

FINANCE 101

PROCUREMENT CARD PROGRAM

REFRESHER COURSE 2016

KARINA CRUZ

PROCUREMENT COORDINATOR



Agenda

November 17, 2016

General information

Prohibited items

Reconciliation Process

Disputing items

Access Online

Holiday Schedule

Q & A



General Information

Corporate Account

Cardholder & Approving official responsibility

Low dollar transactions

No personal liability linked to accounts

Prohibited Items

Alcoholic beverages

Personal purchases

Furniture

Services

Gifts

Printers

Travel

Shipping to an address not associated to CI

High dollar items

For the complete list please refer to Pcard Handbook

Online Reconciliation

Description section

Checked boxes

Accounting strings

JET form

Out of office

Reconciliation Packet

Receipts

Backup information

Signatures and Dates

*Scanning reports

Dispute Items v. Fraudulent items

Disputing: legitimate transaction

- Work with vendor or bank

Fraud: Any unauthorized transaction by an unknown third party


- Report it to the bank
- Check for refund
- File paperwork

U.S Bank Access Online

Online Access

View your limits

View your transactions



[Contact Us](#)
[Login](#)

Online Registration

Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organization Short Name: *

Account Number: *

Account Expiration Date:
Month * **Year ***

Holiday Schedule

November 2016

Online Reconciliation Closes November 21

Reports are due November 23

December 2016

Reconciliation Closes December 16

Reports are due December 21

Q & A

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