge to P Card?

- Make sure P Card is not saved online.
- Complete the departmental deposit form on the Cashiers Office web page using the FOAP that the expense was initially charged to.
<https://apps.winthrop.edu/deptdeposit/>
- Fill out the Check Total space at the bottom of the digital form with the amount you are paying back to the university, hit Submit to Cashiers, and print the form that comes up.
 - Your personal check can be made out to Winthrop University.
 - Make a copy of the check to keep on file with everything in your P Card file.
- Send a copy of the form to Purchasing + bring a copy with you to the Cashiers Office with your check.
- Once received by the Cashiers Office, you will receive a confirmation; please forward a copy of that confirmation to Purchasing for documentation and keep a copy on file with your P Card statement that the transaction was made on.

P Card Limit Increase

- Default limit \$1,500 per transaction and \$5,000 per month unless otherwise specified on P Card application
- A P Card Limit Increase Request is required if the Cardholder is looking to spend over their allotted single or monthly transaction allowable expenses.
- To request an extension, please complete the [Procurement Card Limit Increase Request Form](#) on the Procurement Services website.

Other Need-to-Know

- Credits **must** be returned to cards.
- Please do not set up auto-pay using your P Card or save your card to websites.
- If you lose your card, please contact us AND BOA Works (phone number can be found by clicking the phone in the top right corner of your BOA Works home page when logging in)
- If you need a Winthrop-affiliated FedEx account, please reach out to purchasing@winthrop.edu.
- Course Fees should ONLY be used to purchase the goods or services for which the Course Fee is assessed. The policy here is very strict. We have seen some inappropriate behavior here that we've addressed individually, but most transactions are in compliance. As long as the activity remains appropriate, we will allow P Cards to be used for Course Fee expenses.

Billing Cycle + Reconciliation

- 27th of each month
- Reconcile purchases ASAP
- Liaisons should retain the receipts for **3 years**.
- Pull liaison report(s) in BOA Works.
- **Deadline for monthly reconciliation: 2 weeks after the billing cycle.**
- **Please notify Procurement Services if any issues come up with reconciling cards prior to the deadline.**

Need to edit a transaction's allocation after signing off?

- Please reach out to Purchasing to flag the transaction.
- Once flagged, the transaction can be edited and unflagged by the liaison.
- If a transaction has not been signed off on by end-of-day on the 27th of each month, the transaction will be “swept” in BOA Works and a journal entry will need to be created for that transaction.

Allocating and Reconciling Expenses

Expenses > Transactions > Accountholder 221 - ODU Purchase Program

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

- Date - 10/01/2018 - 05/05/2020
- Account - All
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- Allocation Complete - All
- Allocation Valid - All
- Allocation Authorized - All

Search Reset

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp(Val)Auth	Allocation	Amount Allocated	Uploaded Receipt
<input type="checkbox"/> TXN00001363	4955	none	10/30/2019	10/30/2019	Manager_ODU	26.18	PUBLIC WAREHOUSING-FARM PR CO.	x v x	-5655-	26.18	No
<input type="checkbox"/> TXN00001364	4955	none	10/30/2019	10/30/2019	Manager_ODU	96.68	BLUEPRINTING AND PHOTOCOPY CO.	x v x	--	96.68	No
<input type="checkbox"/> TXN00001365	4955	none	10/30/2019	10/30/2019	Manager_ODU	7.07	ENGINEERING, ARCHITECTURAL CO.	x v x	-5412-	7.07	No
<input type="checkbox"/> TXN00001366	4955	none	10/30/2019	10/30/2019	Manager_ODU	34.52	PUBLIC WAREHOUSING-FARM PR CO.	x v x	-5655-	34.52	No
<input type="checkbox"/> TXN00001367	4955	none	10/30/2019	10/30/2019	Manager_ODU	53.78	CIVIC, SOCIAL AND FRATERNA CO.	x v x	-5101-	53.78	No
<input type="checkbox"/> TXN00001368	4955	none	10/30/2019	10/30/2019	Manager_ODU	42.92	PROFESSIONAL SERVICES NOT CO.	x v x	--	42.92	No
<input type="checkbox"/> TXN00001369	4955	none	10/30/2019	10/30/2019	Manager_ODU	57.61	PUBLIC WAREHOUSING-FARM PR CO.	x v x	-5655-	57.61	No
<input type="checkbox"/> TXN00001370	4955	none	10/30/2019	10/30/2019	Manager_ODU	49.96	MONTHLY SUMMARY TELEPHONE CO.	x v x	--	49.96	No
<input type="checkbox"/> TXN00001371	4955	none	10/30/2019	10/30/2019	Manager_ODU	47.41	ACCOUNTING, AUDITING AND B CO.	x v x	--	47.41	No
<input type="checkbox"/> TXN00001372	4955	none	10/30/2019	10/30/2019	Manager_ODU	90.73	COURIER SERVICES-AIR OR GR CO.	x v x	-5001-	90.73	No

