DePaul University

ProCard and Pathway Handbook

Procurement Services

Key Contact Information

Procurement Services
Phone ...................... (312) 362-7510
Fax........................... (312) 362-7547
Laurie Krauel ........... (312) 362-5272

JPMorgan Chase
Customer Service (800) 316-6056 x7540
Lost or Stolen Cards (800) 848-2813
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Overview and Benefits

Overview
The Procurement Card (ProCard) program was implemented at DePaul University by Procurement Services to streamline small dollar-value purchases and reduce administrative costs. The ProCard is a MasterCard issued through JP Morgan Chase. Transaction information is provided to the university through Pathway Net, a third party vendor contracted by DePaul University and JP Morgan Chase.

Departments and cardholders participating in the program benefit through reduced administrative processes when placing orders. By using the ProCard, authorized individuals can make purchases quickly and easily, thereby bypassing the requisition and purchase order process. Individuals can also use the ProCard for purchases at stores, restaurants and for travel expenses, reducing the need for personal expenditures and after-the-fact reimbursements.

The university benefits from this program through an overall reduction of administrative costs. By delegating small-dollar value purchasing activity to cardholders, Procurement Services staff is free to assist with larger value orders. The Accounts Payable department benefits by cutting a single check to the bank as opposed to many smaller vendors.

Important Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Contact for…</th>
</tr>
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</table>
| Laurie Krauel | New ProCard applications  
ProCard Program Administrator,  
Procurement Services  
lkrauel@depaul.edu  
(312) 362-5272 |  
|  | Changes to card limits  
|  | Changes in approving officials  
|  | Questions relating to appropriate use  
|  | Questions relating to the Pathway system  
|  | Fiscal year cross-over requests |
| Jeff Bromberek | Questions regarding ProCard auditing  
Assistant Director, Procurement Services  
jbromber@depaul.edu  
(312) 362-6398 |  
|  | Questions relating to the ProCard policy |
| Cheryl Einsele | Approval for gift card purchases or other taxable expenses via the ProCard  
Director, Accounts Payable  
ceinsele@depaul.edu  
(312) 362-8489 |  
| JP Morgan Chase | To report a lost or stolen card  
(800) 848-2813 |  
| Departmental Budget Managers and/or Approving Official | Departments may have stricter guidelines than those listed in this handbook. Contact your department officials if you have any questions regarding specific guidelines for your area |

Important Links
The links listed below provide additional resources relating to the Procurement Card program:

- Additional ProCard Information  
  http://condor.depaul.edu/~procure/procard.htm
- Online Training Resources  
  http://condor.depaul.edu/~procure/training.htm
Enrollment in the Program

Individuals who meet eligibility requirements described in this section are encouraged to enroll in the Procurement Card program. ProCards are issued upon successful completion of the application process and may be used immediately upon activation by the cardholder.

Eligibility
Full-time faculty and staff are eligible to apply for a ProCard. Full-time employment is defined as working a minimum of 35 hours per week.

ProCard Application Process
Eligible employees of the university may enroll in the Procurement Card program by submitting the following forms to Procurement Services. Note that cardholders are limited to one ProCard, regardless of the number of budgets available to the cardholder.

- ProCard Application/Cardholder Account Form
- Notice Regarding Background Investigation

With respect to the Notice Regarding Background Investigation, the subject of this investigation is limited to criminal background history (which will provide the university with information concerning any previous felony and/or misdemeanor convictions), verification of educational history and verification of previous employment history. Information regarding credit history will not be sought pursuant to this investigation.

Investigations may be conducted at any time after receipt of authorization and throughout employment. However, ordinarily, investigations will not be sought more frequently than once every two years, unless the university deems it necessary based on extreme circumstances.

