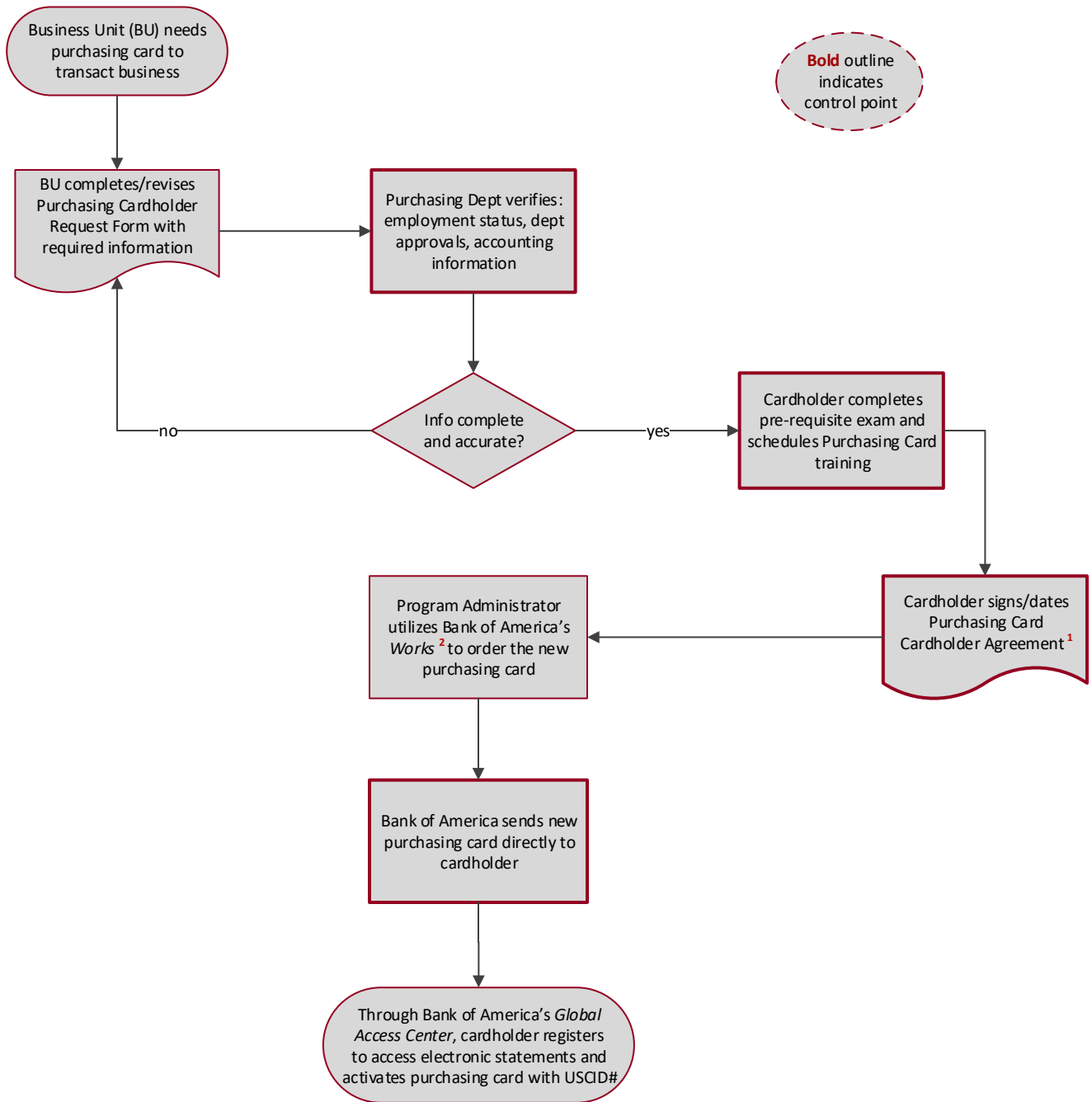


University of South Carolina Purchasing Card Process – Card Initiation and Activation

