SPCC Payment Card File Compilation

University of Mary Washington
Procurement Services

What is “Payment Card File Compilation?”

All Cardholders are responsible for compiling a payment card file. This is a collection of documents to support each transaction made within a billing cycle.

This resource will go through the process of reconciling Works transactions with the payment card file documentation to ensure that all Cardholders understand the documentation requirements for each purchase.

A Transaction's Story

Payment Card Files should essentially tell the story of each transaction listed on the Billing Statement, from beginning to end. The SPCC Payment Card File Checklist is another tool to use that goes through each of the following steps/questions to help compile the payment card file.

- **Pre-Approvals:** What approvals were needed PRIOR to making the purchase?
  - IT approvals for technology-related items (Standard Technology Request Form with Procurement's confirmation of ordering, Non-Standard Technology Request Form with Procurement's approval to purchase or confirmation of ordering). IT approvals must be requested annually for ongoing software purchases.
  - Travel pre-approvals
  - Cabinet approval for purchases or payments $1000 and more
  - Temporary card limit or restriction changes approved by the Program Admin
  - DOA approval to pay a late invoice
  - Sodexo waiver for catering
  - Business Meal and Food approval forms, etc.

A Transaction's Story…Continued

- **Quotes/Vendor Outreach/Misc. Approvals:**
  - Did you receive any quotes for the purchase? While it's not *required* to include the quote in the payment card file, it can be helpful for you, as a Cardholder, to determine if you were charged as expected.
  - Did you outreach to the vendor to ask additional questions regarding eVA registration, payment methods accepted (including card transaction fee), etc.? While it's not *required* for this information to be included in the file, it may be helpful to have it included as a reference point in the future.
  - Did you receive any department approvals for FOAP use or request to use certain funds for this purchase? While it's not *required* for this to be included in the card file, it's a helpful reference point for later when reconciling transactions in Works.

A Transaction's Story…Continued

- **Competition Documentation:** There are different ways of documenting your competition requirement depending on the situation:
  - If you are making a purchase to a vendor on a contract, the contract number written in the purchase order or referenced in GL09 in Works will suffice.
  - If the vendor you are purchasing from is exempt from competition per the small purchase procedures exemption tables B or C, reference to the SPP exemption code (ex: B10, C18) in Works GL09 will suffice.
  - If the vendor you are purchasing from is a certified-micro business, entering "micro business" in GL09 in Works will suffice.
  - If none of these above situations apply, you need to provide documentation in the file to show your outreach to a certified-micro business AND the justification of why you are not purchasing from them. The documentation should show, at a minimum, the vendor name, the date of outreach, the individual contacted (if applicable), what was requested, any required response time limits (to determine responsiveness), and any other stipulations for the purchase. The vendor's response (or lack thereof) also needs to be recorded for inclusion in the file.

A Transaction's Story…Continued

- **Purchase Order Documentation:**
  - If a purchase order is required based on what you are purchasing, a copy of that purchase order (printed or PDF) must be contained in the card file. If there are any subsequent change orders that are needed to reflect any change in cost, quantity, etc. of the order, a copy of the change order needs to be included as well.
    - The purchase order number should also be included in Works GL10.
    - If the purchase order is extremely long based on accrued or pay-down blanket purchase order situations, printing the first page, the page containing the transaction in question, and if there is a page with visible comments, will work just as well.
  - If a purchase order is NOT required per the small purchase procedures exemption tables A or C, reference to the SPP exemption code (ex: A2, C18) in Works GL10 will suffice

A Transaction's Story…Continued

- **Order Confirmations:** You've made the purchase, did you receive any confirmations? While it's not *required* for order confirmations to be contained in the card file, it is helpful for you, as a Cardholder, to have verification that the vendor received the request and when.

- **Invoice:** Your purchase was delivered to the University or the service was completed. The vendor should supply you with an invoice. Make sure to mark down/date stamp when the invoice was FIRST received by the *University* AND when the item(s) were delivered OR when the service was completed. Not all vendors provide invoices.
  - If the invoice was emailed to the University, a copy of that email should be included in the card file to verify the receipt date of the invoice.

A Transaction's Story…Continued

- **Payment/Proof of Payment:** You've verified the initial receipt date of the invoice (or good/service, whichever is later) is within the 30 day prompt pay timeline, so you make the payment. The vendor should provide you with a receipt, preferably showing that $0 is due.
  - *If the receipt of the invoice is past the 30 day prompt payment deadline, you MUST receive DOA approval prior to paying.*
  - If the vendor does not provide a receipt, order confirmation documentation, any correspondence with the vendor regarding payment, and the post date of the transaction can serve as proof of payment.
  - Were you charged tax for your purchase? If so, contact the vendor to request a credit back to your card. Proof of the credit or refund must be included in your payment card file.

How To Compile Your Card File

On previous slides I outlined the lifecycle of a transaction from beginning to end and the documentation that should go along with it. Now I'll instruct you on how to compile your collection of transaction stories within a billing cycle.

Tips:

- It is easiest to compile the file as you go along throughout the billing cycle rather than waiting until the end close to the sign off deadline.
- It is also easiest to compile each transaction "packet" when you reconcile that transaction within Works. This ensures you have all documentation needed for a transaction prior to signing off/approving that transaction in Works.