Receipt and Activation of ProCards
JP Morgan Chase issues ProCards upon successful completion of the application process. The issuance process generally takes 2-4 weeks. ProCards are delivered to Procurement Services, after which the cardholder is notified that it is ready to be picked up. ProCards will only be distributed to cardholders unless other arrangements are made in advance between the cardholder and Procurement Services. ProCards will also not be distributed unless the cardholder presents the following form to Procurement Services:

- Employee Acknowledgement of Responsibilities

If this is the individual’s first ProCard, a training session is required prior to receipt of the card. Training sessions can take place in a group session or one-on-one with the ProCard Administrator.

ProCards will be declined until activated by the cardholder by calling JPMorgan Chase at the phone number that appears on the label affixed to the ProCard.

Changing, Closing or Canceling ProCards
The ProCard Application/Cardholder Account Form is used to make changes to limits, change default chartfields, close a ProCard or any other changes to a cardholder’s account, in addition to applying for a new card.
In the event that a ProCard must be cancelled due to loss, theft or unauthorized use, contact JP Morgan Chase immediately at (800) 848-2813 and Procurement Services at (312) 362-5272.

Procurement services reserves the right to cancel any ProCard at any time without notice.

ProCard Rules & Restrictions

Acceptance and use of the ProCard requires that the cardholder abide by all rules and restrictions listed in the Procurement Card policy and in the ProCard agreement. These include restrictions on spend and transaction counts, purchasing restrictions, receipt retention requirements and proper documentation of transactions.

Violation of any of these restrictions can lead to suspension of the card, notification to an approving official and/or disciplinary action.

Transaction and Spend Limits
In general, the ProCard is limited to $2,500 per transaction and $10,000 per cycle (typical cycles run from the 16th of the month to the 15th of the next month). Departments may request lower limits than these if desired when applying for a card. Additionally, based on specific needs, higher spending thresholds may be accommodated.

The number of transactions is generally limited to 25 per day and 50 per cycle. Again, departments may request lower limits than these if desired and based on specific needs, higher thresholds may be accommodated.

Split Purchases
Splitting purchases to circumvent the above limits is prohibited. A split purchase is defined as having a vendor charge the card multiple times for smaller portions of an order. For example, having a vendor split a $3,000 order of science equipment into two charges for $1,500 each is a violation of the ProCard rules.

This restriction does not apply to conference registrations or travel expenses for multiple individuals. For example, registering six people for a conference at $1,000 apiece is acceptable using six different transactions.

Purchasing Restrictions
Restrictions relating to purchases placed on the ProCard include:

- **The ProCard is only authorized for DePaul expenses**
  Personal purchases are not allowed on the card under any circumstances. Doing so can jeopardize the university’s tax-exempt status. If an inadvertent personal expense is placed on the card, the cardholder must notify their approving official and Procurement Services immediately. The cardholder will then need to reimburse the university for the expense. The deposit receipt should be kept on file with the original purchase receipt.

- **Card sharing is not allowed**
  Although it is a university credit card, the ProCard is issued in one individual’s name and cannot be used by anyone else.

- **Technology purchases are limited to $500**
  Any technology items over $500, including desktops, laptops, printers, networking equipment, software and related accessories will require a requisition be entered through the eProcurement system.

- **ProCards cannot be used for consulting services**
Tax regulations differ for individuals that provide consulting services. As such any consulting services rendered cannot be paid via the ProCard. Normal purchasing and payment procedures apply.

- **ProCards cannot be used for leasing expenses**
  Accounting regulations affect how lease expenses are recorded. Any leasing expenses cannot be paid via the ProCard. Contact Procurement Services for assistance with leasing programs.

- **Gift cards or other taxable expenses cannot be purchased via the ProCard**
  All gift card and taxable expenses (i.e. parking passes, club memberships, etc.) must be approved by the Director of Accounts Payable prior to purchase. Contact the AP office at x2-5336 to receive authorization and permission to utilize the ProCard for gift card purchases.

