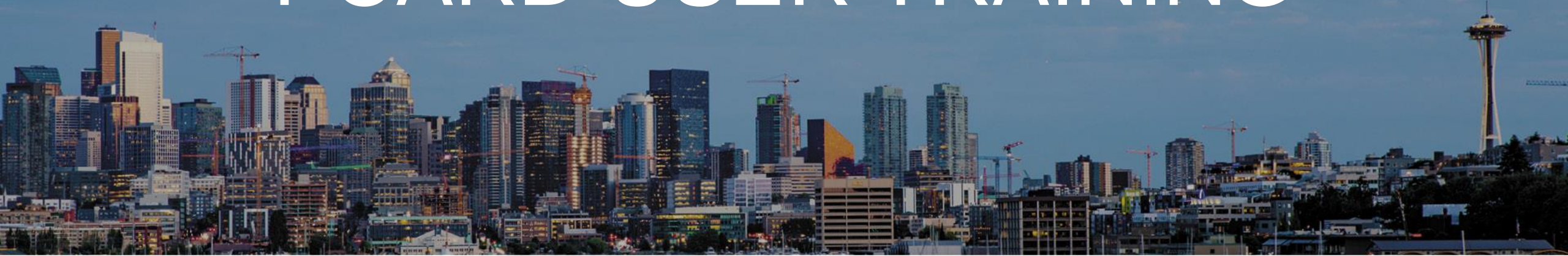


PCARD USER TRAINING



SEATTLE PACIFIC
UNIVERSITY

NATIONALLY RANKED

SPU is ranked among the best universities in the nation by *U.S. News & World Report*

RESPONSIBILITIES OF A PCARD HOLDER

- **Use your PCard for business purposes ONLY**
 - No personal purchases, cash advances or cash refunds
 - PCards impact SPU's credit rating (not the employee's)
- **Obtain receipts (and make sure vendors include sales or use taxes on all receipts)**
 - WA State Department of Revenue requires all purchases regardless of location to have sales or use taxes paid
 - If there is no sales tax included on your receipt, contact Finance
- **Reclassify the expenses each month**
- **Keep your card safe; do not share the use of your card with anyone**
- **Report missing or stolen cards immediately to the bank and inform Finance (PCard Administrator)**
- **Tell Finance (PCard Administrator) when you are leaving the organization or if you are changing roles within the organization**



USES OF THE PCARD AND LIMITS ON CARD

- **Purchase items for business purposes ONLY**
 - E.g. small equipment, subscriptions, memberships, books, business related travel
 - No personal purchases, cash advances or cash refunds
 - You can purchase for any employee who reports to the same department etc
- **The purchasing card is NOT to be used for professional services e.g. consultants, legal advice**
 - This is because SPU needs to provide vendors with specific documents to meet its legal obligations. Purchasing services by PCard prevents us meeting our reporting requirements.
- **Your card has single purchase limits of \$2,000 and monthly limit of \$5,000**
 - No splitting of a transaction
 - Monthly cycle is 26th of the month to the 25th of the following month (or next working day)



CONSEQUENCES OF NON-COMPLIANCE

- **Termination of your rights to use a PCard for any reason**
- **Assignment of wages for repayment of discrepancies**
- **Disciplinary action up to, and including, termination of employment and legal action**
- **If you fail to submit statements and receipts to Finance within 60 days of the statement date, all your PCard purchases will be taxed on your next payroll**



MONTHLY TASKS

- **Type a description of the expense**
 - The IRS requires a valid business purpose for each business expense
 - E.g. if you pay for a business meal, you should list the names of the people who attend that meal (if less than 10 attendees) or the total number of attendees (if 10 or more attendees)
- **Scan US bank statement and relevant receipts and submit to AP JIRA**
 - Receipts are required for items >\$75
 - Lodging requires receipts for any value
- **Complete your reclassification and descriptions in US bank portal, it will ask you to select the next approver**
 - This is your Budget Manager or your Supervisor
 - Audits of approvers are performed regularly to ensure that approvals are being sought in line with SPU rules
 - Approvers are to review receipts, confirm that accounting is correct and that expense is approved



