

STANDARD OPERATING PROCEDURE- POLICY

OB/GYN Chrome River PCard

SCOPE/APPLICABILITY:

Applies to all OB/GYN PCardholders.

PURPOSE:

To outline the department procedure for using a PCard with Chrome River.

PROCEDURE:

- 1) Receive request to purchase.
 - a) Before purchasing, the Cardholder must know the 6 W's (Who, What, When, Where, Why, Which Index-Account).
- 2) Review PCard policies and procedures to check if an exception is necessary (<http://pcard.unm.edu/>).
 - a) Cardholders in Research may make regular purchases related to research without first emailing HSC-OB-Purchasing for approval but if unsure if a special exception is needed please email us.
 - b) If applicable, save one-time exceptions in Pending folder but save blanket exceptions in a Blanket Exceptions folder within your PCard folder.
- 3) Place order (if a special exception is needed wait for approval before purchasing).
 - a) Ensure sales tax is not included when purchasing goods.
 - b) Tax on services is permissible which includes tax at restaurants.
- 4) Record purchase on PCard Running Log (see Accounting section on Wiki)
 - a) This is a running log of purchases meaning once started, you will use the same log forever regardless of fiscal year.
 - b) Save log in your PCard folder within N:\OBGYN_Share\OB_Share_PCard Access to allow a delegate to reconcile if you are out for an extended period.
 - c) When using your PCard you should immediately complete the PCard log with the 6 W's.
 - d) If an exception was needed it may be helpful to note in your log so you remember to add the exception when reconciling.
- 5) Save PDF receipt/support to your Pending folder using a naming convention that is easy to locate support later when you need it or if someone is covering for you.
 - a) Ensure sensitive information is redacted. See redacted list.
- 6) Receive order and enter date on PCard Running Log.
 - a) Note if purchase was something like membership dues then your order date and received date will be the same.
 - b) Charges should be reconciled within 10 days from the Chrome River load date.
 - c) Should you find that a charge appears in Chrome River but you have not yet received the order you may wait up to 15 business days to reconcile.

- i. If this happens you should be actively reaching out to the vendor and/or checking the tracking information when available.
 - ii. If an item is not received or there are other unresolved issues review PCard process to dispute the charge. See <http://pcard.unm.edu/policies-and-procedures/disputed-transactions.html>.
- 7) Complete weekly Expense Report for all available charges in Chrome River.
 - a) See <http://chromeriver.unm.edu/> for job aides and announcements
 - b) You can select PCard items and select all or however many charges you are prepared to reconcile. It is ok to submit multiple reports in a week if needed.
 - c) Report name example, PCard week of MM/DD/YY
 - i. If you do multiple reports in a given week just add to the name or in some way make it unique (add #2 to the report name or use that day's date).
 - d) Report-level business purpose can simply be PCard reconciliation but line item business purposes should be copied over from your log.
 - e) Tile selection may be determined in part due to the account code you need to use and which tile(s) have that code available.
 - i. See ChromeRiver Pcard mapping
 - f) Ensure your line item uses the index and account (or split if applicable) to match log.
 - i. Note, system may prepopulate index field with incorrect index and you should delete it then enter correct index.
 - g) Note, as you save charges to your report or at the end before submitting, check for any line items with a warning flag because you must respond before submitting report.
 - i. Response examples, "see attached" to indicate you provided the exception or perhaps, "N/A, this is just an online question bank, no review is required." Some flags are simply due to the account code used just because often times when that account is used an exception is needed but that is not always the case.
 - h) As you add support documents to your ChromeRiver report you should note the date of the recon on your log so you know that charge has been reconciled.
 - i) Finally, as you add support to the report, cut and paste the support documents from Pending to a sub-folder in your PCard Completed folder with subfolder named to correspond with your report name just in case we need to reference it late

APPROVALS:

Approved:	Departmentally Approved	Date: 9/20/2023
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