- **Cardholders may not purchase travel/entertainment items for their approving official’s individual use**
  When a cardholder purchases travel or entertainment for the approving official, that individual is both using the purchase and approving it. This violates the “two sets of eyes” principle. Rather, the cardholder who will be using the travel or entertainment item should place the purchase on their ProCard.

  For example, assume a department has an Admin Assistant who reports to the Assistant Director. The Assistant Director then reports to a Director. The Assistant Director needs to have airline tickets purchased for an upcoming conference.

<table>
<thead>
<tr>
<th>Improper Usage</th>
<th>Purchase Tickets</th>
<th>Uses Tickets</th>
<th>Approval of the Transaction</th>
</tr>
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<tbody>
<tr>
<td>Admin Assistant</td>
<td>X</td>
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<tr>
<td>Assistant Director</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Director</td>
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  *The Assistant Director is using the travel tickets and approving the expense*

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<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

  *The Assistant Director is using the travel and the Director (as approving official) is approving the transaction*

  If the Admin Assistant reported to the Director, that individual could also purchase the airline tickets for the Assistant Director.

- **Purchases that cross fiscal years must be reported**
  To ensure accounting standards are followed, all purchases made on the ProCard must be delivered or take place during the current fiscal year (a fiscal year runs from July 1 – June 30). However, there are occasions where advance purchasing makes sense, such as conference registrations that take place in the next fiscal year.

  Any purchases that cross fiscal years must be reported via a form located on the Procurement Services website ([http://www.depaul.edu/~procure](http://www.depaul.edu/~procure)). Funds will be accrued and taken out of the proper fiscal year budget.

- **Travel and Entertainment Expenses**
If approved by the cardholder’s approving official, travel (airlines, tickets, hotels, etc.) and entertainment (including in-house catering) expenses may be placed on the ProCard. These expenses may be restricted when first applying for the card or at any time after issuance.

- **Unallowable sponsored program purchases**
  Cardholders are not to use the ProCard to purchase items that will be charged against a sponsored program unless they are in accordance with the terms of that specific grant or contract. The department is liable for all transactions allocated to sponsored funds that are unallowable according to the terms.

**Documentation Guidelines**
All transactions on the ProCard must be properly documented in order to comply with DePaul policy and IRS rules. This includes documenting any credits/refunds. Some specific guidelines for documentation include:

- All transactions require a business purpose
- Travel, hotel stays and conference registrations require the dates of the trip or event
- Meals and entertainment expenses require the names/titles/company/DePaul affiliations for all attendees
- For gift cards that have been approved by Accounts Payable, state that this approval has been granted
- For goods and services that cross fiscal years, state that Procurement Services has been notified

Transactions with missing documentation may be charged as personal income to the cardholder if the IRS were to conduct an audit of the program. Cardholders would be personally liable for any taxes associated with the additional income.

**Receipt Retention**
Original receipts for all transactions must be kept on file for a minimum of seven years. Procurement Services recommends that these documents be kept centrally in a department.

**Sales Tax**
The university is a non-profit organization and is therefore exempt from certain taxes. The tax exempt number is embossed on the front of the ProCard. Sales tax should not be included in the purchase price for any goods or services purchased with the ProCard.

The tax exempt status does not apply to certain types of transactions, including meals, travel and utilities.

Contact Procurement Services if the vendor requires proof of the university’s tax exemption status and a tax exempt letter can be sent directly to that vendor.

**Cardholder Roles & Responsibilities**
The role of the cardholder is to make purchases according the established restrictions listed above and in the Procurement Card policy.