RECEIVING YOUR CARD

- **After training, your PCard is available from the Finance office (WAC)**
 - Please bring your SPU or government issued ID to collect your card
 - You will sign a copy of the PCard Agreement prior to being issued with your card
- **Activate and set card up as per US bank instructions attached to the PCard**



[Contact Us](#)
[Login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)



US Bank PCard Portal
sign in:

access.usbank.com



MONTHLY TASKS

- Log onto US Bank each month to complete reclassification tasks
- Your transactions will appear under Transaction Management

The screenshot shows the US Bank Access Online interface. At the top left is the US Bank logo and 'Access Online' text. On the right, there are icons for 'Chat With Us' and 'Log Out'. Below the header, a navigation menu on the left includes 'Transaction Management' (highlighted in yellow), 'Account Information', 'Reporting', and 'My Personal Information'. The main content area displays 'Welcome to Access Online' followed by a redacted name and 'Your last login was 02/15/2023'. Below this is a 'Message Center' section with a link to 'Message(s) from Access Online'. On the right, there is a 'Language Selection' dropdown menu currently set to 'American English'. At the bottom right, there is a 'Quick Links' section with a link to 'Manage Home Page Settings'.

- Then click on Transaction List



HOW TRANSACTIONS APPEAR ON US BANK PORTAL

[-] Card Account Summary

Account Number: ⊙ ...2341
 Account Name: XXXXXXXXXX

Billing Cycle Close Date: 02/27/2023 ▾

Search

Print Account Activity

⊙ Open Account

[+] Search Criteria

[Return to top](#)

[-] Transaction List

[Return to top](#)

Records 1 - 5 of 5

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID
<input type="checkbox"/>	⊙	Pending	02/21	02/22	AMZN MKTP US*HP0DR6EX1	AMZN.COM/BILL, WA	\$24.24	Ⓜ	03757004230026132023-02-2200001	111-9691674-53162
<input type="checkbox"/>		Approved	01/28	01/30	AMZN MKTP US*RT0M42L93	AMZN.COM/BILL, WA	\$56.22	Ⓜ	03757004230026132023-01-3000004	114-1300654-67338
<input type="checkbox"/>		Approved	01/28	01/30	AMZN MKTP US*0V4QI6DS3	AMZN.COM/BILL, WA	\$58.42	Ⓜ	03757004230026132023-01-3000003	114-1300654-67338
<input type="checkbox"/>		Approved	01/28	01/30	AMAZON.COM*1P16G8XR3 AMZN	AMZN.COM/BILL, WA	\$49.60	Ⓜ	03757004230026132023-01-3000002	114-3191786-54434
<input type="checkbox"/>		Approved	01/27	01/30	AMZN MKTP US*152W279F3 AM	AMZN.COM/BILL, WA	\$45.18	Ⓜ	03757004230026132023-01-3000001	114-0656138-13322

⊙ Disputed Ⓜ Reallocated Ⓜ, Ⓜ Trans Detail Level 🔒 Reallocation Locked

[Check All Shown](#) | [Uncheck All Shown](#)



RECLASSING TRANSACTION IN US BANK

- **Select each transaction for reclassification:**

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	01/28	01/30	AMZN MKTP US*RT0M42L93	AMZN.COM/BILL, WA	56.22		114-1300654-67338	113002 - 5251 - 71207 - Computer keyboard

Disputed Trans Detail Level Reallocated

Summary | Allocations | Transaction Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

Allocation Source: User Last Changed By: Smithwick, Jen

Remove	Amount	Percent	Accounting Code - Segment Name (Length)		D2 (i)	ACCT (e)	D3 (i)	ACTV (e)	D4 (i)	USE TAX_TYPE (e)	D5 (i)
	\$	OR	FUND (e)	D1 (i)	ORGN (e)						
<input type="checkbox"/>	56.22	100.00%	113002	-	5251		71207				

Total Allocated: \$ 56.22 100.00% Apply Accounting Code:

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s):

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

- **The fund and org listed should NOT be changed**
 - Please contact Finance (PCard Administrator) if you believe these to be incorrect or your purchasing does occur for multiple funds / orgs
- **The account should be changed to reflect the nature of the transaction**



COMMON ACCOUNTING CODES

- **71201 General Supplies**
- **71207 Computer Supplies**
- **71210 Non-Capital Equipment**
- **74404 Team Travel**
- **74501 Off-Campus Business Meals**
- **74502 On-Campus Meals and Refreshments**
- **76111 Professional Memberships and Dues**

- **Reach out to your Budget Manager or the PCard Administrator with any queries about the correct accounting code to use**



SAMPLE PCARD STATEMENT



Cardholder Activity

Name: _____ Account Number: **0383 Cycle End Date: 04/25/2023

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
04/05/2023 04/06/2023	FRED-MEYER #0608 SEATTLE, WA	\$11.35 \$11.35	USD 115002-2127-71101	11.35 supplies for biology lab
04/24/2023 04/25/2023	AMZN MKTP US*HF6XT8TO1 AMZN.COM/BILL, WA	\$55.10 \$55.10	USD 115002-2129-71201	55.10 Certificate frames for end of year awards in Eaton

Activity Totals Purchases Payments
\$66.45 \$66.45 \$0.00

Cardholder Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____



U.S. BANK
P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER 4485-5900-0725-4531

AMOUNT DUE \$0.00

RFID:
ID:
CARD:
SERIAL:

000010807 01 SP 0.600 106481720968931 P
SEATTLE PACIFIC UNIV 3307 THIRD
AVE W, SUITE 107 SEATTLE WA
98119-1922

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
04-20	04-21	5734	WWW.TRANSANA.COM WWW.TRANSANA.WI	24492163110000042002343	395.00
04-20	04-24	5411	SAFEWAY #3613 SNOQUALMIE WA	24231663111637000752589	17.70

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5900-0725-4531	ACCOUNT SUMMARY PURCHASES, FEES & ADJUSTMENTS \$412.70
	STATEMENT DATE 04/25/23	CHECKS/CASH ADVANCES \$0.00
MANAGING ACCOUNT NUMBER 4485-5945-2059-0429		DISPUTE AMOUNT \$0.00
CONTACT AND ADDRESS SEATTLE PACIFIC UNIV JOAN TESTER 3307 3RD AVE W SUITE 112 SEATTLE, WA 98119		CREDITS \$0.00
		STATEMENT TOTAL \$412.70



SAMPLE BANK STATEMENT AND RECEIPTS FOR RECLASS TO THE FINANCE OFFICE



U.S. BANK
P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER 4485-5900-0725-4531

AMOUNT DUE \$0.00



000010807 01 SP 0.600 106481720968931 P
SEATTLE PACIFIC UNIV 3307 THIRD
AVE W, SUITE 107 SEATTLE WA
98119-1922

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

Date: April 20, 2023

Receipt # 8407

A payment has been received for:

Quantity:	Description:	Unit Price:	Amount:
1		US\$ 395.00	US\$ 395.00
	Total:		US\$ 395.00

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
04-20	04-21	5734	WWW.TRANSANA.COM WWW.TRANSANA.WI	24492163110000042002343	395.00
04-20	04-24	5411	SAFEWAY #3613 SNOQUALMIE WA	24231683111837000752589	17.70

Download and authorization information has been sent to [\[redacted\]](#)

This charge will appear on your credit card as being from **Transana**.

Thank you for your purchase.

