Immediately Report Lost, Stolen or Fraudulent Charges to:

U.S. Bank's Customer Service at 800-344-5696

For Questions contact the Campus Purchasing Card Coordinator

Lew Bettinger Purchasing Office
2201 Ullsvik Hall
PH: 342-1221 Email: bettingerl@uwplatt.edu

Bobbie Post: Travel Manager
Second Floor Brigham Hall
PH: 342-1346 Email: traveloffice@uwplatt.edu

More information can be found on the UW Platteville Purchasing and Travel website
1. **Introduction**

The Purchasing Card (p-card) is a tool UW Platteville staff and faculty can use to make low-dollar purchases (through $5,000.00) for official campus needs. The p-card delegates authority to purchase low-dollar items directly to you, the designated cardholder, enabling you to purchase supplies faster and more easily. You will no longer have to create a purchase requisition prior to buying qualifying items. Instead, you may purchase these low-dollar items with a VISA card issued in your name.

In brief, a purchasing card is:
- For official state/campus use only
- Authorized for best judgment purchases under $5,000.00
- Authority granted by UW Platteville to individual campus employees
- Authorized for supply purchases

A purchasing card is NOT:
- A means to avoid appropriate procurement or payment procedures
- A card to access cash or credit
- A right of employment
- For personal use
- To be used for OIT related purchase without prior approval of OIT
- To be used for purchases of services without prior approval of the Purchasing Department

**Benefits of using a Purchasing Card**

- Reduce time needed to purchase and receive supplies
- Reduce the number of Purchase requisitions and purchase orders
- Reduce invoicing problems
- Reduce the number of checks issued
- Campus rebate

Most commodity purchases are allowable under $5,000. Exceptions are items on state contracts. For items on state contract or items you are unsure of contact the Purchasing Office at 342-1221.

2. **Personal Liability and Your Credit Rating**

The use of the Purchasing Card does NOT affect personal liability for the cardholder. Your credit rating will not be affected. However, remember that you sign an agreement prior to receiving the card and as such you are responsible for any misuse of the card as outlined in this manual.

The use of the purchasing card results in campus liability. The US Bank/VISA Purchasing Card Program provides liability protection to the State once notification of any loss, theft or fraudulent use is made. However, the same level of liability protection does not apply to cards that are made available to multiple users. **Therefore, each purchasing card must be used only by the person whose name appears on the card.**

The program’s continued success depends a great deal upon its responsible use. It is imperative that you abide by the guidelines and restrictions in this manual and not risk the program by using the Purchasing Card to circumvent procurement policy or to avoid following normal purchasing procedures.
3. **Random Audits**

The State Bureau of Procurement, State Controller's Office and agency purchasing and accounting staff conduct random audits of purchasing card use. The primary purpose of these audits is to ensure that the Purchasing Card program procedures are being followed and that:

- Purchase volume appears reasonable
- The card is being used for appropriate transactions
- Documentation is complete
  - DOA Mandatory contracts are being followed, a list of Mandatory contracts can be found at: [http://vendornet.state.wi.us/vendornet/procman/prob2b.asp](http://vendornet.state.wi.us/vendornet/procman/prob2b.asp)

4. **Guidelines for Card Use**

**You must tell the vendor the transaction is tax-exempt** as an agency of the State of Wisconsin. The tax-exempt number is shown on your purchasing card (ES 40706). If you are charged tax in error it is your responsibility to contact the vendor for a credit, or reimburse the amount of the tax to the University. All in-state and many out-of-state vendors honor this exemption. Check the U.S. States' Sales and Use Tax Exemptions list at the UWTavelWIse website for participating states and respective exemption certificates. States not listed on this website either do not impose sales and use taxes OR they do not allow the UW System any tax exemptions.

6. **Travel**

All travel purchases must follow set Policy and Procedures. The Policy and Procedures along with the Lodging/Meal & Incidental Calculator can be found on the UWTavelWIse site ([https://uw.foxworldtravel.com/](https://uw.foxworldtravel.com/)).

Travel that can be on the Purchasing Card includes:
- Airfare purchased through Fox World Travel in accordance with Policy*
- Lodging-room only** (PCard statement must have print out of Lodging/Meals & Incidental calculator (found on the UWTavelWIse site) rate print out. See attached for example)
- Required business use of the internet or wireless network incurred at the lodging site, during air travel, etc.
- Parking-Hotel and Airport
- Rental Vehicles
- Car Rental Gas
- Misc. Supplies purchased at the conference such as books and materials for teaching.
- Tolls-Per trip
- Commercial transportation such as train, taxi, bus, and shuttles
- Hosted Meals***

Travel that is NOT allowed on the Purchasing Card:
- Airfare not purchased through Fox World Travel*
- Individual Meals (these are now Per Diem amounts)
- Lodging purchased through third party vendors such as Expedia, Travelocity or Orbitz**
- Tolls-1-Pass prepayment
- Gas in Personal vehicles

*Airfare Policy 1201 states: Effective July 1, 2015 any airfare that is purchased outside of Concur or Fox World Travel, will not be paid or reimbursed by the University.

**Use of these sites often require full prepayment, don't offer the appropriate level of receipt information, present risk/loss of funds to the University when rooms are not used or cancelled and, in general, don't meet the business objectives of the University's managed travel program.

***Meal rates for University-sponsored or hosted events, such as receptions and business meetings...
For Transactions posted between 09/11/2015 and 09/25/2015

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Post Date</th>
<th>Merchant</th>
<th>City, State</th>
<th>Reference Number</th>
<th>Orig Cur.</th>
<th>Tax</th>
<th>Amount</th>
<th>Freight</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/15/15</td>
<td>09/17/15</td>
<td>CITY OF MADISON PARKING</td>
<td>MADISON, WI</td>
<td>24717/055259162592639473</td>
<td>22.00</td>
<td>0.00</td>
<td>22.00</td>
<td>0.00</td>
</tr>
<tr>
<td>09/15/15</td>
<td>09/17/15</td>
<td>MADISON CONCOURSE HOTEL</td>
<td>MADISON, WI</td>
<td>2475546262562598408142</td>
<td>82.00</td>
<td>0.00</td>
<td>82.00</td>
<td>0.00</td>
</tr>
<tr>
<td>09/18/15</td>
<td>09/18/15</td>
<td>PAYPAL RACERPARTS W</td>
<td>402-935-7733, CA</td>
<td>244092155261840910708599</td>
<td>70.00</td>
<td>0.00</td>
<td>70.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Cardholder Signature
Date
Supervisor/Site Manager Signature

