

State Purchase Card Processes

Marshall University

July 2022



State of WV Purchase Card Program

The State of West Virginia Purchasing Card Program provides an opportunity for Marshall University to streamline business practices and minimize effort for transactions up to \$10,000.

Tax Exemption

- The State of West Virginia is tax exempt and should not pay tax to in-state vendors.
- Cardholders should remind vendors that the State of West Virginia is tax exempt BEFORE initiating a transaction.
- WV TIN” (WV Taxpayer Identification Number) and the University’s tax identification number are printed on each PCard.
- The cardholder is required to provide the vendor with a copy of the University’s tax exempt certificate (available from Purchase Card Office or Office of Purchasing).

Who is Eligible for a Purchase Card?

- Full-time Marshall University employees
- For our partners, such as Marshall Health or MURC, we can request a waiver by the State Auditor's Office, Purchase Card Division, to allow them to have a card.
- Cards cannot be issued to:
 - Part-Time Employees
 - Temporary Employees
 - Contract Employees
 - Volunteer Employees
- Applicant must have supervisor's approval
- Initial credit limits will be set at single purchase limit \$2,000 and credit limit \$5,000. Written justification from applicant supervisor is required for consideration of higher limits.

Follow-up Training

- Cardholders are required to complete the online Cardholder Training, Ethics Training and accept the Cardholder Agreement every two years, following issuance of their Purchase Card.
- Designated Card Coordinator Training is required annually.
- Cardholders may attend the bi-monthly trainings held on campus as often as they choose. Schedule available at <https://www.marshall.edu/human-resources/training/training-schedule/purchase-card-processes/>
- PCard representative can provide virtual training if requested.

Security of your Purchase Card

- You must keep your purchase card secure at all times.
- Purchases should only be made on secure Internet sites with a closed lock in the site address.
- Cardholders must sign the back of their purchase card upon receipt.
- Person whose name appears on the purchase card is responsible for all transactions appearing on statement.
- Cardholder account numbers are NOT to be transmitted via unsecured Internet nor via email correspondence.
- **Card delegation is strictly prohibited.**
- **Stringing of transactions is strictly prohibited.**

Purchase Card Delegation

Purchase Card delegation is PROHIBITED

Purchase card delegation is allowing an individual other than the cardholder whose name is on the front of the card to make purchases by:

- Having physical possession of the card.
- Having access to the card number and expiration date.
- Having access to receipts or invoices that display the card number and expiration date.
- Only the individual whose name appears on the front of the card is the authorized user.
- Delegation increases liability, and the cardholder is liable for all activity on his or her card.

Stringing of Charges

Stringing is **PROHIBITED**

Stringing is the intentional manipulation of the ordering, billing or payment process in order to circumvent the transaction limit.

This includes:

- Splitting an invoice for more than the individual's transaction limit into more than one transaction.
- Collusion with vendor to split an order into separate invoices.

If a necessary transaction is more than the cardholder's single transaction limit, an increase (temporary or permanent) may be requested by the supervisor via email to pcard@marshall.edu. Please keep in mind that this process can take 48 to 72 hours to complete as the request goes to the State for approval then to the bank for completion of the request.

There is also a process by which our Shared Business Services can process a payment if necessary.

Unallowable Items

Alcoholic Beverages/Bartending

Annual Staff/Faculty Retreats

Appliances for offices – i.e., refrigerators, microwaves, coffeemakers for use by staff/faculty. Considered personal items.

Association/Membership Dues (See Instructions for Specific Items)

Building Leases

Capital Equipment over \$5,000

Cash Advances (limited access via State Auditor's Office approval)

Cash Credits

Cell Phone Purchases

Desktop computers, laptops, tablets (See Instructions for Specific Items)

eBay/Auction Site Purchases

Unallowable Items Continued

Firearms, Weapons, Ammunition (See Instructions for Specific Items)
Flowers (Funerals, Birthdays, Retirements, etc.)
Fuel Purchases (Rental vehicle only exception) – No Prepaid Fuel in Rental Vehicles at the pump
Gift Certificates/Gift Cards
Gifts for Students, Faculty, or Staff
In-State Tax
Insurances
Invoices or Contracts with Terms and Conditions
Legal Services
Onsite Labor / Maintenance / Inspections
Parties (Birthdays, Retirements, Showers, etc.)
Personal meals
Personal charges
Products from suppliers over \$10,000

Unallowable Items Continued

Renovations and Repairs (No Outside Labor)
Routine Training Event Hospitality
Spending Unit Meeting Hospitality
Software \$5,000 and over, or with Terms and Conditions

This is not intended to be an all-inclusive list.
Please review the Purchase Card Manual for a more comprehensive list.
If you have questions, contact us at pcard@marshall.edu

Instructions for Specific Items

- Association/Membership Dues – Encumbrance is required with approval from Accounts Payable Office to pay on the PCard. No individual memberships are permitted on the purchase card.
- Desktop computers, laptops, tablets must be purchased with approval from MU Information Technology.
- Firearms, weapons, ammunition may be purchased by MU Police Department Only.
- First Aid Kits – permissible to purchase on the PCard, however, **NO** oral medications may be purchased on the PCard and kept in the kits.
- In-state sales tax:
 - If in-state tax is paid, a credit must be requested and received from the vendor. If vendor does not credit taxes, contact the PCard Office for assistance.
- Pcard as a method of payment:
 - Payments for contractual items, services/products, and utilities with a requisition or encumbrance are permitted to be paid on a PCard assigned to the Accounts Payable Department only.

How to use Purchase Card

- ❖ **Purchase Card is a method of payment.**
- ❖ **Purchase Card is for official state use only.**
- ❖ All current Marshall University Purchasing Policies must be followed, regardless of payment methods.
- ❖ The business purpose for the purchase should indicate why the expense is appropriate and needed for University business. Do not simply note what was purchased.

How to Use Purchase Card Continued

- ❖ Purchase Card may be used to make payments for goods and designated services that do not exceed the cardholder's transaction limit and are not prohibited by Purchase Card Policies and Procedures.
- ❖ Purchase Card can be used for travel expenses (except food, fuel in personal vehicle and personal expenses).