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5900-0725-4531	ACCOUNT SUMMARY
	STATEMENT DATE 04/25/23	PURCHASES, FEES & ADJUSTMENTS \$412.70 CHECKS/CASH ADVANCES \$0.00
MANAGING ACCOUNT NUMBER 4485-5945-5559-0429		DISPUTE AMOUNT \$0.00
CONTACT AND ADDRESS SEATTLE PACIFIC UNIV JOAN TESTER 3307 3RD AVE W SUITE 112 SEATTLE, WA 98119		CREDITS \$0.00
		STATEMENT TOTAL \$412.70



EXAMPLE RECLASS DOCUMENTATION



Cardholder Activity

Name: _____ Account Number: **9162 Cycle End Date: 03/27/2023

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
03/23/2023 03/24/2023	APADIVISIONS 202-336-6581, DC	\$98.50 \$98.50	USD 115002-2236-7611 TODDJE Jin- Division 36 and 45	98.50 APA professional membership dues for Dr.
03/23/2023 03/24/2023	WWW.ASPPB.NET WWW.ASPPB.NET, GA	\$687.50 \$687.50	USD 115002-2236-7611 TODDJE psychology fee for Dr. Jin	687.50 Examination for professional practice in

Activity Totals	Purchases	Payments
\$786.00	\$786.00	\$0.00

Cardholder Name: _____ Signature: _____
 Supervisor Name: _____ Signa..... _____

Order Receipt

ITEM	PRICE
Div-036 Society for the Psychology of Religion and Spirituality - Professional Affiliate Membership (03/23/2023 - 12/31/2023)	\$41.50
Div-045 Society for the Psychological Study of Culture, Ethnicity and Race - Professional Affiliate Membership (03/23/2023 - 12/31/2023)	\$57.00
Subtotal:	\$98.50
Tax:	\$0.00
Total:	\$98.50



Status: Succeeded
 Date of transaction: March 23, 2023

Transaction Name: EPPP (Part 1-Knowledge)
 Transaction Description: Examination Fee
 Purchaser's Name: Joel Jin
 Transaction Amount: \$687.50 USD
 Transaction ID: ch_3MouVXD7gBQuWH441uRwByZb
 Payment Method: Visa
 Last 4 Digits: 9162



RECLASS IN JIRA

Create issue

Project *
Finance (FIN)

Issue type *
Request for Payment

- Purchase Requisition
- Purchase Order
- Reimbursement Request
- AP - Direct Deposit
- ACH/WIRE
- P-card Reclass**
- Report
- Project
- Task

Select P-card Reclass Issue type

Summary *
May_2023_Doe, John

(Migrated on 25 May 2023 06:40 UTC)

Priority
Normal

(Migrated on 25 May 2023 06:40 UTC) [Learn more](#)

Start Date (migrated)
Select date

Date that work is scheduled to start on a task or project. (Migrated on 25 May 2023 06:40 UTC)


Due date
Select date

Add
Month_Year_Name in
summary



PCARD RECLASS UPLOAD IN JIRA

Assignee


 Automatic

[Assign to me](#)

(Migrated on 25 May 2023 06:40 UTC)


Assign your supervisor to this issue

Reporter *

 Isaac Thomas

(Migrated on 25 May 2023 06:40 UTC)

Department Contact



Enter the name of someone in the requesting department other than the re

(Migrated on 25 May 2023 06:40 UTC)











Attachment

 Drop files to attach or [browse](#)

(Migrated on 25 May 2023 06:40 UTC)

[Attach File](#)

Description *

Normal text ▾ | **B** *I* ... |  ▾ |   |        + ▾

P-Card Reclass

(Migrated on 25 May 2023 06:40 UTC)

Create another issue

Cancel

[Create](#)

Enter "P-Card Reclass" in Description
And create ticket



ADDITIONAL INFORMATION

- **Finance pays the PCard balance and records the reclassification noted in US Bank into Banner**
- **Finance performs periodic audits of cardholders**
 - Expenses in line with Purchasing and PCard policies
 - Expenses approved in line with delegated limits.
- **Increase in Limit**
 - Send a request to pcard@spu.edu with your supervisor in copy.
 - Ask you supervisor to approve in the email
 - Request is processed with 24 hours after it has been received with all approvals in place.



WHAT DO I DO IF SOMETHING LOOKS WRONG?