ACCOUNT SUMMARY

<table>
<thead>
<tr>
<th>PURCHASES, FEES &amp; ADJUSTMENTS</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISPUTE AMOUNT</td>
<td>$0.00</td>
</tr>
<tr>
<td>CREDITS</td>
<td>$0.00</td>
</tr>
<tr>
<td>STATEMENT TOTAL</td>
<td>$181.99</td>
</tr>
</tbody>
</table>
THE MADISON CONCOURSE HOTEL

Reservation # 496988
Send To
  Bettinger, Lewis
  1 University Plaza
  Platteville, WI, 53818, US

Phone 608-342-1221

Guest Name
  Bettinger, Lewis
Group Name
  Uw System-Wide Trvl Mgmt Mtg

Arrival Date 09/14/2015
Departure Date 09/15/2015

Room Information 1028 - Concourse Premier 1 King

Bill To
  Bettinger, Lewis
  1 University Plaza
  Platteville, WI, 53818, US
  608-342-1221

<table>
<thead>
<tr>
<th>Folio Number</th>
<th>Trans Date</th>
<th>Description</th>
<th>Voucher</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>650133</td>
<td>09/14/2015</td>
<td>Group- Tax Exempt Concourse</td>
<td>State Rate Group Tax Exempt -1028</td>
<td>82.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Charges</td>
<td></td>
<td>82.00</td>
</tr>
</tbody>
</table>

| Payments     | 09/15/2015 | Visa | xxxxxxxxxxxxx2735 | 005179 | -82.00 |
|              |            | Total Payments |         | -82.00 |

Balance Due 0.00

<table>
<thead>
<tr>
<th>Tax Information</th>
<th>Percentage</th>
<th>Tax Amount</th>
<th>Charge Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Taxable</td>
<td>.0000</td>
<td>.00</td>
<td>82.00</td>
<td>82.00</td>
</tr>
</tbody>
</table>

I have received the goods and/or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder’s agreement with the issuer.
STATE ST CAPITOL
CITY OF MADISON
PARKING UTILITY
RECEIPT A22
ENTRY TIME: 09/14/15 09:25
EXIT TIME: 09/15/15 10:19
PARK-DUR.: HRS:MIN 1:03:54

AMOUNT: $22.00

KIND OF PAYMENT: CREDITCARD

THANK YOU
Agenda

Monday September 14, 10:00 a.m. - 5:00p.m.
Location - Capitol Ballroom A

10:00      welcome, introductions, housekeeping

10:15 – 12:30  New Policy & Procedure Review- Rotating round table
*New policies rates, business process change requirements, training needs, etc. will be discussed in a rotating roundtable format. Each table will be facilitated and input documented by TMOC members. This is interactive with time allowed for everyone to participate, give feedback, ask questions and attend each table session. Transition to your next table quickly at the sound of the bell!*

Table Topics
1200 General Travel Policy
    *Facilitators - Nicki Burton & Pam Kissinger*

1202 Purchase & Payment of Lodging
    *Facilitators - Jean Sukow & Vickie Gardner*

1203 Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements (versus UW Sponsored Events/Hosted Meals)
    *Facilitators - Stefanie Merucci, Rusty Haines, Julie Gordon*

1204 Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation
1205 Purchase & Payment Miscellaneous Travel Expenses
    *Facilitators - Michelle Highley and Margaret Erickson*

12:30-1:30  Lunch - Madison Ballroom

1:30-2:30  UW TravelWIse portal updates and rate calculator demo

2:30- 3:00  Expense Module updates - demo of changes

3:00-3:15  Break

3:15-3:30  Review of changes to the paper expense report

3:30 -4:15  University Issued Card Payment Options
Monday September 14, 10:00 a.m. - 5:00 p.m.
Location - Capitol Ballroom A

4:15 – 5:00 Round Table Topics
- Distinguishing between online hotel site and online brokers for various hotels can be very confusing. We want to know how other campuses are handling this issue.
- Under what policy do we reimburse student group meals (athletics, etc.) when faculty pay for student meals or give them meal money and the faculty file for reimbursement, M&E per diem or hosted meal?
- How are those staff that initiate or approve contracts/agreements being informed of the requirement to book air within the program and follow other travel policy/rates or have the entire agreement paid as “fee for service” instead of travel? Are UW standard forms being updated to address this?
- Communication of new policies and procedures; Internal Controls for compliance; Training in general, and for travel arrangers, specifically; Foreseeing obstacles and how to overcome them
- PCard Violations; PCard valid uses for travel (i.e., paying tolls, etc.); HQ City UW Sponsored Events Procedures- how handled at other campuses
- What is the collection process when travel costs that are non-compliant with policy are paid on the purchasing card?
- Internal Audit opinion on scanned receipts - are these considered original?
- 90 day timely filing rule- what is the acceptable window in processing per internal audit?
- Communication ideas and plans- Ways to keep travelers updated without bombarding them with emails. Ideas for training on policies and procedures - How to reach new employees
- Exceptions to meals included in conference or hotel fees but are vegetarian or have food allergies/intolerances. What documentation do we need to grant exceptions from per diem deduction
- Does central or delegated audit function have responsibility for checking to see if drivers are authorized? If so, what is the process to consistently do this across institutions?
- Can drivers be reimbursed the standard mileage rate if they are not authorized to drive by Risk Management? If they have a bad driving record, what transportation options are available?
- Institution policies and authorization for rental of 12 and/or 15 passenger vans - what are we supposed to be allowing?

