

This handbook is to be used by DOA employees and employees of agencies that are attached for limited administrative purposes under s.15.03. This document represents agency policies and procedures and not enterprise policies.



Purchasing Card (P-Card) Handbook

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Table of Contents

Contents

<u>Purpose.....</u>	<u>2</u>
<u>Policy</u>	<u>2</u>
<u>Business Process</u>	<u>3</u>
<u>Basics of a P-Card.....</u>	<u>5</u>
<u>Use of a P-Card</u>	<u>5</u>
<u>Common Purchase Type Requirements</u>	<u>8</u>
<u>Card Contract Vendor</u>	<u>11</u>
<u>Reconciliation of Transactions</u>	<u>12</u>
<u>Record Retention</u>	<u>20</u>
<u>Supervisor Expectations.....</u>	<u>20</u>
<u>Cardholder Expectations</u>	<u>21</u>
<u>Travel</u>	<u>21</u>
<u>P-Card Security.....</u>	<u>22</u>
<u>Frequently Asked Questions</u>	<u>22</u>
<u>Additional Resources</u>	<u>26</u>

Purpose

This document outlines the policies and procedures for using DOA and DOA-supported agency employee p-card accounts. It provides definitions of roles, detailed explanations of processes and guidelines, job aids, and secondary source material.

Policy

1. The Department of Administration (DOA) requires uniform records of all p-card transaction costs to conform to state p-card policies. These rules and policies are based on the Wisconsin State Accounting Manual, the Procurement Manual, state statutes, and DOA policies.
2. [STAR \(PeopleSoft\)](#) is the agency's system for managing all p-card transactions and making payments to the bank. The employee makes a p-card purchase from their office or the field, the transactions are subsequently loaded into the STAR Purchasing Module, and biweekly force approved for payment to the bank.
3. Cardholders are required to attach receipts for purchases, bank statements indicating supervisor approval of purchases, and other required documentation to transactions in STAR.
4. The Bureau of Financial Management (BFM) reviews transactions for compliance with the Wisconsin State Accounting Manual, the Procurement Manual, state statutes, and DOA policies.

Role Definitions

User Role Name	Role Description
Cardholder	The employee who is issued a p-card
P-Card Reconciler	Reconciles the transactions in STAR. The employee can either be the cardholder or an assigned proxy who reconciles on behalf of a cardholder.
P-Card Reviewer	Reviews transactions for appropriateness of charges.
P-Card Maintainer	This role is located in procurement. The maintainer corrects errors for the transactions that fail to load from the bank file.
P-Card Administrator	This role is located in BFM. The administrator reviews and approves transaction lines that have been verified by the cardholder or proxy. The administrator also process applications, maintains US Bank accounts, and answers

Business Process

Obtaining a P-Card

1. All P-card applicants are required to complete the [p-card application](#).
2. Applicants must complete the required courses, **Procurement 101** and **Guide to Using a Purchasing Card** available in STAR ESS Leader. When complete, the completion certificates should be saved for submission to the P-card administrator.
3. Applicant should work with their supervisor to ascertain the correct default financial coding for the P-card. For assistance, contact your program area's [assigned accountant](#).
4. The cardholder's supervisor & the authorized sponsoring Division head must sign the application.
5. The cardholder's supervisor should be listed as a P-card reconciler on page 2 of the application.
6. The cardholder sends the completed application and certificates of completion from required courses to the [DOA BFM PCARD](#) email inbox.
7. The BFM P-Card Administrator reviews the application to verify all required information is included, coding is a valid string, and required training has been completed successfully. The P-card administrator and the DOA Controller will sign the application if complete and correct. If there is an issue with the application, it will be sent back to the cardholder for revision.
8. The BFM P-Card Administrator will order the card from US Bank when the application is complete & correct, and all training has been completed.
9. The BFM P-Card Administrator will send the P card and activation instructions to the cardholder when the card is received. **Please use all zeroes when asked for the last four digits of your social security number.**
10. The cardholder must activate their p-card with USBank **AND** set up digital access to US Bank [Access Online](#) upon receipt.

Using a P-Card

1. The cardholder uses the p-card for state business.
2. Transactions are loaded daily into [STAR](#) by US Bank.
3. The cardholder follows the first steps of the reconciliation process, entering the correct fiscal coding, attaching receipts, and any required supporting documentation in STAR at ***anytime prior to the billing cycle for approval. Refer to the [billing cycle calendar](#) for specific dates.***
4. After the two-week billing cycle closes, US Bank issues a statement online for those weeks' worth of purchases.
5. The cardholder retrieves their statement from US Bank online and checks it against their use.
 - a. Cardholders are responsible for identifying fraudulent activity and contacting US Bank using the

number on the back of the card. Cardholders are responsible for resolving all vendor disputes.