- **Contact the supplier if a charge looks incorrect**
- **If it's not resolved, contact the bank at 1-800-344-5696**
- **If still not resolved, contact the PCard Administrator**
- **Fraud**
 - Inform US bank as soon as possible.
 - Contact the finance office.
 - US bank also send emails to AP and in that case, AP will contact the cardholder.
- **If you lose a receipt that needs to be submitted to Finance:**
 - Contact the PCard Administrator and complete a Missing Affidavit form with your supervisor's approval.
- **If you make a personal payment using your card by mistake:**
 - Inform your Budget Manager / Supervisor as soon as possible
 - Code the transaction to Account 71201 General Supplies. The transaction will be reversed from impacting your department's budget once personal payment is received
 - You will need to repay the money via check to the finance office.



LEAVING THE ORGANIZATION

- **Send an email to pcard@spu.edu to cancel your card**
- **You can either destroy your card or hand it over to Finance who will destroy it on your behalf**



CONTACT DETAILS

Send PCard requests and other related issues to pcard@spu.edu

The following can also be contacted for additional information:



Evelyn Ampofo Gyimah

*Accounts Payable Supervisor; Purchasing
Card Administrator*

✉ eagyimah@spu.edu

☎ 206-281-2319

📍 [25 West Nickerson](#)



Bradlee Hall

Staff Accountant

✉ hallb6@spu.edu

☎ 206-281-2531

📍 [25 West Nickerson](#)



A wide-angle photograph of a university campus during autumn. The foreground is dominated by a large, gnarled tree trunk on the left and a grassy lawn covered in fallen yellow leaves. In the background, several multi-story brick buildings with arched windows and doorways are visible, partially obscured by more trees with yellowing foliage. A few people can be seen walking on a path in the distance. The overall atmosphere is serene and academic.

Thank you



SEATTLE PACIFIC
UNIVERSITY

Procedure for Submitting Requests via JIRA



SEATTLE PACIFIC
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NATIONALLY RANKED

SPU is ranked among the best universities in the nation by *U.S. News & World Report*

I. FINANCE PAYMENT REQUEST FORM AND BACK-UP

1. Fill out Request For Payment (RFP), Purchase Requisition, and Expense Reimbursement form as normal. Please use the **updated JIRA forms**.
2. Scan invoice or back-up, if it's not in an electronic format. Please ensure scanned back-up is clear and easily readable.

3. **FILE NAMING CONVENTION – This is important for AP process.**

Ex: Payee Name = Seattle City Light with 2 back-ups

- RFP form = *Seattle City Light_RFP.xls*
- Purchase Requisition = *Seattle City Light_PR.xls*
- Back-up = *Seattle City Light_back-up1.pdf* and *Seattle City Light_back-up2.pdf*

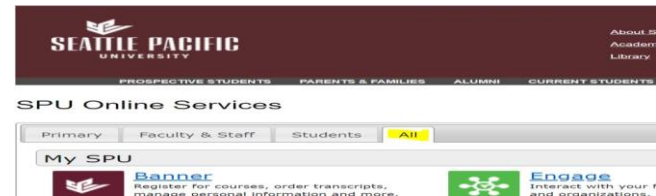
If payee is individual, use Last name and then first name.

Ex: Payee Name = John Doe

- RFP form = *Doe_John_RFP.xls*
- Reimbursement = *Doe_John_REIMB*
- Back-up = *Doe_John back-up.pdf*.

II. LOGGING INTO JIRA

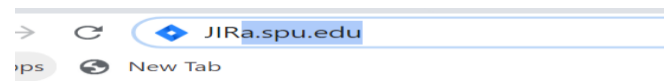
1. Go to SPU On-Line Services and go to ALL tab.