Cardholders are reminded that even the most stringent security steps must be augmented by common sense and careful use of the ProCard. The responsibilities of the cardholder are listed below:

- Ensure all purchases are appropriate and fit the university’s needs
- Ensure all restrictions and appropriate policies are followed properly
- Ensure receipts are maintained in accordance with departmental procedures
- Contact the bank immediately if a card is lost or stolen
- Properly document all transactions within the Pathway system
- Review default allocation of transactions to the PeopleSoft chartfield combination and make appropriate changes
Submit reports online to the approving official for review of transactions
Submit receipts and/or statement reports to the approving official if required by departmental procedures
Surrender the ProCard upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal; ProCards are not transferable
Protect and secure the ProCard just as any other asset. The ProCard exposes the university to liability for all transactions made up to the date and time it is reported lost or stolen

Approving Official Roles & Responsibilities

The role of the approving official is to ensure that cardholder’s compliance with university policies and ProCard restrictions. These responsibilities include:

- Review and approve all forms with respect to the enrollment of the Procurement Card program by a cardholder
- Review submitted reports for proper documentation, appropriateness of expenses and proper chartfield allocation
- Ensure that cardholders adhere to the guidelines outlined in the Procurement Card handbook and provide disciplinary action whenever necessary
- Follow up with cardholders who have not submitted their report for review
- Reject reports that do not meet these requirements and approve reports that do
- Report any suspected fraud to Procurement Services and Internal Audit
- Notify Procurement Services and obtain the ProCard upon termination of the cardholder’s employment, whether for retirement, voluntary separation, resignation, or dismissal; ProCards are not transferable

Responsibilities of Approving Officials for Cardholders on Leave

If a cardholder goes on leave (maternity, FLMA, military, etc.), the approving official is responsible for notifying Procurement Services so that the card can be temporarily suspended. Once the cardholder returns, the card will be restored to its normal privileges.

If charges occurred on the card prior to the leave, but before the cycle closes, the ProCard Coordinator will submit statements on the cardholder’s behalf so the approving official can enter comments and approve the statement.

Using the ProCard

The ProCard works like any other credit card. The basic ordering process involves selecting a vendor, making the purchase and receiving the order.

Vendor Selection
Whenever possible, departments are strongly encouraged to use an existing university preferred vendor for their purchasing needs. A listing of preferred vendors can be found at the Procurement Services website at [http://condor.depaul.edu/~procure/procurement/suppliers.htm](http://condor.depaul.edu/~procure/procurement/suppliers.htm).

If a preferred vendor cannot meet the needs of your purchase, a new vendor can be selected. Cardholders should take into account factors that provide value; including quality, price, services, delivery dates, etc. when selecting a vendor.

Making the Purchase
Orders can be made in person, by phone, fax, mail or over the internet. When placing an order with a vendor, make sure of the following:

- The purchase is tax-exempt
You provide your name and card number exactly as it appears on the card
You provide accurate delivery information (including department name and contact person)
You request a receipt documenting each item and cost

For all ProCards, the billing address is the main university address:

DePaul University
1 East Jackson Boulevard
Chicago, IL 60604

Cardholders are cautioned to take extreme care when conducting transactions online. Only conduct online transactions with reputable companies with secure web sites. When possible, store order information on a computer or print out order information before an order is submitted. Keep this information to verify deliveries (quantities, model numbers, prices, etc.).

Receiving the Order
As with any item ordered, whether through traditional channels or through the use of the ProCard, Cardholders should take special care to carefully inspect all deliveries. Make sure that there is no visible damage to the outside of the packages before signing for any delivery. Open packages immediately and verify the items received after signing for receipt of the goods. Most vendors/delivery companies have very limited time frames for making shortage or damage claims.

Sign the packing slip after verifying the correctness of the order, or resolving discrepancies with the supplier/deliverer, and store it with the corresponding receipt.

Returns and Credits
Make return and credit arrangements directly with the vendor when such circumstances apply. The vendor should issue a credit to the cardholder’s ProCard. Return and credit transactions should be recorded in the same manner as any other transaction and the return and/or credit receipt should be filed along with other receipts. All returns/credits should go back against the ProCard. No cash or checks should be accepted.

Keep in mind that Pathway Net transmits all transaction data electronically to the university. Credits are not reflected on department budgets until Pathway Net transmits the information. The approving official is ultimately responsible for ensuring that credits are posted to the cardholder’s account.