5:45 - 6:30 Walk to Bayou/Networking

6:30 - 7:30 Group Dinner- The Bayou, 117 S Butler St, Madison
Agenda

Tuesday, September 15, 7:00 a.m. - 12:00 p.m.
Location: Capitol Ballroom A

7:00-8:00   Breakfast

8:15-9:15   Groups & Meetings Travel Procurement - UWSA Purchasing

9:15-10:00  Concur MapCast Demo - Duty of Care for University Travelers
            Emily Wright, Fox World Travel

10:00-10:15 Break

10:15 -11:00 Updates and Review of Requirements for Group Travel Arrangements
         Stacy Button, Fox World Travel

11:00 - 11:15 Lodging Reservations using Concur
               Emily Wright, Fox World Travel

11:15- 11:45 Reporting Enhancements and E-invoice Refresher
               Emily Wright, Fox World Travel

11:45 - 12:00 wrap up Outstanding Items/Adjourn
## Lodging Maximums and M&IE Per Diem Allowance Calculation

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Maximum</th>
<th>M&amp;IE Per Diem Allowance</th>
<th>Location</th>
<th>Provided Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/14/2015 (Mon)</td>
<td>$127.00</td>
<td>$11.85</td>
<td>Madison, WI (Dane County)</td>
<td>Lunch, Dinner</td>
</tr>
<tr>
<td>09/15/2015 (Tue)</td>
<td>$36.15</td>
<td></td>
<td>Madison, WI (Dane County)</td>
<td>Breakfast</td>
</tr>
</tbody>
</table>
Location Lodging Maximum: $127.00*
Location M&IE Allowance: $48.00*

Lodging Maximum (All Locations): $127.00*
Total M&IE Allowance (All Locations): $48.00*

Lookup Date: 10-08-2015 01:58:50 PM

= Provided Meal Included

*Disclaimer: The UWTravelWise calculator is the official source of University travel rates and should be used to estimate travel maximums prior to making trip arrangements. Actual lodging maximums and M&IE Per Diem allowance calculations are based on the entry of month/date/location of travel. Users are advised that rates may change between the dates that are obtained pre-trip and post-trip reimbursement. Reimbursements are based on the date and rate that the expense was incurred. Please contact your department travel coordinator or institution’s travel manager with further lodging M&IE Per Diem questions.
Thank you, Lewis Bettinger, for ordering from Racer Parts Wholesale. Your order has been received. Below you will find details about your current order. You may wish to print and save this confirmation for possible future reference. You will receive a follow-up e-mail when your order ships that includes available tracking information for your convenience. If you have further questions, please contact us at 1-800-397-7815 or info@racerpartswolesale.com.

Order ID: 53761

Billing Information
Lewis Bettinger
Email: bettingerl@uwplatt.edu
Phone:

Payment Information
Payment Method: PayPal

Shipping Information
Recipient 1
Lew Bettinger
1680 Greenwood Ave
Attn: SAE Tetzlaf
Platteville, WI 53818
Comments:
Shipping Method: Standard Ground
Shipping- FREE Over $39.99
United States 608-342-1221

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item#</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GB1-000</td>
<td>Genesis Technologies Brake Temp Paint</td>
<td>$79.99</td>
</tr>
</tbody>
</table>

Grand Totals:

- Subtotal: $79.99
- Shipping Total: $0.00
- Tax Total: $0.00
- Grand Total: $79.99

If your order is placed after 2pm EST, your order will ship the following business day. If an item is back ordered, you will be notified the following business day. Please advise if you need an item expedited at the time you place the order.

Racer Parts Wholesale

ph: 1-800-397-7815       fax:1-317-698-0722

info@racerpartswolesale.com   www@racerpartswolesale.com

411 Dorman* Indianapolis, IN 46202
Hello Lewis Bettinger,

You sent a payment of $79.99 USD to Racer Parts Wholesale (avolk@mcerpartswolesale.com)

It may take a few moments for this transaction to appear in your account.

Merchant
Racer Parts Wholesale
avolk@mcerpartswolesale.com
317-639-0340

Instructions to merchant
You haven’t entered any instructions.

Shipping address - confirmed
Lew Bettinger
1680 Greenwood Ave
Attn: SAE Tetzlaf
Platteville, WI 53818
United States

Shipping details
The seller hasn’t provided any shipping details yet.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit price</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$79.99 USD</td>
<td></td>
<td>$79.99 USD</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$79.99 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$79.99 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment</td>
<td>$79.99 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Charge will appear on your credit card statement as “PAYPAL RACERPARTSW”
Payment sent to avolk@mcerpartswolesale.com

Issues with this transaction?
You have 180 days from the date of the transaction to open a dispute in the Resolution Center.

1ºluestions? Go to the Help Center at www.paypal.com/help.
7. **Statement Verification**

A. Biweekly you will receive a statement of your purchasing activity directly from the credit card company. Check off each transaction on the Purchasing Card Record as you compare it to the transaction on the statement from U.S. Bank. If there are inaccuracies and/or erroneous charges, you must resolve them immediately.

It is your responsibility as the cardholder to verify the correctness of the statement against your purchase record and receipts.

B. As part of the reconciliation process, you must keep all credit card slips, cash register receipts, packing slips, etc. You must provide a brief description of the item(s) purchase as well as the business purpose.

C. When paying for lodging; either conference or business travel, an agenda/trip justification must be included with the statement. If the trip spans more than one statement backup material only needs to be sent to the purchasing office once, with the first statement. The date of the first statement needs to be put on the subsequent statements for verification of the material(s).

1. When paying for lodging, the lodging rate calculator from UWTraveWIse must be included with the reconciliation

D. After you have reconciled your statement, you must sign the statement and send it to your supervisor who will then send the statement to the Purchasing Card Coordinator along with all original receipts. You should reconcile your statement as soon as possible after you receive it from the credit card company. At that time all purchases will be audited for compliance with State of Wisconsin, UW System, and UW-Platteville policies and procedures.

E. Statements not received in Purchasing by the due date shown on the list of Billing Cycle Dates will be marked as late. Three late statements will be cause to suspend your Purchasing Card.

8. **Access to US Bank website ACCESS**

The US Bank Access website allows you to view statements, check pending transactions, and check credit limits and available credit, among other items. You can also set yourself up to receive email notification of when statements are available.

1) Go to [https://access.usbank.com](https://access.usbank.com)
2) Click Register Online
3) Enter Short Name: stwisc
4) Enter your Account Number and expiration dates
5) User ID's must be 7 to 12 characters in length and can be alpha or numeric
6) Passwords must be 8 to 20 characters in length with at least one alpha and one numeric character
7) User Verification is used to authenticate your account if you forget your user Id or Password
8) When establishing your profile, you must click "Additional Account" to enter more than one card.

