Sul Ross State University
Business Process Analysis – Finance Module

Process Name: BPA FIN Credit Card Purchases
Date: 10/13/05
Time: 8:00
Location: Executive Conference Room

Participants: Patty Roach, JoAnn Wolf, Noe Hernandez

Session Lead: Patty Roach

Narrative/Description: Noe Hernandez
Purchasing department receives a requisition and request to use the University Credit Card. Purchasing makes sure the user has signed and completed a card user agreement. The requisition is reviewed for correct signatures and to see if funds are available. If everything on the requisition is complete and accurate the credit card is issued to the end-user. The University Credit Card can only be used with local funds and used locally (i.e. Alpine, Ft. Stockton, Marfa, Presidio, Van Horn, Ft. Davis, Marathon). It may not be used over the telephone or internet. It may not be used to reserve or pay for hotel rooms. The time, department and the end-user information is recorded in a book. When the receipts are returned, they are checked to make sure no taxes were charged. If taxes are charged, the end-user is sent back to vendor to obtain a credit for the taxes. If the end-user decides to pay the tax from their own pocket, the money is taken to the cashier's office and applied to the account on the requisition. A receipt is issued and attached to the original requisition and invoice. When the statement is received, this part of the tax will be paid along with the rest of the transactions. No credit will appear for the taxes in this case. The statement is reconciled with the original receipts and requisitions. A spreadsheet is completed and e-mailed to Accounting for IT purposes. The original credit card statement is sent to Accounts Payable for payment.

Electronic Inputs: None
Manual/Paper Inputs: Requisitions, Cardholder agreements
Key Decision Points (list all): Does the requisition have a local account, are funds available, is it for a local vendor, do we have a cardholder agreement, did we get chocolate
Related Policy(s): University APM Policy
Interface to Other Systems: None
Web Features: None
Electronic Outputs: Excel Spreadsheet
Manual/Paper Outputs: Printout of the spreadsheet
Customer(s): Departments, Credit Card Company, Accounting, Vendors

Regulatory Items: Tax Exempt Status
Frequency/Volume: 40 – 50 transactions per month
Potential Break Points: No money in the account, no local account, vendor charges tax, trying to use credit card outside the coverage area, vendor not accepting credit cards
Automation: None

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<u>Issues</u>: Credit card and receipts not returned in a timely fashion, lost receipts, late statement, vendors not refunding tax, end-user paying for taxes themselves