Compiling Your Card File

1. **Print out (or save as a PDF) your Bank of America Cardholder Billing Statement.**

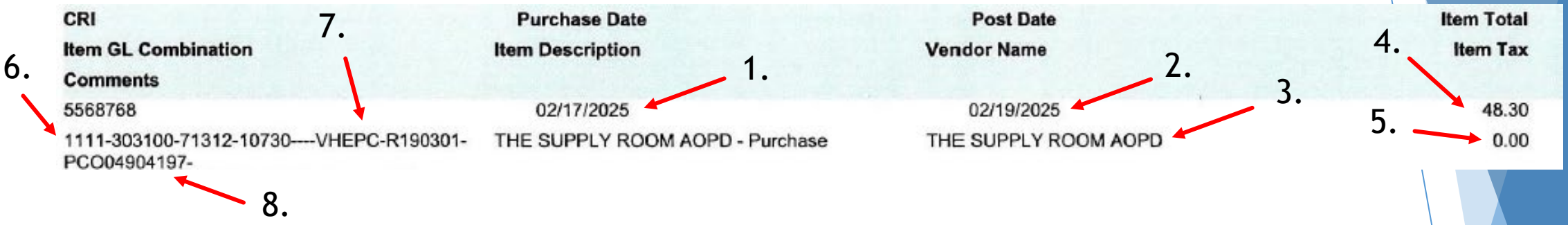
If your statement does not include the full FOAP allocation AND comments on it, follow the instructions on how to Pull the Bank of America Works Cardholder Billing Statement step-by-step guide. You want to make sure that your billing statement is complete. If it does not show FOAP information for certain transactions, you will need to manually run it again as it is likely when the report initially ran, you had not completed your allocations yet.

2. Go through the Billing Statement, starting with the earliest transaction, and begin compiling the supporting documentation for that transaction if you haven't already.

Each transaction will have requirements or documentation needed specific to that transaction. Use the SPCC Payment Card File Checklist or prior slides 3-8 as a resource to understand what documentation is needed for each transaction.

- All supporting documentation should be completed PRIOR to the purchase being made, so at this point, you should only need to gather those documents together with the transaction they apply to.

Everyone's billing statement will look slightly different depending on the amount of information included. Here is an example:



CRI	Purchase Date	Post Date	Item Total
Item GL Combination	Item Description	Vendor Name	Item Tax
Comments			
5568768	02/17/2025	02/19/2025	48.30
1111-303100-71312-10730----VHEPC-R190301-PCO04904197-	THE SUPPLY ROOM AOPD - Purchase	THE SUPPLY ROOM AOPD	0.00

Based on this transaction line, you can glean the following information:

1. The purchase was made on 2/17.
2. The transaction posted to Works on 2/19.
3. The purchase was made to The Supply Room (TSRC).
4. The total charged was $48.30.
5. There was no tax charged.
6. The FOAP it was charged to was 1111-303100-71312-10730.
7. TSRC is on a contract (contract # VHEPC-R190301).
8. This transaction is part of the purchase order PCO0494197.

CRI	Purchase Date	Post Date	Item Total
Item GL Combination	Item Description	Vendor Name	Item Tax
Comments			
5568768	02/17/2025	02/19/2025	48.30
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With this information, we can determine what documentation will be needed to gather for the payment card file:

1. The purchase is under $1000, so it did NOT need cabinet approval.
2. The purchase was for office supplies, not technology-related, so no IT approval was needed.
3. A purchase order was required and entered for this purchase, so a copy of the purchase order must be provided in the file (whether printed or saved as a PDF). It's also stated in GL10.
4. The contract number referenced in the statement (GL09) fulfills the competition requirement (and it might be additionally referenced on the purchase order).
5. We understand that TSRC does not provide a typical invoice or paid receipt, but what they do provide is a packing slip labeled "pre-paid invoice." This documentation we consider the "receipt" for TSRC which must be contained in the card file.

3. Secure these documents together, whether by staple, paperclip, combined as a single multi-page PDF, etc. However is best for you to keep the documentation together.

4. Go through each transaction in this same manner until all transactions on the Billing Statement are accounted for with their own transaction supporting document packets.

All payment card files must be kept for a minimum retention period of three (3) years.

- If you separate from the University, you will leave your payment card files with your current supervisor.
- If you change departments at the University, you will keep your payment card files with you.

Payment card files may be requested **AT ANY TIME** by an internal University reviewer (internal audit, Assistant Controller-Compliance, any Program Administrator) or external reviewer (DOA, APA, etc.). It is imperative that payment card files be completed for each billing cycle by the sign off deadline for that period.

For questions regarding SPCC Payment Card File Compilation or transaction requirements, don't hesitate to contact your Program Administrators:

Michelle Pickham

Primary SPCC PA

Email: mmiller8@umw.edu

Phone: 540-654-2260

Ali Britt

Back-up SPCC PA

Email: abritt@umw.edu

Phone: 540-654-1127

General SPCC PA Email: spcc@umw.edu