0 Selected | 50 items Show 10 per page Page 1 of 5

[Retry Automatch](#)
[Mass Allocate](#)
[Add to Expense Report](#)
[Attach](#)
[Print](#)
[Sign Off](#)
[Upload Receipt](#)

Taxes

- South Carolina Sales Tax Manual: <https://dor.sc.gov/resources-site/lawandpolicy/Documents/SC%20Sales%20Tax%20Manual.pdf>
- If applicable tax was included in your purchase, do not choose Subject to Use Tax when allocating expenses.
- If tax was not included in your purchase because the vendor did not require it but it is a tangible item/product, choose Subject to Use Tax
- Sales tax on software purchases: If you received anything tangible, like a CD, for the software purchase, then you should pay sales tax on the portion of the purchase that is related to the CD.
- Use tax is applicable if you pay sales tax that is remitted to a state other than South Carolina. You would select Subject to Use Tax in BofA Works.

Subject to Tax

Works - Transactions

payment2.works.com/works/transactions/accountholder/tab/pendingSignOff

Document Primary Accountholder Vendor Reference Purchase Amount Purchased Date Posted Allocation Receipt Account ID Sign Off Comp/Val/Auth Accounts Allocated

Date: 06/29/2024 - 10/03/2024

Account: All

Purchase Allocation Details - TXN00299961 - RASIX COMPUTER CENTER INC 10/02/2024 | Source Amount : 142.16 USD

Purchase Amount: 142.16 Tax Amount: 0.00 Allocation Total: 142.16 | 100% Variance: 0.00

Comp/Val/Auth	All Values	Sales Tax	Description	GL01: Index	GL02: Account	GL03: Activity Code	Category
<input type="checkbox"/>	142.16	0.00	RASIX COMPUTER CENTER INC - Purchase	6715E 111020	71111	NONE	(unspecified)

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Subject To Use Tax	142.16	0.00	0.00	29733

Adjust Amount

Transaction Detail - 6111 (STATIONERY, OFFICE SUPPLIES, PRINTING AND)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary	0.00	1	142.16				0.00	0.00					0.00	0.00	0000000000000000

Goods & Services

Goods/Services	Price	Quantity	Total

0 Selected

Save Save and Allocate Next Close

Page: 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

Training Guides | Training Videos | Digital Privacy Notice | Your Privacy Choices | Recommended Settings | Payment Center

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Last login Thursday October 3, 2024, 7:33 AM CDT.

Type here to search

8:39 AM 10/1/2024

Traveler information

Allocation Details - TCM0144857 - LONE S.00010

Purchase Amount: 64.16 Allocation Total: 64.16 | 100% Variance: 0.00

Complete/Auth	Value	Description	GLPI Index	GLPI Account	GLPI Activity Code	Category	Note
<input checked="" type="checkbox"/>	50	Plan School for our honeymoon	4210E 111020	72215 Employee Foreign Travel	NONE	Employee Travel	Traveler Name (LastName, FirstName) Peppel, Jessica
<input type="checkbox"/>	50	Plan School for our honeymoon	4210E 111020	72215 Employee Foreign Travel	NONE	Employee Travel	Traveler Name (LastName, FirstName) Clooney, George

0 Selected | 2 Items

Remove Add Duplicate Clear GL

Reference & Tax

Add traveler information to applicable expenses

Category	Note
Employee Travel	Traveler Name (LastName, FirstName) Peppel, Jessica
Employee Travel	Traveler Name (LastName, FirstName) Clooney, George



Which Account Code Do I Use?

- When reconciling expenses, please refer to the Banner Expense Account Code Listing.
- This listing can be found on the [Controllers Office website](#).

Banner Expense Account Codes

* Please use the Banner look-up feature if you need to use an account code not listed *