Questions - Please contact the Purchase Card Office at
pcard@marshall.edu

Receipt Requirements

Receipt must contain specific information and meet certain conditions. A receipt description, which only states “Miscellaneous”, or “Merchandise”, or only includes a vendor’s stock or item number, is not acceptable. Invoice numbers only are not acceptable. Only credit card authorization is not acceptable.

- ❖ Must be legible
- ❖ Itemized (reflecting the good or services purchased)
- ❖ Price of items
- ❖ Contain the vendor name, address, and/or phone number
- ❖ Date of purchase
- ❖ Receipt documentation may be paper or electronic

****All receipts and documentation are required to be kept for two (2) years from date of purchase.****

Hospitality or Student Events

- ❖ An approved Hospitality Form must be submitted with the Purchase Card receipt. A sign-in sheet or list of attendees is required.
- ❖ Please provide a detailed justification for all hospitality.
- ❖ Form is available online at
https://www.marshall.edu/finance/files/MUHospitality_070121.pdf
or https://www.marshall.edu/purchasing/files/MUHospitality_070121.pdf
- ❖ A hospitality form is used to document expenses such as food, beverage, meeting room expenses and student events, whether on-campus or off-campus – **NO EXCEPTIONS**.

Sodexo Corporation must be used for all on-campus events.

Business-Related Travel

The Purchase Card may be used for approved business expenses while engaged in job-related activities away from the regular place of employment.

Travel expenses include, but are not limited to:

- ❖ Registration fees
- ❖ Airline tickets
- ❖ Vehicle rental (commercial or state-owned)
- ❖ Gasoline for rental vehicles only - No prepaid fuel at pump
- ❖ Other transportation tickets (rail, bus, etc.)
- ❖ Hotel folios including business-related costs, such as business Internet access

Business-Related Travel Continued

Travel expenses may **not** include:

- Food
- Any personal expenses on hotel folios, such as room service or movies.

Receipts are required for all business-related travel expenses paid using the PCard.

- ❖ It is required that all University travel be managed through the Campus Travel Office, with the exception of Athletic Department travel. A Travel Authorization Request number (TAR) is assigned for all approved travel. Please include this number on all receipts associated with each trip.
- ❖ Proper documentation must be provided for any billing related to multiple travelers.

The Purchase Card Policies and Procedures do not supersede the Marshall University Board of Governors Policy and Marshall University Travel Procedures.

Directions for Accessing wvOASIS

****Disable pop-up blockers as they will prevent you from accessing portions of site****

1. Login: <https://myApps.wvsao.gov>.
2. Click myApps.
3. Enter User ID – complete email address
4. Password – myApps password
 - If you have forgotten your password or the system does not recognize your entry, click “reset password” and follow instructions to have a temporary password emailed to you. This is a State process and local PCard Office cannot reset.

Reconciliation Process

In fall 2020, the Purchase Card Department instituted a new electronic reconciliation process, with the goal of reducing the amount of time between posting of purchases in wvOASIS to the reconciliation, audit, and payment approval by our office.

With this process, not all cardholders reconcile their own transactions as most are assigned a Designated Card Coordinator (DCC) to whom they will submit receipts and required documentation electronically for the completion of their purchase card reconciliations. Those who are responsible for reconciling their own transactions follow a different process.

Overview of Reconciliation Process – DCC Program

MU purchase cardholders will need to submit itemized receipts, required forms and other supporting documentation, including the business justification form, to their Designated Card Coordinator (DCC) for reconciliation. **No color documents accepted by the State and all must be in .pdf format.**

To streamline these activities, a PCard Business Justification Dynamic Form has been created to facilitate the reconciliation process.

STEP 1 (FORM INITIATION)

Cardholders will need to submit a Business Justification Form in Dynamic Forms for each purchase card transaction. To begin, the cardholder will need to select their assigned DCC from the drop-down list provided:

Instructions

Before proceeding, please select your Designated Card Coordinator (DCC) from the list below.

Form Participants

DCC

Please select ▼

Contact information is in the format Description: Last Name, First Name

Continue

Overview of Reconciliation Process – DCC Program Continued

STEP 2 (FORM COMPLETION)

The first section of the business justification form is to provide cardholder-identifying information. Most of this information will be automatically prefilled. The cardholder will proceed by adding transaction-specific information such as the vendor name, product/item, funding and a detailed justification for the purchase:

Cardholder Information

First Name: * Jason Last Name: * Baldwin Email Address: * baldwinja@marshall.edu

Office Phone: * Department Name *

Funding Information

Product/Item	Fund	Org	Account	Amount	Covid Related?
					☐
					☐
					☐
					☐
					☐

Do you need more commodity lines? -- Please Select -- ▼

Purchase Request Details

Vendor Name:

Total Purchase Amount: \$ 0.00

Business Justification

Business Justification for Purchase: *

Additional Comments:

Overview of Reconciliation Process – DCC Program Continued

The cardholder is required to attach an itemized receipt and all other necessary support documents directly to the Dynamic Form. These attachments will be forwarded to your DCC for review in accordance with the MU Purchase Card manual and State of WV policies. If the Justification form and supporting documentation is sufficient, the DCC will fully reconcile the transaction in the wvOASIS system on behalf of the cardholder:

Itemized Receipt and Other Support Documents

Itemized Receipt:	* Choose File No file chosen
	<i>Files over 25 MB will not be accepted</i>
Support Document 1:	Choose File No file chosen
	<i>Files over 25 MB will not be accepted</i>
Support Document 2:	Choose File No file chosen
	<i>Files over 25 MB will not be accepted</i>
Support Document 3:	Choose File No file chosen
	<i>Files over 25 MB will not be accepted</i>
Support Document 4:	Choose File No file chosen
	<i>Files over 25 MB will not be accepted</i>
Support Document 5:	Choose File No file chosen
	<i>Files over 25 MB will not be accepted</i>

Overview of Reconciliation Process – DCC Program Continued

Once all transaction-specific information and supporting documentation is added to the form, the cardholder will electronically sign and submit the form. Cardholders will receive e-mail notifications as the form progresses.

Note:

Any section of form marked with an asterisk (*) is required. If left blank or incomplete, form will not allow user to submit.

