

**W** PROCUREMENT SERVICES  
UNIVERSITY of WASHINGTON  
Finance & Facilities

---

**UW Procurement Card Program**

---

---

---

---

---

---

---

---

**ProCard Basics**

**UW Procurement Card**

- Card provider: JP Morgan Chase
- Date implemented: 1999
- # of active cards to date: 3,100
- Single limit on most card: \$3,500
- Average monthly transaction in 2010: 24,000
- # of Staff: 3

**UW CTA & Travel Card**

- # of accounts: 3,755

---

---

---

---

---

---

---

---

**ProCard Process**

**APPLICATION PROCESS**

- Individual
- Ghost Account
- Xmail Account

**TRAINING**

- In Class
- Online
- Renewal test

**MANAGE & SUPPORT**

- PaymentNet access
- Limit increase
- Cancellation
- Reconciliation
- Etc.

**MONITORING**

High Risk Transactions

- Food
- Fuel
- PayPal
- Travel
- Unusual
- Splits

---

---

---

---

---

---

---

---

**ProCard Application**

 4

**ProCard Application Process** 

**Eligibility**

- UW Staff & Faculty
- Harborview Medical Center

**ProCard office process**

- review application form
- verify card applicant employment status
- verify department Administrator approval

*Currently working on an electronic application form*

**UW ProCurement Card applications are located at:**

<http://fz.washington.edu/fm/ps/how-to-buy/procard/getting-started/application-forms%09>

---

---

---

---

---

---

---

---

**ProCard Training**

 5

**ProCard Training**

**Required before receiving a card**

- In Class
- Online training
- Knowledge assessment test for card renewal
- **Purchasing policies**
  - Use fair purchasing practices
    - Bid or sole source above \$3500
  - Do not sign any supplier's agreement
- **Department Delegation of Purchasing Authority**
  - Establish pre-purchase approval procedures

---

---

---

---

---

---

---

---

**ProCard Training**

 6

**ProCard Documentation**

- Monthly cardholder "UW Transaction Detail with Notes & Accounting Codes" report
  - with Cardholder & Reviewer signatures
- Evidence of purchase approval, which include:
  - Email authorization
  - Department purchase approval form
- Confirmation of receipt of goods
- Perjury Statement when any of the above requirements cannot be satisfied.

---

---

---

---

---

---

---

---

### Purchasing with the ProCard

7

**A few examples of PROHIBITED purchases:**

- Travel
- Hazardous materials
- Weapons
- Personal Services (requiring 1099 reporting)
- Facility maintenance and repair
- Goods/Services from other UW depts.

**....and also some PROHIBITED vendors:**

- Jewelry stores
- Furriers
- Gambling establishments
- Financial Institutions (ATM's)




---

---

---

---

---

---

---

---

---

---

### ProCard Monitoring

8

**ProCard Monitoring**

- High Risk Categories
  - Food
  - Unusual
- Request for information from department and advise appropriate corrective action
- Consequences
  - Warning
  - Suspension
  - Cancellation
- Web reporting tool for departments to monitor spending trends

---

---

---

---

---

---

---

---

---

---

### UW ProCard Accounting

9

**Accounting Process**

- JPMC's PaymentNet system
  - Review transactions
  - Allocate transactions to appropriate budgets/ account codes
  - Flag transactions to apply use tax

Row	Trans ID	Cardholder	Merchant	Trans Type	Trans Date	Trans Amt	Auth Exp	Sales Month	Merchant	Card Merchant Name	Original Merchant Logo	Row	Chk	Chk	Chk	
16	1923376	ProCard			03/26/2010	03/26/2010	010.00	03	USA	325 USF IDENTIFICATION	36A708100	31800	03	00		
17	1923383	ProCard			03/26/2010	03/26/2010	0029.00	03	USA	OREGON STATE BAR	045-020222	00001	03	00		

- Purchasing Accounting System(PAS)
  - ProCard transactions upload once a month
  - Department budgets are charged
  - Transactions are posted in UW financial system