EXPENSES					
Banner Account Code	Account Code Description	Banner Account Code	Account Code Description	Banner Account Code	Account Code Description
TELEPHONE					
71021	Telephone Long Dist Data Cell Conf				
71022	Telephone WJ Landlines				
REPAIRS					
71024	Repairs Equipment & Motor Pool				
71025	Repairs Building				
PRINTING AND ADVERTISING					
71041	Printing Winthrop Prepared				
71042	Printing Outside Prepared				
71043	Advertising Costs				
CONTRACTUAL SERVICES					
71063	Guarantee Expenses				
71065	Consultant Fees				
71066	Food Services				
71070	Maintenance				
71073	Education and Training				
71074	Campus Services Contra				
71075	Contract Services Other				
CAPITAL LEASES > \$5000					
74520	Capital Lease Exp Equipment				
74530	Capital Lease Exp Vehicles				
SUPPLIES					
71111	Office Supplies				
71112	Follett Supplies				
71113	Follett Contra				
71114	Educational Supplies				
71115	Technology Supplies and Software				
71116	Food Supplies				
71117	Medical Supplies				
71119	Motor Pool Supplies				
71120	Other Supplies				
MAINTENANCE SUPPLIES					
71131	Maintenance Supplies				
71132	Clothing and Dry Goods				
71133	Custodial Services				
COPYRIGHTED MATERIAL					
71321	Copyrighted Material				
71322	Books				
71323	Subscriptions				
71324	Research Materials				
71325	Audio Visual				
POSTAGE EXPENSE					
71331	Postage				
71332	Metered Mail				
71334	Express Mail				
71336	Freight Charges				
MINOR EQUIPMENT LESS THAN \$000					
71351	Minor Equipment < \$5000				
71352	IT Minor Equipment < \$5000				
71372	Lease Cost 12 Month or Less				
FIXED CHARGES					
71365	Rent Equip				
71366	Rent Other				
OTHER DIRECT OPERATING EXPENSES					
71391	Membership Dues				
71392	Taxes and Licenses				
71393	Other Costs and Losses				
71394	Motor Pool Transfers				
CAPITAL EQUIPMENT BUDGET ACCOUNT (> \$5000)					
74020	Medical Sci Lab Equip				
74025	Household Equipment				
74030	Motor Vehicles				
74035	Grounds Equipment				
74040	Office Equipment				
74045	Educational Equip				
74050	ADP Equipment				
74060	Other Equipment				
74070	Musical Equipment				
74075	Fixed Equipment				
74080	Comm and IT Equip				
74115	Furniture and Fixture				
74120	Software Over 100K				

TRAVEL					
Banner Account Code	Account Code Description	Banner Account Code	Account Code Description	Banner Account Code	Account Code Description
STUDENT TRAVEL					
71505	Student Travel				
71510	Student Travel for Research				
71520	Athletic Team Travel				
71530	Student Athletes Foreign Travel				
NON EMPLOYEE TRAVEL					
71555	Non Employee Registration				
71560	Non Employee Travel				
71565	Non Employee Recruit In State				
71570	Non Employee Recruit Out of State				
OTHER TRAVEL					
72615	Employee Interview Travel				
72620	Moving Expense				
EMPLOYEE TRAVEL IN STATE					
72015	Emp In State Registration				
72020	Emp In State Gas Parking Other				
72025	Emp In State Meals Taxable				
72030	Emp In State Meals				
72035	Emp In State Mileage				
72040	Emp In State Lodging				
72045	Emp In State Rental Car				
EMPLOYEE TRAVEL OUT OF STATE					
72115	Emp Out of State Registration				
72120	Emp Out of State Gas Park Oth				
72125	Emp Out of State Meals Taxable				
72130	Emp Out of State Meals				
72135	Emp Out of State Mileage				
72140	Emp Out of State Lodging				
72145	Emp Out of State Rental Car				
72150	Emp Out of State Airline				
EMPLOYEE TRAVEL FOREIGN					
72215	Emp Foreign Travel				
RECRUITING TRAVEL BY EMPLOYEES IN STATE					
72315	Rec In State Registration				
72320	Rec In State Gas Parking Other				
72325	Rec In State Meals Taxable				
72330	Rec In State Meals				
72335	Rec In State Mileage				
72340	Rec In State Lodging				
72345	Rec In State Rental Car				
RECRUITING TRAVEL BY EMPLOYEES OUT OF STATE					
72415	Rec Out of State Registration				
72420	Rec Out of State Gas Park Oth				
72425	Rec Out of State Meals Taxable				
72430	Rec Out of State Meals				
72435	Rec Out of State Mileage				
72440	Rec Out of State Lodging				
72445	Rec Out of State Rental Car				
72450	Rec Out of State Airline				
RECRUITING TRAVEL FOREIGN					
72515	Rec Foreign Travel				

Sign off on Expenses

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Document	Primary Accountholder	Vendor	Purchase Amount
<input checked="" type="checkbox"/>	TXN00144897	Peppel, Jessica	LOWES #00416	64.16
<input type="checkbox"/>	TXN00144976	HUBER, KELLY	VZWRLSS APOCC VISB	50.75

1 Selected | 2 items

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt **Sign Off**

- Click on each completed expense and sign off.

Liaison Report

- Pull the liaison report for the P cards that you reconcile by the 27th of each month.
- Instructions on how to pull the report are sent out monthly in the liaison reconciliation email.
- A report will be generated for you 3 days after the end of each billing cycle. This report can be found on the home screen under “Action Items” column in the row labeled “Download”.