Overview of Reconciliation Process – DCC Program Continued

STEP 3 (REJECTED FORMS)

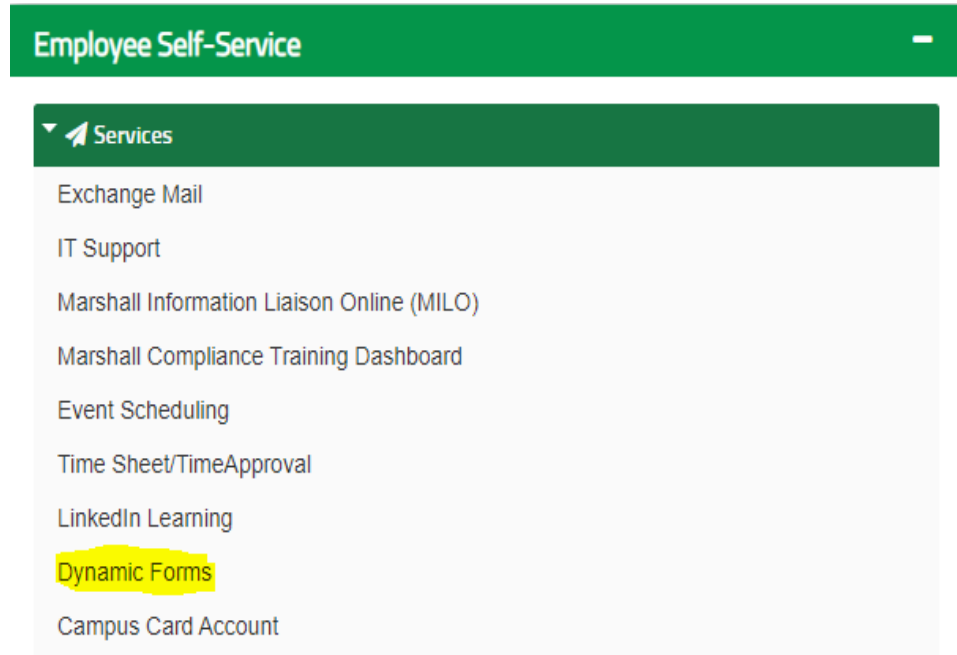
If the Justification form is incomplete and/or the information provided is not sufficient to proceed with reconciliation, the DCC may reject the form and request additional information from the cardholder. This reject notification will be delivered via e-mail and will include a hyperlink to the form. Cardholders may review any draft/rejected forms in the “*Pending / Draft Forms*” section of their Dynamic Forms homepage (see step 4 for homepage accessibility). This webpage will include a link to the form, as well as PDF and HTML copies of the rejected version and will include a copy of the reject e-mail, including rectification instructions, generated by the system:

🕒 Pending / Draft Forms 10					
Form Filter		Text Filter			
Show All Forms		Type to search			
Form Name	Date	PDF	HTML	Action	
 MU Purchase Card Procurement Approval and Business Justification	Rejected By: Teresa Meddings Rejected Date: 5/20/2020 11:40:19 AM			<button>Complete Form</button>	

Overview of Reconciliation Process – DCC Program Continued

STEP 4 (ACCESSING ARCHIVED FILES)

The finalized Business Justification forms, as well as all supporting documentation, is archived in the “*forms history*” section of your Dynamic Forms homepage accessible through the “employees” section of MYMU:



Overview of Reconciliation Process – DCC Program Continued

 Marshall University  Go My Forms ▾ Admin ▾  

 **Form History** 19

Archive Filter

Show All Forms ▾

Text Filter

Type to search

	Form Name	Form Started By	E-Signed Date	PDF	HTML	Audits
●	MU Purchase Card Business Justification DRAFT	Jason Baldwin	7/28/2020 3:57:50 PM			
●	MU Purchase Card Business Justification DRAFT	Jason Baldwin	7/28/2020 3:07:46 PM			

Once the appropriate Justification form has been located, the PDF icon will provide an executed/signed copy of the Justification form. If you require the itemized receipts or other support documents loaded directly to the Justification form, you will need to use the HTML icon to access clickable document links.

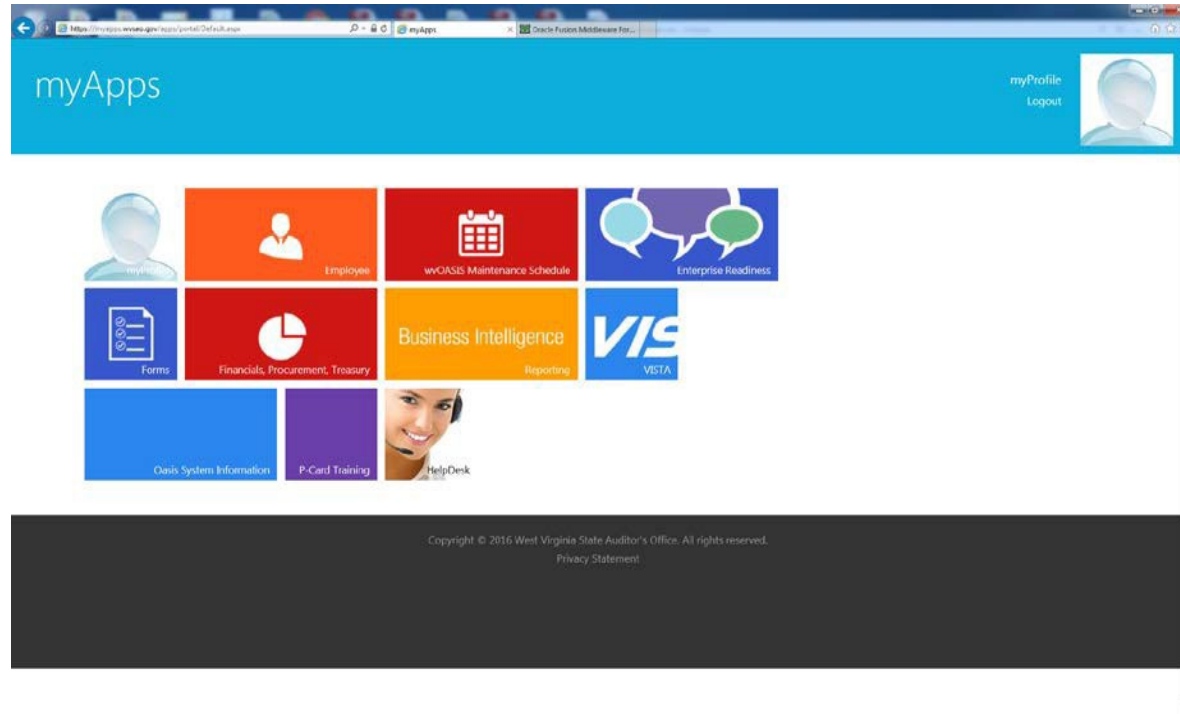
Cardholder Self-Reconciliation Process

In addition to the DCC reconciliation process, there are those cardholders who will continue to reconcile their own transactions. The process for those who are responsible for reconciling their own transactions is contained in the following slides.