2. Under Administrative Tools, select JIRA

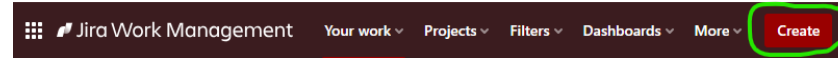


3. Another way to log in to JIRA is to type JIRA.SPU.EDU from the web browser.



III. SUBMITTING PAYMENT REQUEST THROUGH JIRA

1. Once logged on to JIRA, Requestor selects Create Ticket.



2. Fill in the following fields:

- Product Team = Finance (FIN)
- Ticket Type = select from the following
 - Request for Payment
 - Purchase Requisition
 - Reimbursement Request
- Summary = Payee Name. If RUSH, then "RUSH Payee Name"
- Priority = Normal (For **RUSH check** request, use **Critical**)
- Start Date = Current Date
- Due Date = Current Date + 5 business days
- Total Amount = Payment Amount
- FUND: Enter Fund on RFP. If more than 1 Fund, then leave blank.
- ORGN: Enter Organization on RFP if applicable. If more than 1 Organization, then leave blank.
- ACCT: Enter Account on RFP. If more than 1 Account, then leave blank.
- Individual Payee: YES
- Categories = AP
- Assignee = Requestor enters 1st approver's name [Ernsting, Lynn](#)
- Reporter: Leave your name so you can track this JIRA ticket.
- Department Contact: Enter name of another person to track JIRA ticket.
- **Attachment = Click Browse and upload all documents or drag and drop.**
- Description Box = Input instruction for 1st and 2nd approvers.
Ex: Lynn - Please do 1st approval by stating "I approve as Executive Director" and then assign to AP Jira (ap-jira@spu.edu) as second approver.
**Paper clip – another option to upload document*
- Waiting On = Optional
- Last Approved By = **ONLY FOR AP USE**

2. Click on CREATE button at the bottom right corner and JIRA ticket will be assigned "FIN-#####".



Create issue

X

Project

(:) 1 Import issues

m Finance (FIN)

Issue type*

D Requisition or Payment

Learn more

Summary

(Migrated on 25 May 2023 06:40 UTC)

Priority

Normal

(Migrated on 25 May 2023 06:40 UTC) Learn more

Start Date (migrated)

Select date

Date that work is scheduled to start on a task or project. (Migrated on 25 May 2023 06:40 UTC)

Due date

Select date

(Migrated on 25 May 2023 06:40 UTC)

Document Number

Document number for the corresponding request in Banner. (Migrated on 25 May 2023 06:40 UTC)

Total Amount

Total amount of the request in dollars (Migrated on 25 May 2023 06:40 UTC)

Fund number for Finance (Migrated on 25 May 2023 06:40 UTC)

ORGN

Organization number for Finance (Migrated on 25 May 2023 06:40 UTC)

ACCT

Account number for Finance (Migrated on 25 May 2023 06:40 UTC)

Individual Payee

0 Yes

No

(Migrated on 25 May 2023 06:40 UTC)

Components

AP x

(Migrated on 25 May 2023 06:40 UTC)

Assignee

Automatic

Assign to me

(Migrated on 25 May 2023 06:40 UTC)

Department Contact

Enter the name of someone in the requesting department other than the requestor who should be able to view this ticket (optional).

(Migrated on 25 May 2023 06:40 UTC)

Additional Contacts

Enter the names of people besides the requestor who should be able to view this ticket as it continues through the workflow (optional).

(Migrated on 25 May 2023 06:40 UTC)

Attachment

Drop files to attach or browse

(Migrated on 25 May 2023 06:40 UTC)

Description *

Normal text | B I ... | A | : | : | | @ | | < > | +

Do 1st Approval by stating "I Approve as Executive Director" then assign to AP Jira as second approver

Description is required

Waiting On

What are you waiting on to complete work? (Migrated on 25 May 2023 06:40 UTC)

Last Approved By

(Migrated on 25 May 2023 06:40 UTC)

Files Archived

Check this box to indicated that the pertinent files have been archived (Migrated on 25 May 2023 06:40 UTC)