Works

[Home](#) [Expenses](#) [Accounts](#) [Reports](#) [Accounting](#) [Administration](#)

Reports > Create

Create Report

Report data is current as of October 16, 2024 10:02 AM CDT.

* Category:

* Template:

Report Options

Basic

Advanced

[Reset to defaults](#) [Use last run settings](#)

Columns

Available

- Allocation
- GL is Authorized
- GL is Complete
- GL is Valid
- GL: Account
- GL: Account Desc
- GL: Activity Code
- GL: Activity Code Desc
- GL: Index
- GL: Index Desc
- Item Description
- Item Exp Cat Comment
- Item GL Combination
- Item Number
- Item Price
- Item Tax
- Item Total
- Noncard Spend
- Total Card Spend

Selected

- CH Full Name - Cardholder Name
- Post Date
- Vendor Name
- Total Card Spend - Total
- Tax Status
- GL: Index
- GL: Activity Code - Activity
- GL: Account - Acct
- Item Exp Cat Comment - Traveler Name

[Add Constant](#)

Column Sort

A→Z CH Full Name

Filters

Works

Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report

* Category: Spend

* Template:

Select a Report

Include shared reports

	Template Name	Owner	Description
<input type="radio"/>	1099 Company Supplier Spend		A statement for reviewing 1099 company supplier tr
<input type="radio"/>	Airline Spend Detail		Review details of all airline-related expenses.
<input type="radio"/>	AUGUST - Monthly allocation report	Cupp, Michael W	AUGUST - Monthly allocation report
<input type="radio"/>	Banner Upload - Do NOT remove	Services, Procurement	Banner Upload for Transactions and Tax
<input type="radio"/>	Billing Statement Nightly Posting	Services, Procurement	Billing Statement Nightly
<input type="radio"/>	Forced Capture		Review card transactions with suspicious authoriza
<input type="radio"/>	General Purchase Spend Detail		Review details of all general purchase expenses.
<input type="radio"/>	Hotel Spend Detail		Review details of all hotel-related expenses.
<input type="radio"/>	Liaison Monthly Allocation Signoff per cardholder	Triester, Anna	Liaison Monthly Allocation Signoff per Cardholder f
<input type="radio"/>	Monthly Billing Statement	Burroughs, Indigo	Billing Statement

0 Selected | 16 items

Show 10 per page

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OK Cancel



*Template: shared : Liaison Monthly Allocation Signoff per cardholder

Report Options

Basic

Advanced

[Reset to defaults](#) [Use last run settings](#)

Columns

- Available
- Grp Owner Last Name
 - Grp Owner Login
 - Grp Owner Middle Name
 - Company Supplier**
 - 1099 reporting
 - 8A
 - Comp Supp City
 - Comp Supp Country
 - Comp Supp ID
 - Comp Supp MCC
 - Comp Supp Name
 - Comp Supp Phone
 - Comp Supp Preferred
 - Comp Supp State
 - Comp Supp Street 1
 - Comp Supp Street 2
 - Comp Supp Street 3
 - Comp Supp ZIP
 - DBA Name

- Selected
- CH Full Name - Cardholder Name
 - Post Date
 - Vendor Name
 - Total Card Spend - Total
 - Tax Status
 - GL: Index
 - GL: Activity Code - Activity
 - GL: Account - Acct
 - Item Exp Cat Comment - Traveler Name
-

- Column Sort
- A→Z CH Full Name
-

Filters

Add filter:

Post Date: 08/28/2024 - 09/27/2024

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Grp: All Groups in scope Include subgroups

Output Format



Select Group(s) ✕

Include deactivated groups

>> [Clear Filters](#)

<input type="checkbox"/>	Group	Owner Name	Parent Group
<input type="checkbox"/>			
<input type="checkbox"/>	AAAS	SUPPORT, WORKS	Vice President of Academic Affiars
<input type="checkbox"/>	Access & Enrollment Management	SUPPORT, WORKS	ADMISSIONS
<input type="checkbox"/>	ADMISSIONS	SUPPORT, WORKS	UNIVERSITY ADVANCEMENT
<input type="checkbox"/>	ALL	SUPPORT, WORKS	FINANCE & BUSINESS
<input type="checkbox"/>	ALUMNI RELATIONS	SUPPORT, WORKS	VP for Institutional Advancement
<input type="checkbox"/>	ARTS IN BASIC CURRICULUM	SUPPORT, WORKS	CVPA
<input type="checkbox"/>	ASSESSMENT	SUPPORT, WORKS	AAAS
<input type="checkbox"/>	ATHLETICS	SUPPORT, WORKS	OFFICE PRESIDENT
<input type="checkbox"/>	Athletics 1	SUPPORT, WORKS	ATHLETICS
<input type="checkbox"/>	Athletics 2	SUPPORT, WORKS	ATHLETICS

0 Selected | 102 items Show per page Page: of 11