Cardholder Self-Reconciliation Process

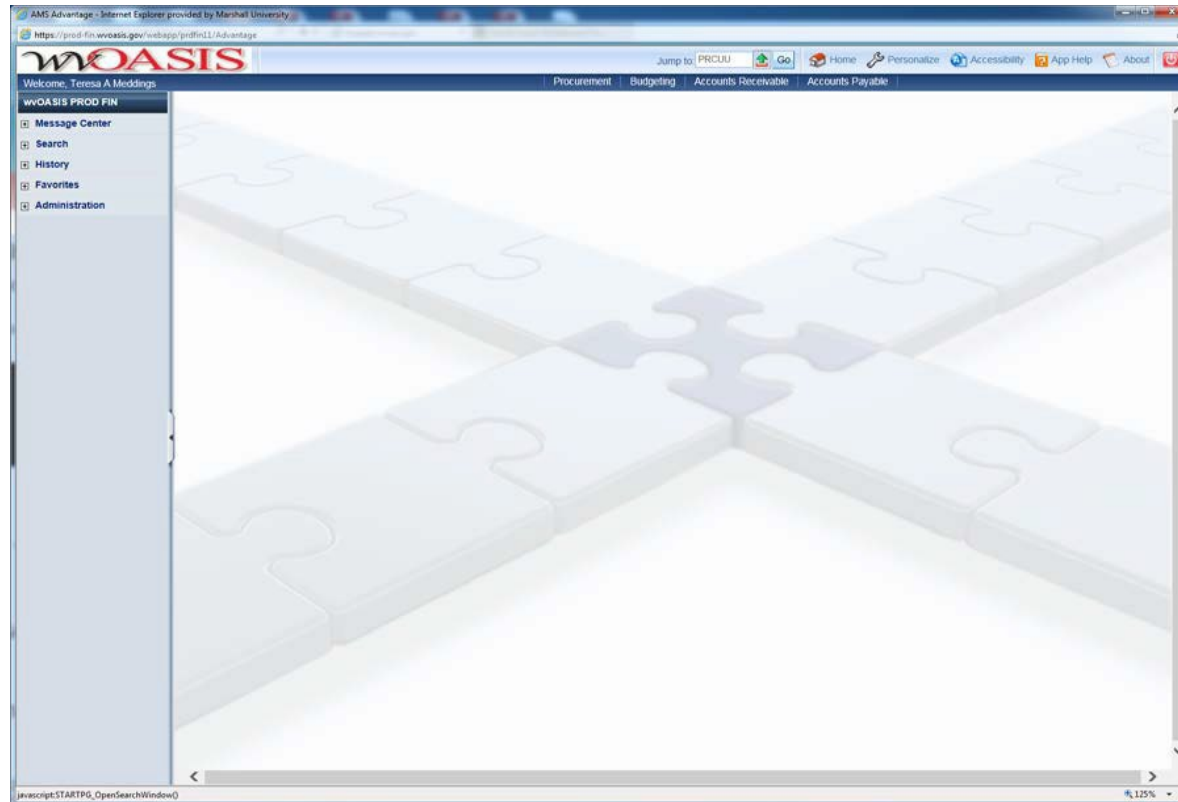
Select “Financials, Procurement, Treasury” **RED BOX**

Make sure popup blocker is off



Cardholder Self-Reconciliation Process

In the “Jump to” box, type PRCUU, click “Go”



Cardholder Self-Reconciliation Process

On this screen click “My Transactions”. Your transactions (if there are any posted) will then populate.

The screenshot displays the wvOASIS web application interface. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left sidebar contains a navigation menu with options like Message Center, Search, History, Favorites, and Administration. The main content area is titled "Unprocessed Procurement Card Activity" and shows summary statistics: "Total Number of Transactions : 0" and "Total Transaction Amount : \$0.00". Below this is a table with columns for Administrator ID, Master Account, Card Number, Merchant ID, Merchant Name, Amount, Document Reference, Pay, Reconciliation Status, and Reviewed. The table is currently empty. Below the table, there are links for "My Transactions", "Coordinator Transactions", and "Attachments". The "Details" section is expanded, showing a "General Info" tab with various input fields for cardholder information, including Administrator ID, PCard ID, Card Number, Cardholder Name, Master Account, Merchant ID, Merchant Name, Transaction Date, Bank Posting Date, Taxpayer ID Type, Taxpayer ID, Amount, Reconciliation Status, Dispute Reason Code, Dispute Reason Description, and Dispute Comments. There are also checkboxes for "Pay", "Reviewed", and "Delete", and a field for "Unprocessed Reason ID". The bottom section of the screen shows "Commodity Lines" with a table for "Commodity Line", "Commodity Code", "Commodity Name", "Quantity", "Unit Price", "Unit", "Amount", "Accounting Profile", "Accounting Template", and "Transaction Type".

