

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: P-Card

Date: 10\11\05

Time: 10 am

Location: UC Executive Conference Room

Participants: Patty Roach, Maggie Miller

Session Lead: Noe Hernandez

Narrative/Description: Purchasing receives a request for a Purchasing Card from an end-user. Purchasing verifies departmental budget and approval signatures. If application is not approved, the application is returned with an explanation and the end-user may resubmit. If application is approved, program administrator enters pertinent information on Excel spreadsheet to record budget, dates, encumbers budget and orders card from the bank. Card is received by the program administrator who notifies the program coordinator. The program coordinator notifies the requestor and schedules training in use of the card. Upon completion of the training, the card is issued and the cardholder agreement is signed. Program coordinator returns cardholder agreement to program administrator and the application and agreement are filed, and the spreadsheet is updated to show training has been given and card received.

Cardholder makes purchases by phone, internet, or in person and retains notes, invoices, and receiving documentation for their files. Cardholder maintains log of purchases showing date ordered, vendor, amount, account to be charged, nature of purchase, accounting object codes, date received, and date of transaction according to J.P. Morgan Chase/Bank One website. Cardholder reconciles transactions online at the end of the month. Accounting receives a master statement for all University credit cards and pays the full bill. Accounting then pulls transaction information from the bank's website and creates IT file for each transaction. IT transactions are uploaded and posted to FRS. Transactions are paid from a clearing account. When IT transactions are paid, they are credited back to the clearing account, and debited to the individual accounts and encumbrances are liquidated. Purchasing performs a monthly transaction audit and each card is audited annually.

Increase/decrease in budgets and other limits are handled by the program administrator. Alpine and RGC have separate program coordinators. RGC credit cards are received in Alpine and Fed-Exed to RGC coordinator.

Electronic Inputs: IT file; Email

Manual/Paper Inputs: Application forms; cardholder agreements; invoices; telephone notes; packing list; receiving documents; transaction logs; any correspondence

Key Decision Points (list all): Do they have money? Does application have correct approval signatures? Is it their account?

Related Policy(s): Administrative Policy Manual

Interface to Other Systems: FRS; Bank One website

Web Features: Bank One website

Electronic Outputs: IT files; transaction audit files from Bank One system; automatic email from Bank One system; Excel spreadsheet

Sul Ross State University
Business Process Analysis – Finance Module

Manual/Paper Outputs: individual departmental transaction logs; audit reports

Customer(s): departments; vendors; bank; Accounting; Purchasing

Regulatory Items: State Comptroller's Office; Texas state purchasing laws

Frequency/Volume: 20+ cards w/average 10 transactions per card per month; 12 master statement payments per year; 12 IT uploads per year; 12 departmental statements X number cards per year

Potential Break Points: no money left; cardholders over expend budget; inaccurate record keeping by cardholder; noncompliant purchases by cardholders; loss of internet access to bank website; vendor forces transaction

Automation: email from bank

Issues: departments not responding to audit requests in timely manner; annual/monthly audits not completed in timely manner