---

---

---

---

---

---

---

---

---

---

UW and JP Morgan Chase

Commercede 10

**UW contract renewed in 2009**

Washington State Institutions of Public Higher Education (WIPHE)

---

---

---

---

---

---

---

---

Current WIPHE Participants

Commercede 11

- University of Washington \*
- Washington State University
- Community Colleges of Spokane
- Western Washington University
- Central Washington University
- Evergreen State College
- Eastern Washington University
- Shoreline Community College
- Skagit Valley College
- Clark College
- Tacoma Community College
- South Puget Sound Community College
- Olympic College
- Green River Community College

---

---

---

---

---

---

---

---

Benefits of the WIPHE Consortium

Commercede 12

- Established Purchasing Card program
- No enrollment or annual card fees
- No RFP is required
- Eliminates the requirement to obtain competitive bids for Purchasing Card services
- Both Purchasing and Travel allowed
- No spend volume or card minimums to begin your program
- Rebate incentives paid on every dollar spent for qualifying entities
- Great controls that help you improve
- Free Web-based reporting, account allocation and card management tools
- Dedicated Implementation Support
- Dedicated Relationship Management support team from Bank
- Experienced Customer Service for Cardholders and Program Administrators
- 24 hour, 7 day a week access and customer service

---

---

---

---

---

---

---

---

### WIPHE program stats

13

	2007	2008	2009	2010
<b>Transaction #</b>	544,006	638,991	642,414	633,661
<b>Spend Volume</b>	\$120,837,051	\$151,240,833	\$168,795,275	\$204,710,578
<b>YOY Growth</b>	10%	25%	12%	21%
<b>Avg Spend/Card</b>	\$10,395	\$12,322	\$15,349	\$20,165
<b>Avg Transaction Size</b>	\$222	\$237	\$263	\$323
<b>Avg # of Open Cards</b>	11,625	12,274	10,997	10,152
<b>Active Cards</b>	6,279	6,180	5,825	5,815

---

---

---

---

---

---

---

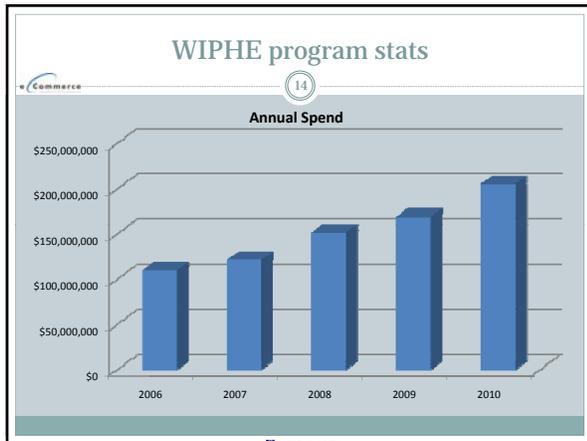
---

---

---

---

---




---

---

---

---

---

---

---

---

---

---

---

---

### UW ProCard Website

15

**Procurement Card Services**

The UW Procurement Card is a Visa purchasing card available for faculty and staff, provided they are permitted to receive one by their department administrator who has the necessary delegated authority. All Washington State & UW purchasing regulations must be abided when purchasing with the UW Procurement Card.

The function of the Procurement Card is confined to UW business purchases only, and must never be used for personal expenditures or UW travel-related purchases. The card can purchase items up to the direct buy limit (currently \$3,300) per transaction and with proper approvals, transactions greater than the direct buy limit.

The system includes an online (PaymentNet) method for transaction reviews and budget reallocation. Payments for purchases are performed centrally by UW Procurement Services, charging budgets associated with each transaction at the time of payment.

[http:// f2.washington.edu/fm/ps/how-tobuy/procard](http://f2.washington.edu/fm/ps/how-tobuy/procard)

---

---

---

---

---

---

---

---

---

---

---

---

Questions?

Commerce

16

**QUESTIONS?**



---

---

---

---

---

---

---

---