Cardholder Self-Reconciliation Process

Select “Attachments”

AMS Advantage - Internet Explorer provided by Marshall University
 https://prod-fin.wvoasis.gov/webapp/prodfin1/Advantage

Welcome, Teresa A Meddings

Jump to: [PRCUJ](#) [Go](#) [Home](#) [Personalize](#) [Accessibility](#) [App Help](#) [About](#)

Procurement | Budgeting | Accounts Receivable | Accounts Payable

wvOASIS PROD FIN

Unprocessed Procurement Card Activity

Total Number of Transactions : 0
 Total Transaction Amount : \$0.00

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
First Prev Next Last My Transactions Coordinator Transactions Attachments									

Details
 Save Undo Search

General Info

Administrator ID :
 PCard ID :
 Card Number :
 Cardholder Name :
 Master Account :
 Merchant ID :
 Merchant Name :
 Transaction Date :
 Bank Posting Date :
 Taxpayer ID Type :
 Taxpayer ID :
 Amount :
 Reconciliation Status :
 Dispute Reason Code :
 Dispute Reason Description :
 Dispute Comments :

Pay : ☐
 Reviewed : ☐
 Delete : ☐
 Unprocessed Reason ID :

Transaction ID Number :
 Transaction Reference Number :
 Billing Cycle Start Date :
 Billing Cycle End Date :
 Schedule Payment Date :
 MCC Code :
 MCC Code Description :
 Receipt Date :
 Receiver :
 Receiver Name :
 Traveler ID :
 Last Modified On :

Hierarchy Levels

Commodity Lines
 Total Number of CL :
 CL Transaction Grand Total :

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount	Accounting Profile	Accounting Template	Transaction Type
First Prev Next Last									

125%

Cardholder Self-Reconciliation Process

Select "Upload"

The screenshot displays the WWOASIS web application interface. The browser window title is "AMS Advantage - Internet Explorer provided by Marshall University". The URL is "https://prod-fin.wwoasis.gov/webapp/prdfin11/Advantage". The page header includes a navigation bar with links: "Jump to: PRCUUI", "Go", "Home", "Personalize", "Accessibility", "App Help", and "About". Below the header, a welcome message reads "Welcome, Teresa A Meddings". The main content area is titled "Reference Table Attachments" and features a table with columns: "File Name", "Type", "Date", and "User ID". The table is currently empty, with pagination links "First", "Prev", "Next", and "Last". To the left of the table, there are links for "Upload", "Download", "Search", and "Delete". Below the table, there are input fields for "File Name", "Description", "Type", "Date", and "User ID", followed by a "Return" link and a "View Attachment History" link. The footer of the page contains a JavaScript snippet: "javascript:submitForm(document.pR_AP_UPROC_PRCU_Generic,'T1R_AP_UPROC_PRCUAttachments=T1R_AP_UPROC_PRCUAttachments','Display');".

AMS Advantage - Internet Explorer provided by Marshall University
https://prod-fin.wwoasis.gov/webapp/prdfin11/Advantage

Jump to: PRCUUI Go Home Personalize Accessibility App Help About

Welcome, Teresa A Meddings

WOASIS PROD FIN

Message Center
Search
History
Favorites
Administration

Reference Table Attachments

File Name Type Date User ID

First Prev Next Last

Upload
Download
Search
Delete

File Name : Description :
Type :
Date :
User ID :

Return
View Attachment History

javascript:submitForm(document.pR_AP_UPROC_PRCU_Generic,'T1R_AP_UPROC_PRCUAttachments=T1R_AP_UPROC_PRCUAttachments','Display');

125%

Cardholder Self-Reconciliation Process

Here you will “Browse” for the saved .pdf document to attach

The screenshot displays a web browser window titled "AMS Advantage - Internet Explorer provided by Marshall University". The address bar shows the URL "https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage". The page features a navigation bar with links for "Jump to: PROCUU", "Go", "Home", "Personalize", "Accessibility", "App Help", and "About". Below this, a "Welcome, Teresa A Meddings" message is visible. The main content area is titled "wvoasis PROD FIN" and includes a sidebar with a "Message Center" and a "Search" button. The primary section is "Upload Attachment", which contains a "Browse..." button, a text field for "Attachment File", a text field for "Description", and a dropdown menu for "Attachment Type" set to "Standard". A "Menu" link is located in the top right corner. The footer of the browser window shows a JavaScript snippet: "javascript:submitForm(document.pRefTbObjAttList,'AddAttachment=AddAttachment','Display');".

Cardholder Self-Reconciliation Process

Once you click on “Browse” and have located the appropriate documentation, you will double-click the file to load it into the transaction. At this screen you will once again click “Upload”

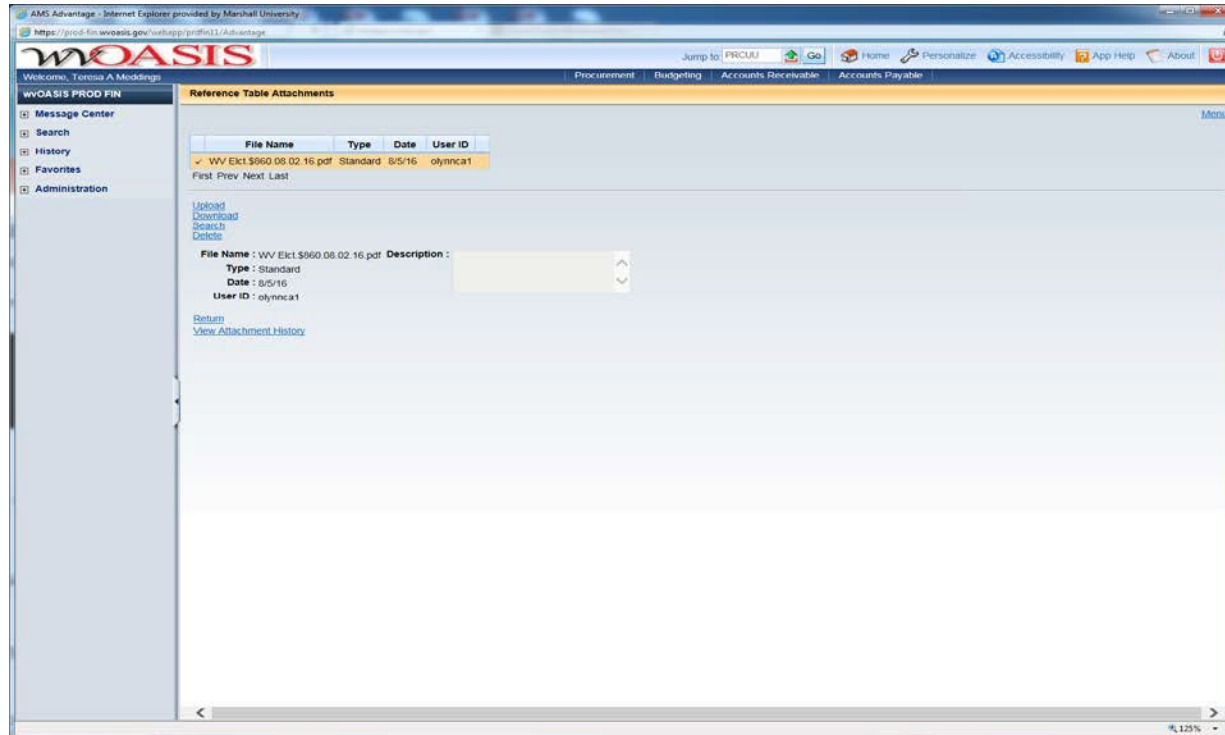
The screenshot displays a web browser window titled "AMS Advantage - Internet Explorer provided by Marshall University". The address bar shows the URL "https://prod-fin.woasis.gov/webapp/prdfin11/Advantage". The page features a navigation bar with links for "Jump to: PRCUU", "Go", "Home", "Personalize", "Accessibility", "App Help", and "About". Below this is a "Welcome, Teresa A Meddings" message and a set of tabs for "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable". The main content area is titled "Upload Attachment" and includes a "Menu" link. On the left, a sidebar lists navigation options: "Message Center", "Search", "History", "Favorites", and "Administration". The "Upload Attachment" form contains the following fields:

