P-Cards and T-Cards: Running a Successful Card Program
OBFS UPAY Card Services

Kandra Miller
Please…

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.
Workshop Objectives

- Identify the proper ways to use P-Cards and T-Cards
- Avoid improper usage of P-Cards and T-Cards
- Locate helpful resources provided by UPAY Card Services
Let’s Talk P-Card & T-Card!

- The purpose of the cards
- The card roles & duties
- Program management
Purpose of the P-Card & T-Card
Participants of the Card Programs

- Department Head
- Department Card Manager (DCM)
- Cardholder
- Reconciler
- Approver (optional)
- Delegate/Proxy
- Travel Arranger
Department Head

- Allows unit participation
- Determines key employees to acquire card
- Approves role assignments
- Assigns Department Card Manager
Department Card Manager (DCM)

- Coordinates P-Card and T-Card Programs
- Administers card programs for the Unit
- Ensures all participants complete training
- Facilitates compliance
- Requests Exceptions when justified
Other Roles…

- **Cardholder** - Makes allowable purchases
- **Reconciler** - Reviews and processes transactions
- **Approver** - Verifies reconciliation of transactions
- **Delegate/Proxy** - Subs for other roles
- **Travel Arranger** – Arrange travel for unit/guests
Acquire and Use the Cards

- Identify key employees
- Complete required training
- Learn program policies & guidelines
- Follow program policies & guidelines
- Utilize systems for reconciliation
Simplify Compliance

- Identify prohibited/restricted lists
- Follow guidelines to document incidents
- Communicate with Card Services
- Supervise completion of tasks
- Segregation of duties
Handouts

- UPAY Card Services’ Contact Info
- P-Card Decision Tree
- Links to policies/job aids
- P-Card vs T-Card Reference Guide
P-Card Decision Tree

1. Is the provider an iBuy Hosted or Punchout Vendor?
   - Yes → In order to gain maximum benefit to the entire University, iBuy should be used. Currently, policy allows the P-Card to be used. → Maybe
   - No →
2. Are any items on the restricted list?
   - Yes → You may be able to use your P-Card, depending on the item. (See the Business and Financial Policies and Procedures at cbfs.illinois.edu/bfp)
   - No →
3. Are any items on the prohibited list?
   - Yes → You may NOT use your P-Card. Use iBuy or Banner.
   - No →
4. Are you purchasing food/beverages for a specific University event?
   - Yes → Is this a business meal for University employees and/or University guests?
     - Yes
       - For food supplies, you may use your P-Card.
     - No
       - You may NOT use your P-Card; use a T-Card or personal funds reimbursement.
   - No →
5. Is the purchase over your single transaction limit? (Maximum $4,999)
   - Yes → You may NOT use your P-Card. Use iBuy or Banner.
   - No →
6. Is there a contract/agreement or onsite labor required?
   - Yes
     - You may NOT use your P-Card. Use iBuy or Banner.
   - No
     - You MAY use your P-Card for qualified supplies and equipment.
Where Can I Find Card Info?

- **OBFS Website** – [www.obfs.uillinois.edu](http://www.obfs.uillinois.edu)
  - Business Financial Policies/Procedure Manual (BFPP)
    - Section 7.6* The University P-Card
    - Section 8 Allowable Expenses
    - Section 15* Travel
  - Card Services Website
    - Policies
    - Web-Based Training/Certification Quiz
    - Forms/Job Aids
    *Defines roles/responsibilities; Lists prohibited/restricted
WHAT’S NEW?
Don’t Forget to Use iTravel Online Booking Tool

www.concursolutions.com
iTravel Support: 877-727-5188
OBFS UPAY Card Services
UPAY Card Services’ Contact Info

- Phone - 217-244-9300 or 800-260-3113

- Email – cco@uillinois.edu
ANY QUESTIONS?