

Updates to Procurement and Travel Cards User Guides and Agreements

Procurement Cards (P-Card)

Reconciling Transactions

Procurement cardholders must enter legible, itemized receipts, business purpose, Worktag(s) and transaction description information to their card transactions or provide that information to their Procurement and Expense Specialist so that the transactions can be reconciled within thirty days following the transactions posting to Workday. Failure to enter or provide this information within thirty days will be grounds for suspension of card privileges. Suspended cards may be reinstated when all outstanding transactions are reconciled.

Procurement Cardholders whose card is suspended due to this issue more than twice will permanently lose their card access.

Unreconciled card transactions that reach 60 days past the post date to Workday will be moved to the Cardholder's U-Bill. Transactions that post to the U-Bill will only be reversed with the permission of the Senior Vice President for Operations and Finance or their designee.

Cardholders who have extenuating circumstances or supplier issues that preclude them from completing the transaction verification will not be subject to these late transaction penalties if Procurement Services (cardservices@iastate.edu) is contacted for assistance.

Procurement and Expense Specialists (PES) will contact cardholders regularly to assist with reconciling transactions. In addition, PES will remind cardholders with transactions that exceed 30 days that action needs to be taken to ensure that their card remains active.

Non-Compliant Activity

Cardholders who have been found to have violated the terms of the cardholder agreement (purchased restricted items, failed to reconcile transactions, shared their card, split transactions to exceed limits, etc.) will be issued an email warning regarding the violation from Procurement Services. This will be documented in their card profile. A cardholder that has three violations may be subject to permanent card suspension.

Travel and Hospitality (T&H) Cards

Travel and Hospitality cardholders must upload legible, itemized receipts for items that exceed \$75.00, must provide a business purpose, and Worktag(s) on their expense reports or provide that information to their Procurement and Expense Specialist so that the transactions can be entered into an expense report and approved within thirty days following the transactions posting to Workday. Failure to enter or provide this information within thirty days will be grounds for suspension of card privileges. Suspended cards may be reinstated when all outstanding transactions are reconciled to an Expense report and approved.

A T&H cardholder whose card is suspended due to this issue more than twice will permanently lose their card access.

Unreconciled card transactions that are not added to an expenses report and approved within 60 days past the post date to Workday will be moved to the Cardholder's U-Bill. Transactions that post to the U-Bill will only be reversed with the permission of the Senior Vice President for Operations and Finance or their designee. Cardholders who have extenuating circumstances or supplier issues that preclude them from completing the transaction verification will not be subject to these late transaction penalties if Procurement Services (cardservices@iastate.edu) is contacted for assistance.

Procurement and Expense Specialists (PES) will contact cardholders regularly to assist with reconciling transactions to expense reports. In addition, PES will remind cardholders with transactions that exceed 30 days that action needs to be taken to ensure that the card remains active.

Non-Compliant Activity

Cardholders who have been found to have violated the terms of the cardholder agreement (failed to reconcile transactions to an expense report, shared their card, split transactions to exceed limits, etc.) will be issued an email warning regarding the violation from Procurement Services. This will be documented in their card profile. A T&H cardholder that has three violations may be subject to permanent card suspension.