- Attachment File:** C:\Users\marcumte\Desktop\Purchase Card Information (with a "browse..." button)
- Description:** (empty text box)
- Attachment Type:** Standard (with a dropdown arrow)

At the bottom right of the browser window, the zoom level is set to 125%.

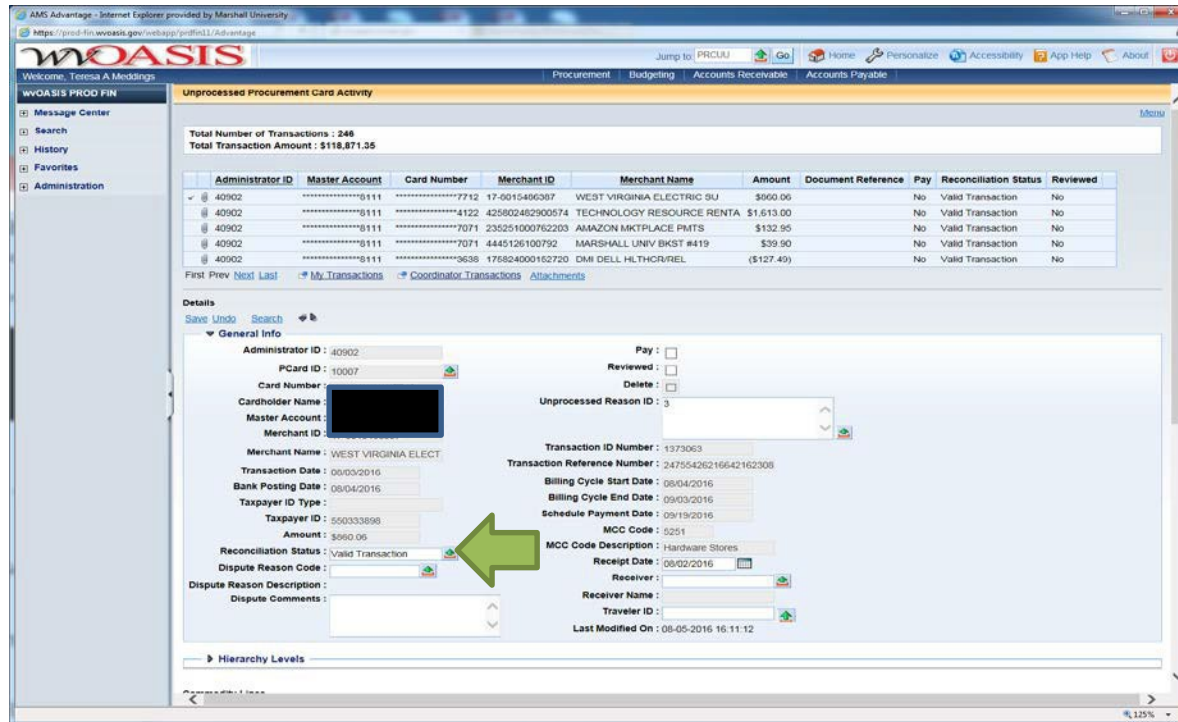
Cardholder Self-Reconciliation Process

The file is now attached to the transaction. Here you will click “Return” to move back to the main screen of your transaction(s)



Directions for wvOASIS Reconciliation

At “Reconciliation Status” using green arrow, select option 10, “Valid Transaction”, Click “Save”.
Select Next Transaction



AMS Advantage - Internet Explorer provided by Marshall University
https://prod-fin.wvoasis.gov/webapp/prod/1/Advantage

Welcome, Teresa A Meddings

Jump to: [PROCUREMENT](#) [BUDGETING](#) [ACCOUNTS RECEIVABLE](#) [ACCOUNTS PAYABLE](#)

Home Personalize Accessibility App Help About

Unprocessed Procurement Card Activity

Total Number of Transactions : 346
Total Transaction Amount : \$118,871.35

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
40902	*****5111	*****7712	17-9015496307	WEST VIRGINIA ELECTRIC SU	\$600.06		No	Valid Transaction	No
40902	*****5111	*****4122	425802462900574	TECHNOLOGY RESOURCE RENTA	\$1,613.00		No	Valid Transaction	No
40902	*****5111	*****7071	235251000762203	AMAZON MKTPLACE PMTS	\$132.95		No	Valid Transaction	No
40902	*****5111	*****7071	4445126100792	MARSHALL UNIV BKST #419	\$39.90		No	Valid Transaction	No
40902	*****5111	*****9638	176824000162720	DM DELL HLTHCR/REL	(\$127.49)		No	Valid Transaction	No

First Prev Next Last [My Transactions](#) [Coordinator Transactions](#) [Attachments](#)

Details

Save Undo Search

General Info

Administrator ID : 40902
PCard ID : 10007
Card Number :
Cardholder Name :
Master Account :
Merchant ID :
Merchant Name : WEST VIRGINIA ELECT
Transaction Date : 08/03/2016
Bank Posting Date : 08/04/2016
Taxpayer ID Type :
Taxpayer ID : 550333898
Amount : \$600.06
Reconciliation Status : Valid Transaction
Dispute Reason Code :
Dispute Reason Description :
Dispute Comments :
Hierarchy Levels