Create another issue

Cancel

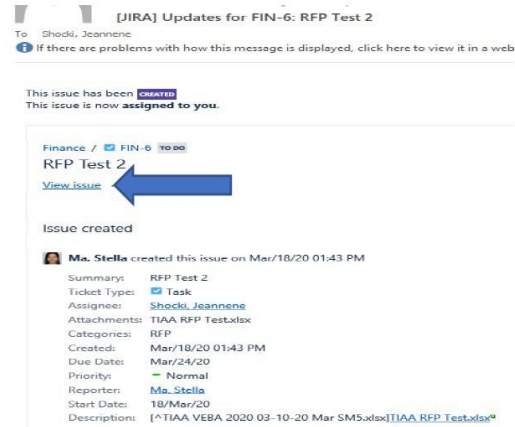
Create

IV. APPROVAL PROCESS

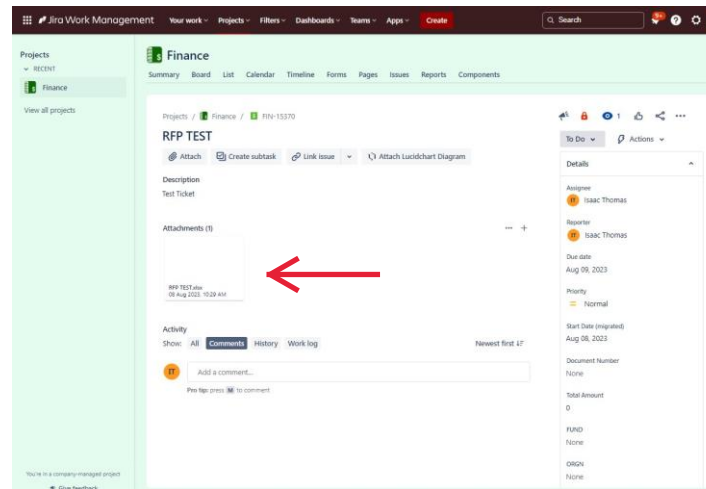
1. Email arrives when RFP has been assigned to you. (Approximately 10 minutes after task is assigned)



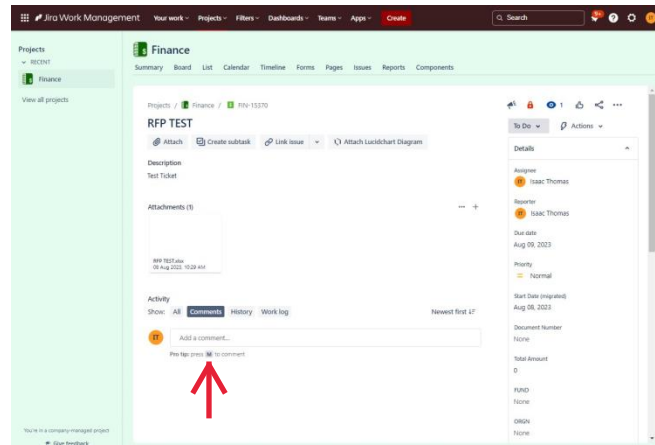
2. Click on View Issue



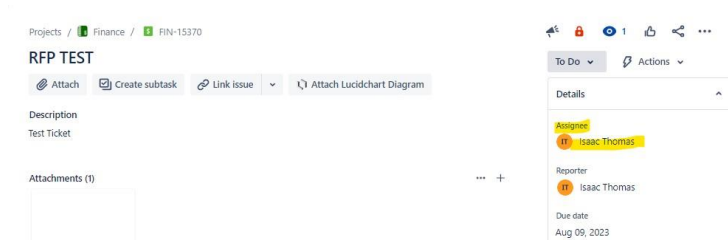
3. Sign into SPU Online Services and go through Authenticator to log into JIRA.
4. As 1st approver, once you have logged into JIRA, open documents for review.



- 1st Approver indicates their approval by inputting “Approve” in Comments field. If RFP does not require a 2nd Approver, then 1st Approver clicks to Assign tab and selects AP Jira (ap-jira.spu.edu).



- If RFP does require 2nd Approver, then 1st Approver clicks to Assign tab and selects 2nd Approver from the list.



- 2nd Approver will receive an e-mail.
- 2nd Approver follows the same process as 1st Approver (Go back to IV. APPROVAL PROCESS above.)
- 2nd Approver adds comment “Approve”
- 2nd Approver assigns ticket to AP Jira (ap-jira@spu.edu)