Resolving Errors and Disputes
Errors may appear from time to time in the information transmitted by Pathway Net. This may be due to vendor error or the pending outcome a dispute. Approving officials are ultimately responsible for resolving any erroneous or disputed transactions. Disputed transactions can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, etc. Most billing errors are simple mistakes and easily resolved by calling the vendor. Always document error and dispute activities and attach such information to the receipt.

Contact JP Morgan Chase at 800-316-6056 extension 7540 if there are any questions about transactions posted on a ProCard. If the resolution is not satisfactory to the university, escalate the issue by filing a formal dispute with JPMorgan Chase. This is done via the Pathway system:

1. Login to Pathway Net at https://pwnet.procard.com/depaul/
2. Select the Requests menu then Reports
3. Click Cardholder Dispute Form and then Next
4. Select the cycle the disputed transaction occurs in and hit Next
5. Select the appropriate transaction and select Next
6. Fill out the required information and select Next until the dispute form is complete
JP Morgan Chase will try to help with all disputes; however, the bank is only required by law to investigate charges within 60 days of the original transaction date. JP Morgan Chase will assist the university with all disputes raised after 60 days; however it is more difficult to obtain detailed receipt information from vendors after this time.

Billing and Payment
DePaul University remits payment for ProCard transactions every seven (7) days. The payment is based solely upon information provided by Pathway Net. Payments will not be reduced because of disputed transactions unless the vendor or the bank has issued a credit (or a temporary credit) during the period.

Cardholders and approving officials should take care to ensure that payment is not made both on a ProCard and through Accounts Payable. Contact AP at x2-5336 if this has occurred to attempt a stop-payment or the vendor for a refund.

Pathway Instructions

Instructions for the Cardholder
Cardholders should be reviewing transactions throughout the cycle, although they must be reviewed, documented and submitted for approval with two weeks of the cycle close. Cycles typically run from the 16th of the current month to the 15th of the next month.

All transactions are stored in the Pathway Net system, accessible at https://pwnet.procard.com/depaul. To login cardholders will need to enter their username and password. The username for cardholders is the first four letters of your last name and the last six numbers of your ProCard.

After logging in, cardholders will see the Inbox page which shows any cycles requiring attention. Clicking on the cycle range will open that period’s transaction list.
The transaction list shows all charges that have hit the ProCard during the current cycle. It lists the transaction date, post date, vendor name, vendor location and dollar amount. Click an ID to view chartfields and enter documentation.

After clicking on a transaction ID, the details regarding that charge appear. The first section lists the default chartfields. Fund, Dept ID, Class, Program and Project are set to the defaults when the card was opened. The Account code is based upon the vendor’s MCC code.
Scrolling down the screen will show additional information about the transaction, including tax information if any. Under the section titled Invoice, is a notes field. Use this space for any notes relating to the transaction, following the documentation guidelines listed above (i.e. business purpose, dates of travel, attendees, etc.).

After reviewing the chart fields and entering comments, press the OK button at the bottom of the page.

Other notes regarding this screen:

- Marking the transaction Personal or Disputed has no effect on the system or payment. You must still follow the procedures listed earlier for these types of transactions
- The Line Items tab at the top will show additional transaction information. Generally this information is available for airlines and hotels, but several other vendors also offer it.
Once all transactions have been reviewed and the cycle is closed, the report is ready for submission to an approving official for review. **DO NOT SELECT SUBMIT FROM THE STATEMENT PAGE.** Rather, return to the Inbox by clicking the link on the left-hand side. Select the radio button next to the statement and hit the submit button at the bottom of the page.

After hitting submit, a pop-up box will appear asking for any comments to your approving official. Use this box to provide additional documentation (i.e. “Receipts will be inter-office mailed to you this afternoon”). Once you press OK, the cycle will disappear from your Inbox and will appear on your approving official’s screen.