9) When entering information in self-registration if any of the information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact US Bank Customer Service at 1-877-887-9260 to unlock your account.

For email notifications go to the Access website:

   1) Personal information
   2) Click "Personal Information"
   3) Click "email Notification"
   4) Click "Add Cardholder Account"

9. Resolving Errors and Disputes

Resolving Purchasing Card problems is very similar to the process you would follow with a personal credit card. Disputed billings can result from failure to receive goods charged, fraud or misuse, altered charges, duplicate charges, or unprocessed credits. You should contact the vendor first to resolve any outstanding issues, and this should settle most problems.

If you suspect fraud contact U.S. Bank direct at the phone number shown on the front of this manual and the back of your card. Notify the Purchasing Card Coordinator (608-342-1221) as soon as possible. As a cardholder you are responsible for following up with the vendor or Card Member Customer Service, as soon as possible, on any erroneous charges, disputed items, or returns. If the problem is non-receipt of an order and the vendor claims to have shipped it, contact Central Receiving (342-1144) to see if the order has arrived. If it arrived without an adequate delivery address, Central Receiving may be holding it pending identification or it may have been returned to the vendor.

Disputed Items:

If you have a disputed charge and cannot reach resolution with the supplier, complete the U.S. BANK Visa Purchasing Card billing Inquiry Form and send it to U.S. BANK Financial Services with a copy to your Campus Purchasing Card Coordinator.

This written notice of dispute must be received by U.S. BANK within sixty (60) days of the date that U.S. Bank sent the first statement or transaction file. If notification is not made within this period, the transaction is considered valid. If initial contacts with the vendor and Card Member Customer Service do not settle the dispute, contact the Purchasing Card Coordinator.

Credits/Returns:

Referring to your receipt, request from the merchant that a credit be placed on your card account. If the item was shipped, refer to the shipping form you kept. Documentation should be kept for credits received and for returns or exchanges.
A credit should be issued for any item that the supplier has approved for return. The credit will appear on a subsequent statement. Any item purchased with the VISA Purchasing Card that is returned must be returned a credit to your Purchasing Card. Do not accept a refund in cash, check, or store-credit format. Make sure you keep documentation of credits, returns and exchanges. If the vendor keeps the original charge slip, you must ask them for a copy, or you should make a copy before returning to the vendor.

**Credit Limit:**

If the need arises to increase the card limit for a single purchase or permanently raise the limits, have your supervisor email the Purchasing Department to request new limits.

13. **Credit Card Security**

As a cardholder you are responsible for the security of your Purchasing Card and the transactions made against it. The card is issued in your name and you will be held accountable for any purchases made with the card. Although the card is issued in your name, it is the property of the State of Wisconsin and is only to be used for official state purchases as defined in this document. Upon receipt of a Purchasing Card, cardholders are to sign the back of the card immediately and **always keep it in a secure place**! Your Purchasing Card should be treated with the same level of care you use with your personal credit cards. Guard your Purchasing Card account number carefully. Do not post it or write it in any location that is accessible to others. Do not lend, assign, or in any way share your credit card number with anyone.

Should it become apparent that someone else has used your P-Card with your permission it will be cancelled, and you will not be issued another card. If someone uses the card **without your permission** that is considered fraud and the matter will be further investigated. The only person authorized to use the Purchasing Card is the person whose name is on the front of the card. Canceled, revoked, and expired cards shall be cut in half and returned to the Purchasing Office.

**Lost or Stolen Cards**

You should report a lost or stolen card, or other emergency situation, by calling U.S. Bank at 800-344-5696. At the first available opportunity, report the same information to your Campus Purchasing Card Coordinator at 342-1221.

Unlike personal credit cards where cardholders are responsible for paying the first $50.00 if the card is stolen or misused, the Purchasing Card program holds the campus responsible for paying all charges resulting from stolen or misused cards until U.S. Bank has been notified. Such charges will be passed on to the cardholder's department.

14. **Change in Employment**

If you leave your position at UW-Platteville, or transfer to another department within the university, you must return your Purchasing Card to the Purchasing Card Coordinator. Returned P-Cards will not be re-issued to other employees for use. Before returning a canceled Purchasing Card, cut the card in half.
16. **Food**

Individual meals are strictly **prohibited**. However, food purchases for group meetings and events are allowed. Supplemental documentation must be retained with the purchasing card record for all food purchases that identifies the name and purpose of the function, agenda, and who attended it, by name or affiliation. Refer to the UW System Travel Regulation -Appendix A - **Headquarters City and UW-Sponsored Events Policy** which provides details on all UW sponsored events attended by the general public or by UW Employees.

17. **Consequences for Failure To Comply With These Policies**

Failure to comply with policies outlined in this document may result in one of three actions:
- Immediate cancellation of the card
- Reimbursement to UW Platteville for improper or illegal purchases
- Personnel action under UW Platteville, UW System or State of Wisconsin policies, procedures and laws

*Three strikes and you’re out*: Three separate instances of misuse will result in temporary or permanent termination from the p-card program.

Depending on the severity of the misuse any p-card account may terminated any time, without notice at the discretion of the P-card Administrator, Purchasing Director, or Controller.

18. **Supervisor Responsibilities**

- Collect and review Cardholder’s statements, and receipts.
- Check for accuracy, reasonableness, appropriateness and compliance with purchasing laws
- Sign statement and send to the Purchasing Department, within 30 days of p-card statement date
- Assist Purchasing Department with obtaining late Cardholder statements.
- When an employee resigns, collect the card and destroy
- Notify the Purchasing Department of any change to a Cardholder’s employment status

19. **Key Contacts**

- Lew Bettinger (Purchasing) 342-1221 (during normal business hours) for questions about policies and procedures
  - To replace damaged cards
  - To report lost or stolen card
  - for assistance with suppliers
  - If you do not receive your biweekly statement

- Bobbie Post (Travel) 324-1346
  - For questions about Travel Policies and
procedures
  o E-Reimbursement questions

- US Bank Cardholder Customer Service 800-344-5696 (Have your account number ready)
  o To report lost or stolen cards on weekends or after normal business hours
  o For questions about your statement

20. **Ethics**

**Code of Ethics for State Public Officials**

UW System employees who are state public officials must comply with the ethical standards in the code of ethics for public officials and employees (Wis. Stats. § 19.41 et). This group includes, generally, the President, vice presidents, and assistant and assistant vice presidents of the University of Wisconsin System. Chancellors and vice chancellors of each System university are state public officials. Members of the Board of Regents of the University of Wisconsin System are also state public officials. The State Ethics Board interprets this code. State public officials who have questions relating to themselves or their organizations may request, in writing, advisory opinions from the Board. The Board reviews these requests in closed session, and opinions are confidential to the extent permitted by law.

