The UNCW Purchasing Card Program allows for the easy, rapid purchase of goods and services both on-line and in store up to $2500 per transaction by university employees. Liability rests with the university and not the cardholder.
P-CARD SAVES THE DAY!

• Starring: Amanda Rose as Missy Admin and Dian Smith as The Manager
Advantages of the P-Card

• Quick
• Convenient
• Easy
Advantages of the P-Card - QUICK

- You may now use your P-Card at Sam’s and Costco.
- We have membership applications in Purchasing Services to assist you.
Advantages of the P-Card - CONVENIENT

Prepared foods under $100 are now allowed on the P-Card with non-general funds!
You must give Aramark First Right of Refusal for any catering on campus over $100.

YES/Approved Use with non-general funds:
- Under $100 with a business purpose
- Infrequent organized meetings on campus where business must be discussed during a meal period
- Student Functions such as athletics’ non-travel team meals, housing RA meetings, etc.
- Holiday office/division parties

NO/Not approved Use with any funds:
- Food while in Travel status
- Birthday Parties
- Business Entertainment
- Food/catering with no business purpose
Advantages of the P-Card - CONVENIENT

WORKS has numerous features including Reporting, Receipt Imaging, Electronic Sign-Off and up-to-the minute transaction data to name a few!

No more receipts to tape and no more signed statements to send in!
Advantages of the P-Card - EASY

Automatic Sign-Off in WORKS means no more signatures on the hard-copy statements
Advantages of the P-Card - EASY

Receipt Imaging in WORKS cuts out the taping down, matching up and mailing to Purchasing!

You may scan a receipt, use your phone to take a picture, or save an electronic receipt. Pdf, png, jpg, gif and jpeg are accepted.
Advantages of the P-Card - EASY

Only 2 forms:
1. Purchasing Card Application/Enrollment Form for new cardholders
2. Purchasing Card Maintenance Form - An all in one form for adding/deleting FOAPAL, add or change Reconciler or Approver, Dept change, and cancellation

Simply email your form to pcard@uncw.edu and a member of the P-card team will process your request.
Advantages of the P-Card - QUICK, CONVENIENT and EASY

• Our #1 vendor using the P-Card Coming soon to uShop!!

• uShop catalog will have similar, and some additional, benefits to Prime membership.
Advantages of the P-Card - EASY

Staples Ordering by Purchasing Card in uShop

• Staples ordering in uShop now defaults to the purchasing card at checkout (Final Review) for all Requestors that currently have a Purchasing Card
• P-Card requisitions require approvals just as regular orders
• P-Card purchase orders start with the letters “CC”
• P-Card purchase orders do not require receiving
P-Card - New Compliance Procedure

• Minor Infractions (4 infractions, over multiple cycles, until card revocation)
  1. Missing/inadequate receipts over 30 days
  2. Inappropriate funding source (fund/account)
  3. Inappropriate purchase (i.e.: entertainment, non-business related food or food over $100, gift card/certificates)
  4. Split Transactions
  5. Inappropriate use of card (letting someone other than the cardholder use the p-card, required by Check Request or uShop)
  6. Failure to comply with State Contract Terms (without explanation) or purchasing from a debarred vendor

• **NOTE:** Infraction for not reconciling/signing off causes a reduction in available spend amount.

• **Critical Infractions (immediate card revocation)**
  1. Intentional personal use
Purchasing Card Site Overview

• Everything you need to successfully use the P-card!!
1. Raise your hand for a chance to win a prize!

Name 2 advantages of having a P-Card
2. Raise your hand for a chance to win a prize!

True or False: Imaging of receipts is now required in WORKS
3. Raise your hand for a chance to win a prize!

True or False: You are required to send your signed statement and receipts to Purchasing each month.
4. Raise your hand for a chance to win a prize!

Who is the #1 vendor used on the P-Card?
And now...the new UNCW Travel & Expense Management System by Laura Gore

- Quick
- Convenient
- Easy

pcard@uncw.edu
UNCW Travel & Expense Management System

Presented By: Laura Gore
What is UNCW Travel & Expense Management?

• We are happy to announce our new system will be Ellucian (Banner)Travel and Expense Management powered by Chrome River
Chrome River

• The system will provide an electronic routing process for check requests and travel expenses

• This system is a cloud based system

• To access the system you will log into My Seaport using single sign on
Advantages of Chrome River

• Electronic Check Request

• Electronic Routing for Approvals

• Tracking & Status of Check Request

• Entertainment form built into check request when choosing the account code

• Account Codes are assigned by the type of expense you select
Advantages of Chrome River

• Encumbrance of Travel Expenses

• All travel expenses entered on the travel authorization will be encumbered

• As travel expenses are paid, the encumbrance will be reduced

• When the final expense report for a trip is submitted, the rest of the encumbrance will be liquidated
# Advantages of Chrome River