**Instructions for the Approving Official**
Approving officials will receive an email when a cardholder submits their report for approval. The approving official can also run a container status report from Pathway to see what cardholders have not submitted their reports; this process will be explained in the next section.

Transactions are stored in the Pathway Net system, accessible at https://pwnet.procard.com/depaul. To login cardholders will need to enter their username and password. The username for approving officials is generally the same as your Campus Connect ID.

After logging in, approving officials will see the Inbox page which shows any cycles that have been submitted for review. Clicking on the cycle range will open that cardholder's transaction list for that period.
The transaction list shows all charges that have hit this ProCard during the current cycle. It lists the transaction date, post date, vendor name, vendor location and dollar amount. Click an ID to view transaction information, chartfields and cardholder comments.

Each transaction should be reviewed for all the restrictions listed earlier in this book, but especially for appropriateness of the expenses, proper chartfield allocation and proper documentation.

Check that chartfields are properly allocated (chartfields are locked on the 28th of each month)

Check documentation according to the guidelines listed above
Approving officials can also run a cardholder statement report that shows in one document all transactions, chartfields and comments. This report may be easier to view than each individual transaction in Pathway; details on running the report are covered in the next section.

Once all transactions have been reviewed, the report is ready for approval. **DO NOT SELECT APPROVE FROM THE STATEMENT PAGE.** Rather, return to the Inbox by clicking the link on the left-hand side. Select the radio button next to the statement and hit the Approve button at the bottom of the page.

To reject a statement, follow the same process but hit the Reject button at the bottom of the screen. This sends the report back to the cardholder to fix their problems (i.e. providing proper documentation). The cardholder will have to resubmit the report for approval once all items have been fixed.

After hitting reject, a pop-up box allows approving officials to enter comments as to why they are rejecting the statement (i.e. Please document the attendees at dinner on 6/18).
Pathway Reporting Tools

The Pathway system provides numerous reporting tools to help cardholders and approving officials to track purchases, analyze their spending, and review cardholder activities. The following chart lists the names of the reports available in the system:

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Available to:</th>
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</thead>
<tbody>
<tr>
<td>Container</td>
<td>X</td>
</tr>
<tr>
<td>Cardholder Statement (Individual Bill)</td>
<td></td>
</tr>
<tr>
<td>Cardholder Statement (Central Bill)</td>
<td>X</td>
</tr>
<tr>
<td>Cardholder Dispute Form</td>
<td></td>
</tr>
<tr>
<td>Transaction Dispute Status</td>
<td>X</td>
</tr>
<tr>
<td>Transaction Detail with Level 3 Detail</td>
<td>X</td>
</tr>
<tr>
<td>Statement Container Status</td>
<td></td>
</tr>
<tr>
<td>City Pairs/Fare Basis Codes Report</td>
<td></td>
</tr>
<tr>
<td>Travel Exception Data File</td>
<td></td>
</tr>
<tr>
<td>Travel Spending By Location</td>
<td></td>
</tr>
<tr>
<td>Airline/Car Rental/Hotel Ranking Data File</td>
<td></td>
</tr>
</tbody>
</table>

Approving officials are able to view these reports for any cardholders they approve, while cardholder’s are able to view only their transactions.

**Container**

The Container report lists on the screen one cardholder’s reports and their status for a particular date span. To access the report, simply click on the “Container” link on the left hand menu. Enter the cardholder’s last name and a date span (i.e. for FY06 enter 7/1/2005 to 6/30/2006).
The report quickly shows the current status of each statement. The status can be:

- Closed (meaning the approving official has approved)
- Submitted (cardholder has submitted, but approving official has not yet reviewed)
- Rejected (cardholder submitted, approving official rejected, cardholder has not yet resubmitted)
- Approved (For departments with multiple approving officials, the status will say Approved until the final approving official approves – the status will then change to Closed)

To see individual transactions, click on the cycle dates under the Container heading.