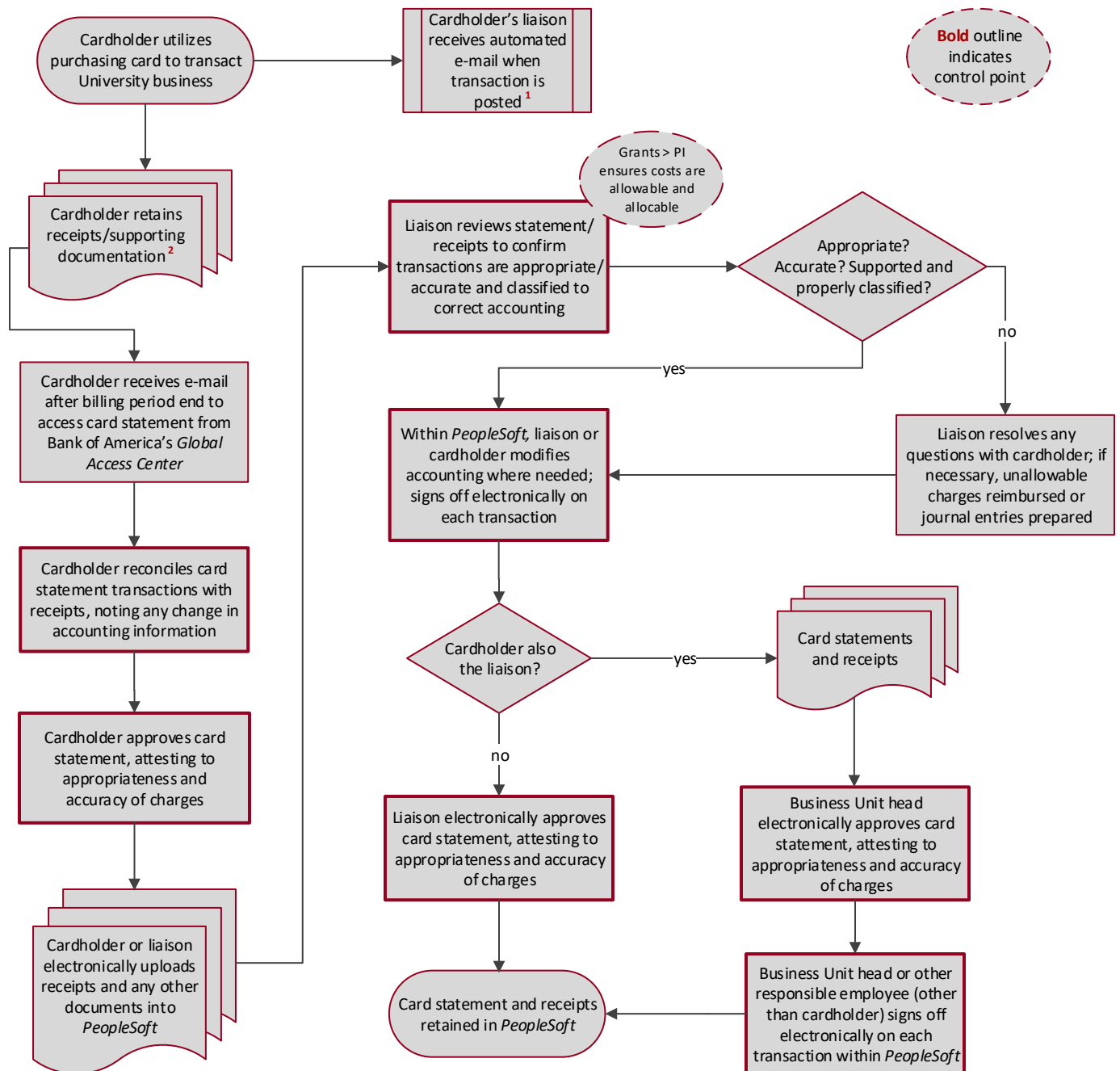


¹ The Purchasing Card Cardholder Agreement stipulates the purchasing card is to be used only for the legitimate benefit of the University and the cardholder is to adhere to all related policies and procedures.

² Works is the Bank of America's web-based electronic card general ledger system used by its commercial clients.

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Purchasing Card Process – Transaction Review and Approval



¹ Transaction e-mail includes date of transaction, cardholder name, and transaction amount.

² If receipt and supporting documentation not retained, cardholder must contact vendor to request. If unable to obtain via vendor, cardholder must complete and sign Purchasing Card Missing Receipt Affidavit (immediate supv/mgr must also sign).

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Purchasing Card Process – Listing of Controls

Card Initiation and Activation

Purchasing Department staff verifies employment status of applicant, ensures accurate accounting chartfield information and checks for proper department approvals. **(preventative)**

Cardholder attends purchasing card training prior to receiving a p-card. **(directive)**

Cardholder signs/dates Purchasing Card Cardholder Agreement. **(directive)**

Bank of America sends new p-card directly to cardholder. **(preventative)**

Transaction Review and Approval

Cardholder reconciles monthly statement with receipts and other supporting documentation; cardholder electronically signs and dates attesting to accuracy and appropriateness of charges. **(detective)**

Liaison reviews monthly statement and receipts (if liaison is not the cardholder) to confirm transactions are appropriate and accurate, and classified to the correct accounting; liaison reconciles and electronically approves expense report. **(detective)**

Liaison electronically approves each transaction in *PeopleSoft* attesting to its accuracy and appropriateness, and assigns correct accounting, if needed. **(detective)**

BU head reviews monthly statement and receipts (if liaison is also the cardholder) to confirm transactions are appropriate and accurate, and classified to the correct accounting; BU head electronically approves expense report. **(detective)**

BU head/responsible employee signs off electronically on each transaction in *PeopleSoft* (if the liaison is also the cardholder) attesting to its accuracy and appropriateness. **(detective)**