Pay : ☐
Reviewed : ☐
Delete : ☐
Unprocessed Reason ID : 3
Transaction ID Number : 1373063
Transaction Reference Number : 24755426216642162308
Billing Cycle Start Date : 08/04/2016
Billing Cycle End Date : 09/03/2016
Schedule Payment Date : 09/19/2016
MCC Code : 5251
MCC Code Description : Hardware Stores
Receipt Date : 08/02/2016
Receiver :
Receiver Name :
Traveler ID :
Last Modified On : 08-05-2016 16:11:12

Directions for wvOASIS Reconciliation

To move to next page of transactions, click blue “Next” and continue reconciliation process

The screenshot displays the wvOASIS web application interface. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left sidebar contains a navigation menu with options like Message Center, Search, History, Favorites, and Administration. The main content area shows a table of transactions under the heading 'Unprocessed Procurement Card Activity'. A blue arrow points to the 'Next' button in the table's navigation controls. Below the table, there is a 'Details' section for a selected transaction, showing fields for Administrator ID, PCard ID, Card Number, Cardholder Name, Master Account, Merchant ID, Transaction Date, Bank Posting Date, Taxpayer ID Type, Taxpayer ID, Amount, Reconciliation Status, Dispute Reason Code, Dispute Reason Description, Dispute Comments, Transaction ID Number, Transaction Reference Number, Billing Cycle Start Date, Billing Cycle End Date, Schedule Payment Date, MCC Code, MCC Code Description, Receipt Date, Receiver, Receiver Name, Traveler ID, and Last Modified On.

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
40902	*****5111	*****7712	17-9015496307	WEST VIRGINIA ELECTRIC SU	\$660.06		No	Valid Transaction	No
40902	*****5111	*****4122	425602462900574	TECHNOLOGY RESOURCE RENTA	\$1,613.00		No	Valid Transaction	No
40902	*****5111	*****7071	235251000762203	AMAZON MKTPLACE PMTS	\$132.95		No	Valid Transaction	No
40902	*****5111	*****7071	4445126100792	MARSHALL UNIV BKST #419	\$39.90		No	Valid Transaction	No
40902	*****5111	*****9638	176624000162720	DMR DELL HLTHCR/REL	(\$127.49)		No	Valid Transaction	No

Transaction Details:

Administrator ID: 40902
 PCard ID: 10007
 Card Number: [REDACTED]
 Cardholder Name: [REDACTED]
 Master Account: [REDACTED]
 Merchant ID: [REDACTED]
 Merchant Name: WEST VIRGINIA ELECTRIC SU
 Transaction Date: 08/03/2016
 Bank Posting Date: 08/04/2016
 Taxpayer ID Type: [REDACTED]
 Taxpayer ID: 550333898
 Amount: \$660.06
 Reconciliation Status: Valid Transaction
 Dispute Reason Code: [REDACTED]
 Dispute Reason Description: [REDACTED]
 Dispute Comments: [REDACTED]

Transaction Information:

Transaction ID Number: 1373063
 Transaction Reference Number: 24755426216642162308
 Billing Cycle Start Date: 08/04/2016
 Billing Cycle End Date: 09/03/2016
 Schedule Payment Date: 09/19/2016
 MCC Code: 5251
 MCC Code Description: Hardware Stores
 Receipt Date: 08/02/2016
 Receiver: [REDACTED]
 Receiver Name: [REDACTED]
 Traveler ID: [REDACTED]
 Last Modified On: 08-05-2016 16:11:12

Cardholder Self-Reconciliation Process

This is what the screen should look like once documents are attached and validated:

The screenshot displays the MOASIS web application interface. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left sidebar contains a navigation menu with options like Message Center, Search, History, Favorites, and Administration.

The main content area is titled "Unprocessed Procurement Card Activity" and shows a summary of transactions:

- Total Number of Transactions : 246
- Total Transaction Amount : \$118,871.35

Below the summary is a table listing transactions:

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
40902	*****0111	*****7712	17-0015496207	WEST VIRGINIA ELECTRIC SU	\$900.06		No	Valid Transaction	No
40902	*****0111	*****4122	425902482900574	TECHNOLOGY RESOURCE RENTA	\$1,613.00		No	Valid Transaction	No
40902	*****0111	*****7071	230501000762203	AMAZON MKTPLACE PMTS	\$132.95		No	Valid Transaction	No
40902	*****0111	*****7071	44451261007920	MARSHALL UNIV BKST #419	\$39.90		No	Valid Transaction	No
40902	*****0111	*****9636	176804000162720	DMI DELL HLTHCR/REL	(\$127.49)		No	Valid Transaction	No

Below the table, there are links for "First", "Prev", "Next", and "Last".

The "Details" section is expanded, showing the "General Info" for a selected transaction:

- Administrator ID : 40902
- PCard ID : 10007
- Card Number : [REDACTED]
- Cardholder Name : [REDACTED]
- Master Account : [REDACTED]
- Merchant ID : [REDACTED]
- Merchant Name : WEST VIRGINIA ELECT
- Transaction Date : 08/03/2016
- Bank Posting Date : 08/04/2016
- Taxpayer ID Type : [REDACTED]
- Taxpayer ID : 550333898
- Amount : \$960.06
- Reconciliation Status : Valid Transaction
- Dispute Reason Code : [REDACTED]
- Dispute Reason Description : [REDACTED]
- Dispute Comments : [REDACTED]

On the right side of the details section, there are checkboxes for "Pay", "Reviewed", and "Delete". Below these, there is a field for "Unprocessed Reason ID" with a value of 3.

Additional transaction details include:

- Transaction ID Number : 1373063
- Transaction Reference Number : 24755426216642162308
- Billing Cycle Start Date : 08/04/2016
- Billing Cycle End Date : 09/03/2016
- Schedule Payment Date : 09/19/2016
- MCC Code : 5251
- MCC Code Description : Hardware Stores
- Receipt Date : 08/02/2016
- Receiver : [REDACTED]
- Receiver Name : [REDACTED]
- Traveler ID : [REDACTED]
- Last Modified On : 08-05-2016 16:11:12

Cardholder Self-Reconciliation Process

Do not mark as VALID until all documentation is attached.

Always remember to [Save](#) after each step or your changes will be lost.