**Cardholder Statement (Central Bill) & Cardholder Statement (Individual Bill)**
The cardholder statement reports show a listing of all transactions, merchants, chartfields and comments entered in a Word document. Cardholder’s have access only to the central bill which will list their transactions. Approving officials can view an Individual Bill (lists only one cardholder) or a Central Bill (lists all cardholders who roll up to that approving official).

Note that the Central Bill is limited to a 35 day timeframe. The Individual Bill can be set to any timeframe.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.

The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. Click on the link of the cardholder statement to save or open the file.

**Cardholder Dispute Form**
This report is used for initiating a disputed transaction with the bank. The form will ask a series of questions relating to the transaction and reasons for the dispute. In some cases, supporting documentation may be required.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Then enter the last-name
of the cardholder and hit next. Select the transaction that is in dispute. From here, answer the questions relating to the disputed transaction until complete.

**Transaction Dispute Status**
This report is used to track disputed transactions submitted to the bank. It lists all pending and resolved disputes for a specified timeframe.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.

The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. Click on the link to save or open the file.

**Transaction Detail with Level 3 Detail**
This report produces an excel spreadsheet that details transactions made during the timeframe. It lists out all available information about the transaction including cardholder, transaction date, post date, vendor name and address, currency transaction rate, chartfields and comments.

Additionally, some vendors pass along "Level 3" details. This generally includes take off dates for airfare and check-in/check-out dates for hotels. Some retail vendors will also list out the specific items purchased. Note that Level 3 detail does not exempt the cardholder from providing proper documentation on the transaction.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.

The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. The file is saved as a TXT file. To open it in Excel, save it to your computer and then use the Open feature in Microsoft Excel to open the file.

**Statement Container Status**
This report shows all of the cardholders that roll up to the approving official that had activity in the selected timeframe, along with their status, total dollar amount and current status. The status can be:

- Closed (meaning the approving official has approved)
- Submitted (cardholder has submitted, but approving official has not reviewed)
- Rejected (cardholder submitted, approving official rejected, cardholder has not yet resubmitted)
- Approved (For departments with multiple approving officials, the status will say Approved until the final approving official approves – the status will then change to Closed)

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.

The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. Click on the link to save or open the file.

**City Pairs/Fare Basis Codes Report**
This report is used to analyze travel origination and destination points, as well as airline ticket class purchased. It shows a listing of all airfare routes traveled.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.
The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. Click on the link to save or open the file.

**Travel Exception Data File**
This report produces an Excel spreadsheet of all non-travel/entertainment activity for a specific timeframe.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.

The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. The file is saved as a TXT file. To open it in Excel, save it to your computer and then use the Open feature in Microsoft Excel to open the file.

**Travel Spending By Location**
This report details ProCard spend on travel items according to their location. For example, it breaks down the expenses spent in Illinois by city, New York by city, etc.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.

The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. Click on the link to save or open the file.

**Airline/Car Rental/Hotel Ranking Data File**
This report produces an Excel spreadsheet that details the top 10, 25, 50 or 100 vendors within the airline, car rental or hotel category for cardholders that you approve.

To run the report, select Requests from the left-hand menu, then Reports. Select the report from the list and hit next. Fill in the cycle dates or select from the menu a predefined cycle. Select Finished at the bottom of the screen, then Run Report.

The report will generate within Pathway in a few seconds. Click on Log from the left hand menu to access completed reports. The file is saved as a TXT file. To open it in Excel, save it to your computer and then use the Open feature in Microsoft Excel to open the file.

**Best Practice Guidelines**

Listed below are several best practices that departments may find helpful in their use of the ProCard.

- **Use the ProCard for all situations where it applies**
  Whenever allowable, the ProCard should be used. This helps cut down on administrative work within the department, in Procurement Services and in Accounts Payable.

- **Utilize preferred vendors when using the ProCard**
  Whenever possible, use the ProCard with DePaul’s preferred vendors as opposed to competitors. DePaul has negotiated discounts and services with these vendors. Additionally, using these vendors increases the university’s purchasing power which will assist with future negotiations.

