

# 2017 UIC Procurement Symposium

## P-Cards and T-Cards: Running a Successful Card Program

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# OBFS UPAY Card Services



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# 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 trans
- *Approver* - Verifies reconciliation of trans
- *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

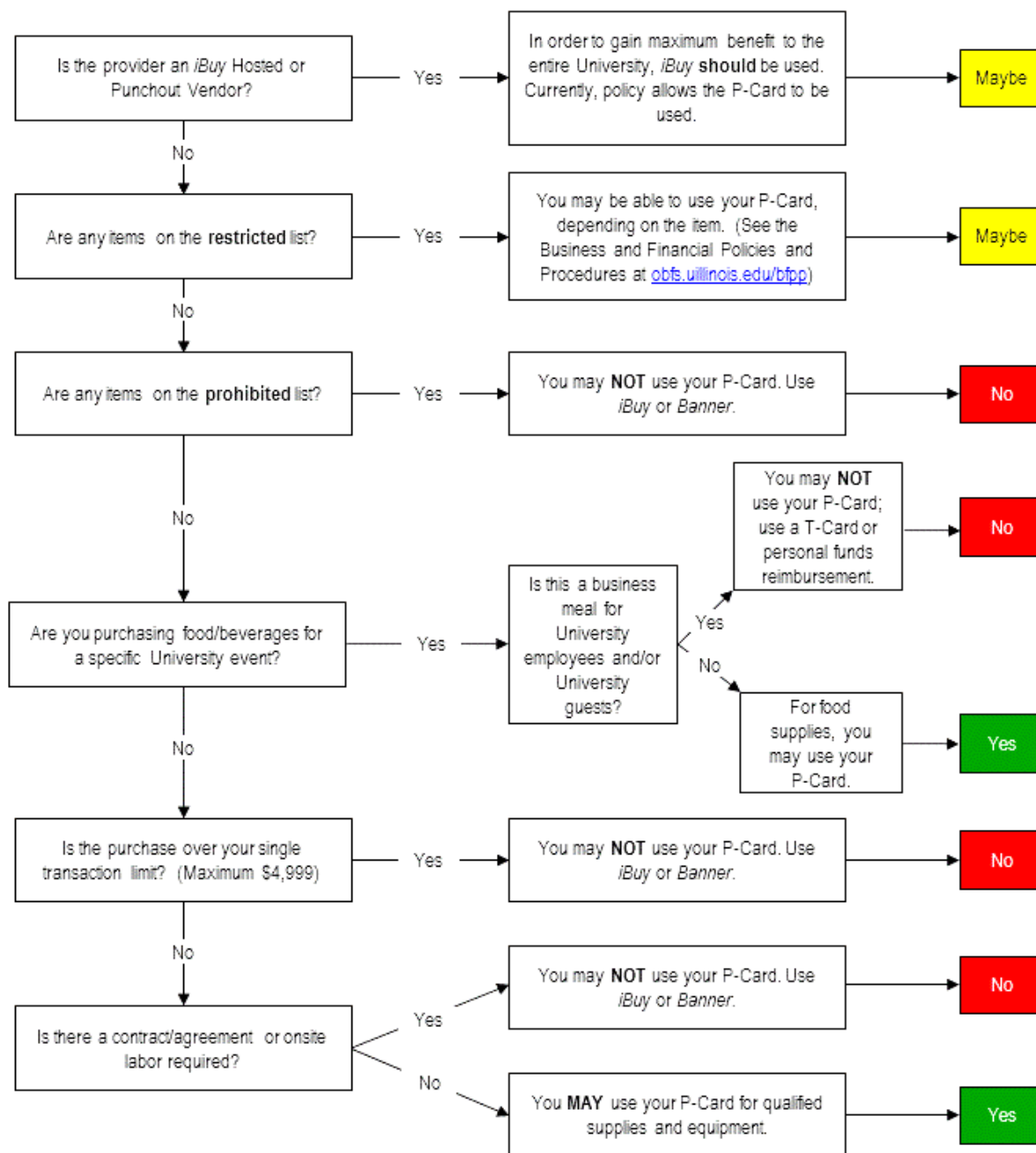
# Simplify Compliance

- 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



# 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



iTravel

Online Booking Tool

[www.concursolutions.com](http://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](mailto:cco@uillinois.edu)

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# ANY QUESTIONS?