Once documentation is attached within wvOASIS - Retain originals for your records for two (2) years from the date of purchase. Do not email or mail to the Purchase Card Office.

Post-Reconciliation

- ❖ The Purchase Card Department audits every transaction, each cycle. Once the DCC or cardholder has reconciled and validated transactions within wvOASIS, the Purchase Card Department personnel will audit reconciled transactions to verify all required steps have been followed by the cardholder.
- ❖ Once transactions have been reviewed for accuracy and completeness, the Purchase Card Coordinator will mark the transactions to pay.

Making Changes to the Purchase Card

- **Name changes**
 - Employee name change must be completed in Payroll before any changes can be completed. Once that is done, please notify the PCard Office at pcard@marshall.edu
- **Department change**
 - A new MU Confidential Cardholder application is required with new department information, default funding information, and signatures of new supervisor and Dean/VP of the department. Forward to PCard Office, Old Main 203 via campus mail.
- **Monthly and/or transaction limit changes**
 - Email from supervisor with justification for as well as dollar amounts for the request.
- **Card cancellation**
 - Email from supervisor and/or cardholder with reason for cancellation. Examples:
 - Last date on campus (resigned/retired) – Cardholder email acceptable.
 - No longer requires use of card – Supervisor email required.
 - Deceased

Purchase Card Maintenance

Card Cancellation:

- ❖ Cards must be cancelled immediately upon termination or separation of employment.

Lost or stolen cards:

- ❖ Immediately report lost or stolen cards to the agency coordinator and financial institution.
- ❖ Call 1-800-344-5696
- ❖ Cardholder must notify the financial institution within 24 hours to limit cardholder liability.

Disputes of Charges

The cardholder is responsible for contacting the vendor regarding any erroneous charges, disputed transactions, duplicate charges or credits. Examples include, but are not limited to:

- ❖ Failure to receive goods
- ❖ Fraud and/or Misuse
- ❖ Altered charges
- ❖ Defective merchandise
- ❖ Incorrect amounts
- ❖ Duplicate charges
- ❖ Credits not received (damaged or missing items, sales tax...)

If the cardholder is unable to resolve disputed items with the vendor, cardholder must notify the Agency Coordinator via email to proceed with the official dispute.

Post-Audit Process

As noted earlier, the Purchase Card Office audits all transactions.

During the audit process, the following (at a minimum) will be checked:

- Use of proper procedures
- Stringing of orders
- Proper account codes
- **Itemized** paid receipts attached
- Hospitality documentation
- Travel Authorization documentation
- In-Sales Tax Paid

Once an audit is complete, the cardholder will receive a notice of any discrepancies in their Purchase Card process and if any action is necessary by the cardholder.

Failure of cardholder to properly follow Purchase Card Policies and Procedures will be subject to action up to and including revocation or limitation of Purchase Card privileges, possible probation and/or MANDATORY Purchase Card retraining.

Card Violations – Defaulted Transactions Corrective / Disciplinary Action

- **Month 1 instance** – Written warning with time limit to complete requirements
- **Month 2 instance (3 year rolling calendar period)** – Card limit reduced to \$1.00 for minimum of 30 days with mandatory online retraining.

All transactions must be reconciled correctly and completely before limits reinstated.

Should violation occur again within 6 months of card limit restoration, card privileges will be revoked permanently.

Card Violations – Missing/Incomplete Documentation Corrective / Disciplinary Action

- **Month 1 instance** – Written warning with notification to supervisor and DCC (if assigned) with time limit to complete requirements
- **Month 2 instance** – Written warning with notification to supervisor and DCC (if assigned). Card limit reduced to \$1.00 for minimum of 30 days with mandatory online retraining.

Any outstanding corrections must also be completed before card limits reinstated.

Card Violations – Personal Purchase

Corrective / Disciplinary Action

- **Month 1 instance** – Written warning, mandatory reimbursement either by credit from vendor or from cardholder. PCard office is required to report every incident to the State Auditor's Office for review.
- **Month 2 instance** – Written warning with notification to supervisor. Card limit reduced to \$1.00 for minimum of 60 days with mandatory online retraining.
- **Month 3 instance** – Purchase Card privileges revoked, with further action possible if investigation shows intent to defraud.

Card Violations – Unallowable Purchases Corrective / Disciplinary Action

- **Month 1 instance** – Written warning
- **Month 2 instance** – Written warning with notification to supervisor. Card limit reduced to \$1.00 for minimum of 45 days with mandatory online retraining.
- **Month 3 instance** – Purchase Card privileges revoked, with further action possible if investigation shows intent to defraud.

Card Violations – Card Delegation or Stringing Corrective / Disciplinary Action

- **First instance** - Card cancellation with email notification to supervisor, Mandatory retraining, and Complete application process for new card
- **Second instance** – permanent cancellation of cardholder privileges

Card Violations

Card violations will remain on file for each cardholder over a rolling three year period.

REMINDER: Purchase Card Administration reserves the right to suspend a cardholder's Purchase Card privileges at any time if it is deemed appropriate, pending completion of any investigation or if the severity of the violation(s) should warrant such action.

Fraudulent or Unauthorized Use of PCard

Misuse of a State of West Virginia Purchase Card is a felony.

Fraud and misuse penalties are included in the WV Code §12-3-10b as follows:

“It is unlawful for any person to use a State Purchase Card, issued in accordance with the provisions of section ten-a of this article, to make any purchase of goods or services in a manner which contrary to the provisions of section ten-a of this article or the rules promulgated pursuant to that section. Any person who violated the provisions of this section is guilty of a felony and upon conviction thereof, shall be confined in the penitentiary not less than one nor that five years, or fined no more than five thousand dollars, or both fined and imprisoned.”

Fraudulent or Unauthorized Use of the PCard Continued

- ❖ Individuals knowingly using the PCard for personal use will be subject to disciplinary action, up to and including termination and prosecution by the state government, and subject to civil action by the credit card company for personal liability.
- ❖ Misuse of the PCard will be handled promptly and uniformly for all cardholders.
- ❖ Any instances of misuse or violations of the Purchase Card Policies and Procedures is documented by the agency coordinator and self-reported to the WV State Auditor's Office.

Still have questions or need more information?

Additional information is available on our website at
<https://www.marshall.edu/finance/purchasing-card/>

Questions? Email us at pcard@marshall.edu

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