- b. The Cardholder should sign and date the statement and forward on to their supervisor for their review and signature.
6. The cardholder's supervisor reviews the cardholder's statement to verify the purchases were made for an approved state business purpose. If the purchases are acceptable, the supervisor should sign and date the statement (under the Approver signature) and provide it back to the cardholder.
 - a. If the purchases are not acceptable, the supervisor should return the statement to the employee and instruct the employee to provide a check, addressed to the cardholder's agency, to reimburse the unacceptable costs. The check should be sent to the following address with a completed [DOA-3301](#) (P-card reimbursement form) with the charge(s) that are being reimbursed clearly marked. This form is also available on the [VendorNet forms](#) page.

BFM-P-CARD AUDIT

PO BOX 7869

MADISON, WI 53703

- b. Signatures can be provided in one of three ways; physical signing and scanning to PDF, electronically signing via Adobe and/or DocuSign, or via emailing the statement and applying approval through the email. If email is used, both the US Bank statement and email approving are required to be uploaded to STAR.
7. The cardholder uploads their signed statement to [STAR \(PeopleSoft\)](#). Refer to the [reconciliation process](#) for detailed instructions.
8. BFM may audit the purchases in STAR to ensure the signed statement, receipts & additional required supporting documentation is uploaded, and the fiscal coding is reconciled. In addition, BFM audits for appropriateness of purchases.
 - a. If there are any missing receipts or supporting documents, BFM P-card auditors will follow up with the cardholder and their supervisor to obtain those receipts. If they cannot be obtained, the cardholder will be required to reimburse the state for those costs.
9. Any issues discovered upon audit will be communicated to the cardholder and their direct supervisor. Failure to respond to audit inquiries may result in corrective action, up to revocation of card privileges.
10. P-card purchases determined to be personal in nature or in violation of other P-card rules must be reimbursed. Reimbursement must be made within 14 days of the audit communication. See step 6 from ***Using a P-Card*** for details on how to remit reimbursement.

Basics of a P-Card

The DOA P-Card Program was created to simplify the acquisition and payment of goods and services made for State business. It is meant to reduce or eliminate administrative tasks that relate to other methods of purchasing. The P-Card Program is not to be used to circumvent the use of state contracts, purchasing laws, rules, policies or procedures.

All cardholders must be full-time or part-time employees of the State. Limited-term employees may receive an account with additional justification from the sponsoring division authority. Temporary employees working through a third-party contractor may not receive a p-card. Additionally, employees of foundations that are associated with the State are not to receive or make use of any state issued p-cards. Work units, divisions, bureaus, etc. may not be issued a p-card in their name to be shared by multiple employees. All p-cards must be issued to a single cardholder.

P-cards are **NOT a right of employment and can be revoked from any employee in the case of misuse.*

Use of a P-Card

In accordance with the [State of Wisconsin P-Card Manual](#), there are seven different procurement categories for purchases:

Procurement Categories	Dollar Values
Best Judgement	< \$5,000
Simplified Bid	\$5,000 to \$50,000
Mandatory, Optional, or Agency/Entity Contract created by either: <ul style="list-style-type: none">Request for Bid (RFB)Request for Proposal (RFP)	> \$50,000
Request for Purchasing Authority (RPA) <ul style="list-style-type: none">Sole SourceEmergencyLegal ServicesCollective Purchasing	\$Open
<ul style="list-style-type: none">Piggyback Contracts	\$Open
<ul style="list-style-type: none">Intergovernmental Contracts	\$Open
<ul style="list-style-type: none">Interagency Contracts	\$Open

P-Card Spending Limits

Each p-card will receive a credit limit that is set for each biweekly billing cycle as well as a single purchase limit.

BILLING CYCLE LIMIT-

The maximum cycle limit is set by Agency policy. DOA and Attached agencies have a maximum cycle limit of \$5,000 unless a business purpose for a higher cycle limit exists. Billing cycles are two weeks in duration, meaning the maximum spend on the card in that two-week cycle must be less than the cycle limit.