**Code of Ethics for Classified Employees**

The Department of Employee Relations has established a code of ethics that applies to all classified state employees, including employees of the UW System and its component parts. This code is located at Ch. ER-MRS 24, Wisconsin Administrative Code.

**CONFLICTS OF INTEREST**

ER-MRS 24 describes prohibited conflicts of interest which occur when an employee’s actions may reasonably be expected to produce a private benefit to that employee, a member of that employee’s immediate family, or an organization in which the employee has a significant financial interest. ER-MRS 24 discusses conflicts of interest in relation to the following categories:

- **Use of State Properly-Classified employees may not use state property to gain financial or other benefits, advantages, or privileges for themselves, their families, or organizations in which they have a financial interest.**

- **Accepting Money or Gifts-Classified employees may not accept money or anything of value if the reward could reasonably be expected to influence the employee’s official actions, or could be viewed as a reward for any official action or inaction. If representing the state in a lecture or other appearance, the employee may not accept fees or honoraria or personal reimbursement for expenses. However, employees may accept fees and honoraria paid for lectures or appearances on their own time, so long as they notify their appointing authority (the individual who hired them) prior to accepting the fees. Also, employees may accept unsolicited achievement awards if approved by their appointing authority beforehand.**
• Confidentiality-Classified employees may not use or disclose information gained in the course of employment in a way that could result in the receipt of anything of value for themselves, their families, or organizations in which they have a significant financial interest.

• Awarding Contracts-Classified employees, their families, or organizations in which they have a financial interest may not enter into contracts or leases derived from state funding. This rule applies only to a contract or lease involving payments of more than $3,000 within a 12-month period. An exception to this rule occurs when the employee discloses the potential conflicts, and when the employee’s appointing authority approves the contract. Appointing authorities may approve such contracts if they determine that doing so will not interfere with the employee’s official duties.

• Nepotism-Classified employees may recommend, hire, or promote members of their immediate family for permanent, seasonal, or sessional positions if the family member has been certified from an open or competitive promotional register. Employees may not recommend or hire family members for a limited term or project appointment, nor may employees give preferential management decisions to employees who are members of their immediate family. Immediate family is defined as the classified employee’s spouse, and the employee’s relatives by marriage, consanguinity or adoption, and any person who receives, directly or indirectly, more than one half of his support from the classified employee or from whom the classified employee receives, directly or indirectly, more than one half of his support. Note that the definition of “immediate family” in the code of ethics for classified employees is different from the definition in the code of ethics for unclassified employees.

AVOIDING CONFLICTS OF INTEREST

Employees who may be involved in any matter that could result in a conflict of interest should take one of two courses of action:

• The employee may notify his or her appointing authority in writing. The notification should include a description of the matter requiring a decision and the nature of the conflict of interest issue. The appointing authority may choose to relieve the employee of the questionable assignment.

• The employee may request an advisory opinion from the Department of Employee Relations administrator of merit recruitment and selection. The employer may also request an advisory opinion. The administrator may protect the identity of the person requesting an advisory opinion, or persons mentioned in an opinion.
FREQUENTLY ASKED QUESTIONS

1. Is there a form for getting a p-card?
   Yes. It can be found at:
   http://www.uwplatt.edu/purchasing

2. If your p-card limit is $2,000 but you need to purchase something for $3,000, what do you do?
   Your supervisor and manager of the department can email purchasing to have the limit raised.

3. For p-cards and the changing of new department accounts, is a new p-card needed since it is embossed with the old number?
   No, the number has been changed in the setup. If a new one is desired, you can contact purchasing to have a new card issued.

4. Are all p-card limits set at $5,000?
   No, the limits vary based on the p-card application and how much the supervisor has authorized for an individual.

5. Can you get one p-card for department and for faculty to use?
   No, the p-card is for one individual to use. It is not to be given to another individual. You can have individuals ask you to order items and you can purchase them with your p-card.

6. One of the purchasing card concerns is about budget management if everyone has one. What is recommended?
   The p-card is a post audit where it is after the purchase sign-off. A department could have an internal policy that prior to usage, an approval (formal or informal) is needed before the individual can purchase the item.

7. Do p-cards show up on a personal credit report?
   No, they have no personal liability. The p-card is paid by the University. The corporate travel card would.

8. Can you take a guest out to eat using the p-card?
   No. Personal meals are not allowed. The US Bank Corporate Travel Card would not be allowed either if the meeting was in Platteville because you must be in travel status to use the Travel Card.

9. Can you hold a social gathering of a department and use a p-card?
   If the event is purely social in nature, then none of the costs would be allowable from state funds. Use the meal and events form to see what documentation is needed for a business meeting. This form can be found under Purchasing at
11. Can you take a search and screen committee out for a meal and use the p-card?
   Only the host (which is usually the Search and Screen Chair) and the interview candidate meals would be allowed.

12. Can someone other than the cardholder make purchases on the purchasing card?
   No. The UW purchasing cards are individually held, centrally billed. Use of the purchasing card is prohibited by anyone other than the cardholder. Remember, the cardholder is responsible for the charges on his/her card.

13. What reviews/controls are in place to protect the University from fraudulent charges?
   Cardholders sign a cardholder agreement, approved by the department, and attend a comprehensive training session prior to receiving a purchasing card. Transactions are posted in Access Online for review by the cardholder and supervisor/site manager. The cardholder is assigned a supervisor/site manager who is responsible for ensuring charges are authorized and policy and procedures are followed - the review process is critical in the prevention of fraud. The Dean/Director’s Office, Purchasing Card Program Administrator (PCPA), and the Campus Internal Auditors have access to Access Online and do transaction/processing reviews.