- Expansion of Allowable Expenses on the Visa Travel Card

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baggage</td>
<td>Shuttle</td>
</tr>
<tr>
<td>Bus</td>
<td>Subway</td>
</tr>
<tr>
<td>Fuel</td>
<td>Taxi</td>
</tr>
<tr>
<td>Internet</td>
<td>Train</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
</tbody>
</table>
Advantages of Chrome River

• Easy expense allocation
  • Pick the type of expense and the correct account code will populate

• Allows Split funding by expense

• Integration with Banner

• Additional reporting options for Departments
Feature of Chrome River

• Simple user interface
  • 1-Click expense type selection using the Expense Bar
Expense Bar
Dashboard
Features of Chrome River

• Easy and Fast receipt capture
  • Attaching a receipt from your computer
  • Scan receipts into Chrome River
  • Take a photo of the receipt and upload it
  • Email or Fax Receipt into Chrome River
Features of Chrome River

• Google Maps built into system
Features - Electronic Routing

Types
- Business Entertainment
- Capital Improvements
- Ed and Tech Fees
- Fixed Assets
- Grant Officer
- Moving Expenses
- Sales Tax

Tracking

<table>
<thead>
<tr>
<th>EXPENSE TYPE</th>
<th>AMT (USD)</th>
<th>STATUS</th>
<th>CURRENTLY ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>495.00</td>
<td>Pending Approval</td>
<td>TravelOffice:Firmwide</td>
</tr>
</tbody>
</table>
# Features - Electronic Email Approvals

## ACTION REQUIRED

<table>
<thead>
<tr>
<th>Expense Report for</th>
<th>Susan Suits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Test Expense</td>
</tr>
<tr>
<td>Submit Date</td>
<td>06/29/2016</td>
</tr>
<tr>
<td>Expense Dates</td>
<td>06/29/2016 - 06/29/2016</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>495.00 USD</td>
</tr>
</tbody>
</table>

## Business Purpose
Attend conference

## Account Summary

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>172000</td>
<td>Controller</td>
</tr>
</tbody>
</table>

## Expense Summary

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>495.00</td>
</tr>
</tbody>
</table>

## Financial Summary

<table>
<thead>
<tr>
<th>Summary</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expense Report</td>
<td>495.00</td>
</tr>
<tr>
<td>Less Company Paid</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Personal</td>
<td>0.00</td>
</tr>
<tr>
<td>Amount Due Employee</td>
<td>495.00</td>
</tr>
</tbody>
</table>

---

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens.
- OR **FORWARD** this email to approve@chromefile.com or return@chromefile.com with any comments at the top of the forwarded message.
### Features - Online Approvals

**Test Expense**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Owner</td>
<td>Susan Suits</td>
</tr>
<tr>
<td>Submit Date</td>
<td>06/29/2016</td>
</tr>
<tr>
<td>Expense Report ID</td>
<td>010013066123</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Attend conference</td>
</tr>
<tr>
<td>Rule Description</td>
<td>Fund Approval - Expense must be approved by the fund approver</td>
</tr>
</tbody>
</table>

**Financial Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>AMT (USD)</th>
<th>APPROVED (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expense Reported</td>
<td>495.00</td>
<td>495.00</td>
</tr>
<tr>
<td>Less Company Paid Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Company Paid Personal Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Personal Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Amount Due Employee</td>
<td>495.00</td>
<td>495.00</td>
</tr>
<tr>
<td>Total Expenses For Approval</td>
<td>495.00</td>
<td>495.00</td>
</tr>
</tbody>
</table>
Features of Chrome River

• Additional reporting features

• Mobile access and approvals

• Online dashboards for users

• Split allocation

• Visa Travel Card Integration
Types of Inquiry Searches

- My Expense Reports: Listing of your expense reports created within a specified date range. Sorted by: Create Date, Name, and Amount.
- My Expense Items: Listing of your itemized expenses within a specified date range. Sorted by: Transaction Date, Expense Type, and Amount.
- My Expense Calendar: Listing of expenses.
- My Firm Paid Items: Expenses that are marked as firm paid.
- My Expense Approval Items: Expenses in approval process.
- My Invoice Approvals: List submitted invoices that you (delegated user) have approved.
- My Paid Invoices: List invoices where you (delegated user) are the Requester of the invoice and the invoice has been fully or partially paid.
- My Invoices: Lists invoices where you are the creator or assigned Requestor of the invoice.
- My Pre-Approval Approvals: Pre-Approvals in approval process.
- My Expense Pre-Approvals: List of your Pre-Approvals.
Training

- Stay tuned for training dates - Check out SWOOP, Travel and Accounts Payable websites for dates and times.
- Training will be held during the month of October
- System will go live November 1st
Questions?

• Laura Gore - Disbursements Manager
  • Email: gorel@uncw.edu
  • Phone: 962-3076

• Susan Suits - Financial Systems
  • Email: suits@uncw.edu
  • Phone: 962-3400
Advantages of the P-Card

UNCW Travel & Expense Management System

QUESTIONS OR CLARIFICATIONS?