- **Enter detailed comments into the Pathway system for all transactions**
  Detailed comments will allow the approving official and Procurement Services to easily determine what the purchase is and its business purpose. Insufficient documentation may lead to additional questions or an audit.
Approving Officials should review all receipts
Detailed documentation alone does not ensure all purchases made on the ProCard were valid. AO's should review receipts to ensure the documentation matches the actual purchase and no fraud was committed.

Store all the department's ProCard receipts in a central location
Doing so will assist in finding receipts should an audit occur. Additionally, if an employee leaves the department, there will be no need to find the receipts and a new place for their storage.

Attach receipts to the Cardholder Statement in the order transactions took place
This will assist in finding receipts in the future. The report can be quickly scanned to determine if the needed receipt is in that period and then found in the pile easily.

Lock or shred mailed ProCard statements
The monthly ProCard statement you receive in the mail contains your full ProCard number. This report should be locked in a secure cabinet or shredded to ensure the number is not stolen.

Ensure your card is kept secure at all times
The ProCard should never be left out in the open, in an unlocked desk, or shared with others. Once the card has been stolen it may take a while for you to notice it is missing and the university will be liable for those charges.

Utilize the Pathway reports to keep track of department activity
Approving officials can review at anytime the transactions on cardholders. This should be done on a regular basis to ensure that only appropriate and approved purchases are made.

Timeline for submitting and approvals
All transactions should be submitted by the cardholder and approved by an approving official in a timely fashion. In general, this should take place two weeks following the close of a cycle. For example:

August 15   Cycle closed for July 16 - August 15 transactions
August 28   Deadline for chartfield edits
August 28   Deadline for submitting and approval of reports

This ensures that all statements are approved prior to the deadline for chartfield edits and are completed in a timely manner while transactions are still recent.

Audit and Quality Assurance Reviews

Procurement Services, the Office of Institutional Compliance and Internal Audit perform regular audits and quality assurances to ensure proper usage of the ProCard. Procurement Services audits include monthly reports that look for:

- Missing documentation for transactions
- Improper documentation of transactions
- Reports not submitted to an approving official
- Approving official not reviewing/approving submitted reports
- Proper fiscal year accounting
- Questionable transactions
- Non-preferred vendor spend
- Improper tax charges

Additionally, departments or cardholders that appear on these reports (as well as random selections) will be selected for spot audits. If selected for an audit, the cardholder must provide copies of all receipts to
Procurement Services within two weeks for review. An audit report will be drafted and shared with the cardholder, approving official, department manager, Internal Audit and others as necessary.

A history of all violations is kept and repeat offenders will lose their ProCard and may be subject to disciplinary action. ProCard privileges may also be suspended or revoked at anytime by Procurement Services.

Additionally, the Office of Institutional Compliance conducts Quality Assurance Reviews that evaluates the performance of the university's budget managers against DePaul's management standards, including ProCard standards. Internal Audit may also conduct ProCard audits at any time.

Appendix

There are several forms and additional pieces of information relating to the ProCard that can be found online.

- Application Form
  [http://condor.depaul.edu/~procure/otherservices/forms.htm](http://condor.depaul.edu/~procure/otherservices/forms.htm)

- Agreement to Accept
  [http://condor.depaul.edu/~procure/otherservices/forms.htm](http://condor.depaul.edu/~procure/otherservices/forms.htm)

- Background Check
  [http://condor.depaul.edu/~procure/otherservices/forms.htm](http://condor.depaul.edu/~procure/otherservices/forms.htm)

- Prepaid/Fiscal Year Form
  [http://condor.depaul.edu/~procure/otherservices/forms.htm](http://condor.depaul.edu/~procure/otherservices/forms.htm)

- Dispute Form
  [https://pwnet.procard.com/depaul/](https://pwnet.procard.com/depaul/) (under the requests menu)

- Procurement Card Policy