14. Can personal purchases be made with the card?
   No. Personal purchases cannot be made with this card. Keep your personal credit card purchases and the purchasing card purchases completely separate.

15. What do I do if I accidentally make a personal charge on my card?
   Notify your supervisor/site manager of the mistake immediately. Attempt to have the charge reversed (credited) to the UW purchasing card account. If the vendor will not cooperate, write a check made payable to the University of Wisconsin Platteville, include sales taxes, submit it to your Business Manager/Site Manager for deposit. Attach a copy of the check and deposit form to your purchasing card record. Indicate that you will not make such a mistake in the future.

16. What should I do if I am unable to obtain a receipt?
   Document the purchase and the circumstances that prevented obtaining a receipt. Maintain this documentation with the purchasing card record.

17. Will I receive a statement?
   Yes. You will not receive a statement if you do not have transactions during the biweekly cycle.

18. How do we prevent charges that are not allowed by a particular grant or agency?
   It is the cardholder's responsibility to ensure that regulations and guidelines are followed. Questions concerning the types of expenses allowed on sponsored accounts
should be directed to the principal investigator, grant administrator, or the grant accountant.

19. Will my personal credit history be reviewed if I apply for a purchasing card?
   No, your personal credit will not be reviewed nor will it be affected.

The following is a list of commonly questioned items:

Alcoholic beverages - Alcohol is only allowable when purchased for resale or when hosting a conference dinner. Refer to UW System Travel Regulations Appendix A - Headquarters City and UW-Sponsored Events policy, Section F.2 for complete guidelines.

Cash advances (ATM Machines) - Strictly Prohibited

Fines - Fines, including parking tickets on and off campus, are not allowable.

Gasoline/fuel - Allowable only when used in conjunction with car rental. All other gasoline/fuel, including gasoline/fuel for lawnmowers and other off-road units, must be obtained from a campus fueling station, if available, or purchased using a Voyager fuel card.

Gratuity - Gratuity within reason for a Headquarters’ City conference or event is acceptable on the card if the majority of attendees are not UW employees. If the event consists of mainly UW employees, the gratuity must fall within the individual meal limits.

Hospitality/food/entertainment - Individual meals are strictly prohibited. Hospitality/food/entertainment provided during an event that meets the Headquarters’ City and UW-Sponsored Events requirements are allowable. Refer to UW System Travel Regulations, Appendix A - Headquarters City and UW-Sponsored Events policy for complete guidelines.

Non-business/personal items/services - Strictly Prohibited

Parking - Allowable only in conjunction with an overnight stay at a hotel or for airport parking. Non-employee/guest campus parking passes may be purchased on the card.

Printing - Allowable for printing under $50.00 and as a payment mechanism for printing over $49.99 ordered through an established contract or a competitive bid for custom printed materials, quick copy/duplicating, photocopying, and direct digital printing.

Registrations, subscriptions, and membership renewals - Allowable provided the initial membership fee is processed on a requisition or direct charge to allow for appropriate approvals. Once membership is approved as a valid UW charge, subsequent renewal payments may be processed on the card.

Stamps - Postage stamps may be purchased with the purchasing card.
Changing PIN Number

To change your pin number call the Customer Service number on the back of your card, enter your account number, validate your identity, then:

- **Select Option 2** for PIN Options
- **Select Option 5** for “Change PIN” or “Request Copy of PIN”
- **Select Option 1** to Change PIN
- **Enter Current PIN**
- **Enter New PIN**

Once the PIN is changed, it may take up to two card transactions for the PIN to be updated.

If you forget your PIN, contact Customer Service to request a PIN reminder.
PURCHASING CARD RECONCILIATION
Send reconciled statement to the purchasing office within one week of receiving the statement

RECEIPTS: Check each receipt immediately when opening a package, or after making an in-store purchase to verify that no sales tax has been charged. Don't wait until it's time to reconcile your statement.

Supplies:
1. Verify that each receipt contains the following information:
2. Vendor name and address
3. Itemized description of item(s) purchased.
4. Itemized cost for each item
5. Total Cost

Travel:
1. Include itemized receipts as listed above
2. Include an agenda for any conference or lodging payment (only needs to be sent once)
3. Include lodging calculator from Tavelwise to verify lodging maximums

STATEMENT FROM U.S. BANK:
1. For each transaction shown on the statement find the matching receipt and verify that the total amount on the receipt equals the amount on the Statement from U.S. Bank.
2. Sign and Date the U.S. Bank Statement

SEND ALL PAPERWORK TO THE PURCHASING OFFICE WITHIN ONE WEEK OF RECEIVING THE STATEMENT TO 2201 ULLSVIK HALL

Staple all documents together in the following order:
1. Statement from U.S. Bank
2. Receipts, in the order as shown on the U.S. Bank Statement
   three or more late statements maybe grounds to close your account.
Attn:  Dispute Dept.
P.O. Box 6329
Fargo, ND 58125-6329
1-800-393-3526
Fax: 1-701-461-4035

Merchant Name:                Post Date:
Dispute Amount:               Transaction Amount:

I have examined the charges made to my account and I am disputing the above item for one of the following reasons:
1.____ The sales receipt amount was increased from $____________ to $____________.
2.____ I did not authorize nor did I participate in the transaction.
3.____ Although I did participate in a transaction with the merchant, I was billed for _______ transactions totaling $____________ that I did not engage in, nor did anyone authorized to use my card.  I do have my credit card in my possession.  Enclosed is a copy of my authorized sales slip.
4.____ I did participate in the transaction.  However, I paid for the transaction using another form of payment.  
(Describe form of payment):___________________________________________________________. Enclosed is a copy of my form of payment (i.e. canceled check, other credit card statement, cash receipt, etc.).
5.____ I did not receive $____________ from an ATM located at ______________________________.
6.____ I have not received the merchandise which was to have been shipped to me.  The expected delivery date was _________________ (MM/DD/YY).  I contacted the merchant on _________________ (MM/DD/YY) and requested that my account be credited.  I spoke with ________________________________ (name).
7.____ Merchandise was shipped to me which arrived damaged and/or defective (circle one) on _________________ (MM/DD/YY).  I returned it on _________________ (MM/DD/YY).  I contacted the merchant on _________________ (MM/DD/YY) and requested that my account be credited.  I spoke with ________________________________ (name).  Enclosed is an explanation of how the merchandise was damaged or defective.
8.____ I notified the merchant on _________________ (MM/DD/YY) at ____ _____ (am/pm) to cancel the pre-authorized order/reservation.  Cancellation #_____________________________ (required).
   Reason for cancellation:_______________________________________________________________.
   Person I spoke to: _________________________________________________________________.
9.____ I have returned/canceled (circle one) the merchandise on _________________ (MM/DD/YY) because _________________________________________________________________.
   Enclosed is documentation showing proof of return or cancellation.
10.___ The attached credit slip was listed as a charge on my statement.
11.___ I was issued a credit slip for $____________ on _________________ (MM/DD/YY), which has not been posted to my account.  I have enclosed a copy of my credit slip.
12.___ The charge in question was a single transaction (sale #1), but was billed twice to my statement. I did not authorize the second transaction.
   Sale #1 $____________  Ref # _______________________________
   Sale #2 $____________  Ref # _______________________________
13.___ I am not disputing this charge, however, I need a copy for my records.
14.___ Other, please explain.
   _________________________________________________________________________________
   _________________________________________________________________________________
   _________________________________________________________________________________
   _________________________________________________________________________________
   _________________________________________________________________________________
   _________________________________________________________________________________
   _________________________________________________________________________________
   _________________________________________________________________________________

Account #:  
Cardholder’s Name:      Cardholder’s Signature: ________________________________
Date Signed: ________________________________ Daytime Phone #: _______________________

cc: UW-Platteville Purchasing Office
<table>
<thead>
<tr>
<th>Beginning of 2-Week Cycle (Saturday)</th>
<th>End of 2-Week Cycle (Friday)</th>
<th>Last Day to Reallocate in USBank</th>
<th>Send Reconciled Statements to Purchasing Before This Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1/13/2017</td>
<td>1/20/2017</td>
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</tr>
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</tr>
<tr>
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<td>6/2/2017</td>
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<tr>
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<tr>
<td>9/22/2017</td>
<td>10/6/2017</td>
<td>10/13/2017</td>
<td>10/20/2017</td>
</tr>
<tr>
<td>12/1/2017</td>
<td>12/15/2017</td>
<td>12/22/2017</td>
<td>12/29/2017</td>
</tr>
<tr>
<td>12/15/2017</td>
<td>12/29/2017</td>
<td>1/5/2018</td>
<td>1/12/2018</td>
</tr>
<tr>
<td>12/29/2017</td>
<td>1/12/2018</td>
<td>1/19/2018</td>
<td>1/26/2018</td>
</tr>
</tbody>
</table>
**Events-Meal Payment Form**

Meal expenses are payable if the criteria listed below is met. In order to satisfy the “Headquarters City” requirements, you must be able to check one line in each category. A printed, completed copy of this form and the required documentation should be attached to the payment mechanism (e.g., Employee Reimbursement, Purchasing Card Log, Purchase Requisition, Catering Invoices or PIR). Individual meals are not payable on the P-card.

**Event: ________________________________ Date(s): ________________**

**Event Purpose:**

---

**Event Location:** ____ On campus ____ Off campus

Note: When held in the headquarter city for the majority of the attendees, the event must be held on campus.

Was a fee collected from participants to cover costs? ____ Yes ____ No

1. **Allowable Expenses:** (Check the line that pertains to the event)
   - ____ The meal was provided in the headquarters city and a mealtime speaker was scheduled.
   - ____ Business was conducted during the meal.
   - ____ Facilities were not available near the meeting location for attendees to eat on their own.
   - ____ The meeting was held at the headquarters city of the majority of the attendees and business could not be effectively conducted without the inclusion of a meal.

2. **Reasonable Approved Expenses:**
   - ____ The meal expenses, for State/UW employees, including tax and tip, were within the allowable State maximums and meal expenses for all non-State/UW employees are reasonable and in accordance with the Division’s Dean/Director’s office policy.

3. **Participant Information:**
   - ____ A list of meeting participants including name and affiliation is attached (Required).

4. **Proof of Payment:** (Check the line that pertains)
   - ____ Original detailed invoice/receipt showing amount paid is attached. (Solitary credit card slips are not sufficient)
   - ____ A copy or handwritten receipt is attached because:
     - _______________________________________
   - ____ Vendor will submit original invoice. (When form is used as part of the purchase order process.)
5. Types of Events and Required Documentation: (Choose one and attach required documentation)

Business Meeting or Informational Session

Attach all of the following: Justification for holding the meeting over the meal period, Agenda (shows date, time, & purpose of meeting), List of Attendees (Refreshments – Need only Number of Attendees; Meal – Need list of attendees & affiliation to University)

SUFAC sponsored event – open to all

Poster, announcement or ad for event that indicates that everyone is invited, date, time, and location

UWP sponsored event – open to all or invite list

Poster, announcement, invitation, or ad for event that indicates who is invited, date, time and location

UWP sponsored event – fee charged for meal/breaks

Registration form indicating fee and specifically what is included in the fee (meals, breaks, etc.)

UWP sponsored meeting, conference, camp, or training – fee charged

Brochure or registration form that indicates costs included in fee (meals, breaks, misc.)

Performer, speaker or presenter – meal/breaks

Copy of contract or agreement specifying that a meal/break is to be provided

Grant-Sponsored Event (Fund 133)

Invite to Event, Budget Info, Names of participants (when meal provided), Number of participants (when break items provided)

Press box lunches, recruiting meal passes, child care meals/snacks

No documentation required

________________________________________________________________________

(Signature of Approving Official) Not required if included in the payment mechanism.

Contact for Questions:

______________________________ ________________________

Name Phone#

Page 2 of 2
Lodging Maximums and M&IE Per Diem Allowance Calculation

Trip Details

Is this trip for a single day?

- Yes
- No

Select Destination

Country
United States

State
Wisconsin

City
Madison (Dane County)
Lodging Maximums and M&IE Per Diem Allowance Calculation

How long will you be at Madison (Dane County)?

