

ProCard – What’s New & Reminders

What’s New

Memberships

- Membership Payment Worksheet - Beginning July 1, 2017, all FY18 new or existing memberships **MUST** have this worksheet completed and approved “prior” to purchase.
 - The Membership Payment Worksheet must be approved by division Vice President
 - After purchase, the approved worksheet **MUST** be uploaded to the purchase transaction in FMS along with the paid receipt/invoice.
 - The Membership Payment Worksheet is located at - <https://chancellor.maricopa.edu/sites/default/files/MPW.doc>

Reminders

Purchase Descriptions in the Comments box

- Enter a complete description to clarify purchase.
 - *This comment does not have to list each item specifically.*

Travel purchases

When entering information related to travel, it **MUST** include all the following details

- Type of Expense (*registration, lodging, airfare, ground transportation or baggage*)
- Traveler’s Name
- Conference Name/Location/Dates
- Travel Authorization Number – travel authorization **MUST** be approved prior to purchase
- Upload a PDF file of the approved TA (*this **must** show destination, dates, all expense amounts and approvals*)

Document Uploads

- Receipts are required for all transactions
- Do not upload a partial receipt
- Receipt should always be the first page of document upload
- Official function or travel PDF files should follow receipt
- Credit card numbers **MUST** be removed from all documents uploaded

Receipt Details

- Receipt details should clearly outline all charges to equal the dollar amount posted in FMS transaction details
- Amazon receipts often do not clearly outline this information. In this case, circle all dollar amounts so the totals match.
 - HINT: Keep one “master” copy of the full Amazon receipt. Copy & modify to highlight specific items related to each Amazon transaction posted to FMS.

Account Reallocation

- Cardholders are required to reallocate the expenses in FMS “prior” to finalizing their review.
- **Do Not Use** – FMS Dept# 802390 or Function, OTHER
 - These accounts are strictly prohibited to **District Use Only**
 - Never use an account (object code) beginning with “4xxx” when reallocating. These are “revenue” accounts and are only to be used for deposits, not expenses.
- Professional Growth
 - Employees with an approved travel authorization for use of professional growth = expenses should be charged to the PG account indicated on the travel authorization.
 - Refer to the PDF file provided to you from the traveler

Tax Reporting

- See updated ProCard Reconciliation instructions for properly documenting tax for each transaction

Prohibited Items

- Medicine items – any type of medication purchase is prohibited.
- Capital Equipment – an item with a unit cost of \$1000 or more (*not including tax/shipping*)
- For a full list of Prohibited items, see the District ProCard Policy & Procedures located at <https://business.maricopa.edu/sites/default/files/Procard%20Policy%20%26%20Procedures%202017.pdf>