Do you have another stop after Madison (Dane County)?

- No  Yes

Date you are going to Madison (Dane County): 11/12/2015

Date you are leaving Madison (Dane County): 10/15/2015

Provided Meals

Please select any provided meals for each day of your trip.

Day 1 - Mon Oct 12 2015
- Breakfast
- Lunch
- Dinner

Day 2 - Tue Oct 13 2015
- Breakfast
- Lunch
- Dinner

Day 3 - Wed Oct 14 2015
- Breakfast
- Lunch
- Dinner

Day 4 - Thu Oct 15 2015
- Breakfast
- Lunch
- Dinner
Lodging Maximums and M&IE Per Diem Allowance Calculation

Please verify all of the location information below is correct, and then click the Calculate Rates button. If the information is incorrect then please click the Start Over button to re-enter your trip locations.

Madison (Dane County) WI - UNITED STATES
Location Dates: 10/12/2015 - 10/15/2015

Provided Meals
Mon Oct 12 2015: none
Tue Oct 13 2015: Breakfast, Lunch, Dinner
Wed Oct 14 2015: Breakfast, Lunch
Thu Oct 15 2015: Breakfast

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Maximum</th>
<th>M&amp;IE Per Diem Allowance</th>
<th>Location</th>
<th>Provided Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2015 (Mon)</td>
<td>$127.00</td>
<td>$44.25</td>
<td>Madison, WI (Dane County)</td>
<td></td>
</tr>
<tr>
<td>10/13/2015 (Tue)</td>
<td>$127.00</td>
<td>$5.00</td>
<td>Madison, WI (Dane County)</td>
<td>Breakfast</td>
</tr>
<tr>
<td>10/14/2015 (Wed)</td>
<td>$127.00</td>
<td>$32.00</td>
<td>Madison, WI (Dane County)</td>
<td>Breakfast, Lunch</td>
</tr>
<tr>
<td>10/15/2015 (Thu)</td>
<td>$36.15</td>
<td></td>
<td>Madison, WI (Dane County)</td>
<td>Breakfast</td>
</tr>
</tbody>
</table>

Location Lodging Maximum: $381.00*
Location M&IE Allowance: $177.40*

*Disclaimer: The UW TravelWise calculator is the official source of University travel rates and should be used to estimate travel maximums prior to making trip arrangements. Actual lodging maximums and M&IE Per Diem allowance calculations are based on the entry of month/date/location of travel. Users are advised that rates may change between the dates that are obtained pre-trip and post-trip reimbursement. Reimbursements are based on the date and rate that the expense was incurred. Please contact your department travel coordinator or institution's travel manager with further lodging/M&IE Per Diem questions.
Reallocating in US Bank

1. Go to access.usbank.com to log in to your US Bank account.
2. Once logged in, select “Transaction Management” on the left side of the webpage.

3. If you are an Individual cardholder, you will see the screen in step 4. If you are a Site Manager, select “Purchasing Card” in “Transaction Management.”
5. If you are an Individual Cardholder skip to step 6. If you are a Site Manager or have multiple P-Cards under your name, then you will have to select the correct card you would like to make allocations. You will see this screen for choosing the card you want to allocate.

Account Number:

Last Name: bettinger

First Name:

Social Security Number:

Search

Records 1 - 2 of 2

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Cardholder Name</th>
<th>Account Number</th>
<th>Account Status</th>
<th>Status Description</th>
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</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>LEWIS BETTINGER</td>
<td>6249</td>
<td>-OPEN</td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>LEWIS BETTINGER</td>
<td>2735</td>
<td>-OPEN</td>
<td></td>
</tr>
</tbody>
</table>

Records 1 - 2 of 2

6. After choosing the P-Card you would like to reallocate, scroll to the bottom section that shows all of your charges. Here, you must select the box of each charge you would like to reallocate. Then click “Reallocate” on the bottom of the page.
7. Now that you have selected which charges you would like to reallocate, the following page will show up. This will show up with the funding string attached to your P-Card. Just type in what funding string you are moving the charges to. The example at the bottom of the page shows the first purchase from the Purchasing department (102-311080-1), which is what this P-Card is set up for, and the second purchase being moved to the SAE club department (128-622315-0).

8. After typing in the funding string(s) you would like to reallocate the charges to, click on “Save Allocations” at the bottom of the page. *To split charges between multiple departments, click on “Add Alloc.” Here, you can move certain amounts of a single charge to several departments. Simply click the “Add Alloc” button each time to add another split. The “Amount Remaining” must be at 0 for US Bank to save the allocations.

9. After saving the allocations, the main Transaction Management page will pop up and you have completed the transaction.
10. After completing the transaction, you must print your account activity sheet and attach it to the P-Card statement. To do this, click on “Print Account Activity” and print the page that pops up.

<table>
<thead>
<tr>
<th>Card Account Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number: 2735</td>
</tr>
<tr>
<td>Account Name: LEWIS BETTINGER</td>
</tr>
<tr>
<td>Billing Cycle Close Date: Open</td>
</tr>
<tr>
<td>Total Transactions: $44,581.28</td>
</tr>
<tr>
<td>Reallocated Transactions: $41,971.29</td>
</tr>
<tr>
<td>% Reallocated Transactions: 92.4%</td>
</tr>
</tbody>
</table>

*Print the page below*
Reallocating on the US Bank Website

There are two options available for reallocating using the US Bank Website: The reallocation can be done by the individual cardholder or a department “site manager” that will have access to all the department’s accounts for reallocation purposes. Please indicate below which way you prefer your department to reallocate. In order to grant access to the US Bank site to reallocate charges, a supervisor’s signature is required. An alternative to using US Bank expenses can also be moved using a General Ledger transfer.

☐ **Individual cardholders**

Cardholders Name: ____________________________________

Supervisor’s Signature: ________________________________

☐ **Site Manager to reallocate for department p-cards**

Department: _________________________________________

Site Manager’s Signature: ______________________________

Supervisor’s Signature: ________________________________

Please list all cardholder in department

__________________________________________________

__________________________________________________

__________________________________________________

__________________________________________________

__________________________________________________

__________________________________________________

__________________________________________________

__________________________________________________

Attach additional sheets if needed.