SINGLE PURCHASE LIMIT-

The single purchase limit can be no more than \$5,000 without prior written approval from the Enterprise P-card Administrator. If the cardholder's cycle limit is set lower than \$5,000, the single purchase limit will be set to the maximum amount of the cycle limit.

MULTIPLE PURCHASE VIOLATION-

Circumventing the Single Purchase limit with multiple purchases is in violation of State of Wisconsin procurement policy and can result in the loss of P-card privileges.

REQUESTING A LIMIT INCREASE-

To request an increase in a P-card limit of any kind, please email [DOABFMPCARD](#)

ALLOWABLE AND UNALLOWABLE COMMON PURCHASE TYPES*

Allowable purchase examples:

- Lodging
- Printing under \$50
- Airfare (DOA employees must have [Out-of-State Authorization Form](#))
- Items for public areas (tissues, antibacterial wipes, bandaids, etc.)
- Rental
- Hotel and airport parking
- Training-registration and fees (not tuition)
- Computer supplies (keyboards, mouse, etc.)
- Conferences- including registration fees
- Membership fees
- Office supplies
- Items on certain State contracts, please contact the contract manager for allowability
- Advertisements
- Reference materials for State related business

Unallowable purchase examples:

- **ANY** personal items
- Individual meals
- Entertainment
- Phone Bills
- Parking (except airports or hotels)
- Fuel/Gas (except when using a rental car)
- Flowers/Gifts/Awards
- Leases (greater than 30 days)
- Computer software without a written waiver from DET
- Career development/Tuition fees
- Printing, over \$50 (contact contract manager for further guidance)
- Utility bills (gas, electric, cable, internet, and pagers)
- Split transactions circumventing the single purchase limit

****These lists are not all inclusive and are subject to change at any point in time by BFM, Procurement, or the State Controller's Office. Communication will be sent to all cardholders and cardholder supervisors if changes do occur.***

Common Purchase Type Requirements

Purchase Type	Items to Review	Supporting Documentation
Advertisements	<ul style="list-style-type: none"> Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose (For print) Copy of advertisement
Airfare	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts (DOA Employees Only) Out-of-State Authorization Form Business purpose: provide an agenda for any meetings, conferences, or training if airfare was purchased for that
Airline, Baggage Fees	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts (DOA Employees Only) Out-of-State Authorization Form Business purpose: provide an agenda for any meetings, conferences, or training if airfare was purchased for that
Booth Fees for Conferences, Job Fairs, etc.	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda
Catering	<ul style="list-style-type: none"> Does the purchase meet the guidelines in Section 6-7 of the Wisconsin Accounting Manual? Was the purchase previously approved by a p-card administrator? 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training Copy of email approval from p-card administrator List of attendees
Conference registration fees	<ul style="list-style-type: none"> Please see other purchase types for other purchases made for training. 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training (DOA Employees Only) If out of state, Out-of-State Authorization Form

Purchase Type	Items to Review	Supporting Documentation
Computer Supplies	<ul style="list-style-type: none"> Are these capital assets? (example: laptops) If yes, set aside for accounting. Was the cardholder charged Wisconsin sales tax? If it is software, was it approved by DET? 	<ul style="list-style-type: none"> Original receipt Business purpose (Software purchases only) DET waiver
Gas for Rental Car	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose: provide an agenda for any meetings, conferences, or training if gas was purchased for that Provide proof of rental car (DOA Employees Only) If out of state, Out-of-State Authorization Form
Hotel & Airport Parking	<ul style="list-style-type: none"> Was the cardholder actually traveling from the airport or staying at the hotel? 	<ul style="list-style-type: none"> Original receipts Business purpose: provide an agenda for any meetings, conferences, or training if airfare or hotel was purchased for that (DOA Employees Only) If out of state, Out-of-State Authorization Form
Items for Public Areas	<ul style="list-style-type: none"> Were items such as facial tissues, antibacterial wipes, first aid items purchased? Are they for public areas and not individual State employees? Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose
Items, On Certain State Contracts	<ul style="list-style-type: none"> Is this for printing over \$50? If so, this is not allowed. Is there a purchase order created for this purchase? 	<ul style="list-style-type: none"> Original receipts Business purpose

Purchase Type	Items to Review	Supporting Documentation
Lodging (In-Wisconsin)	<ul style="list-style-type: none"> Was the cardholder following the lodging guidelines from the UTSA? Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose: provide an agenda for any meetings, conferences, or training if lodging was purchased for that
Lodging (Out-of-Wisconsin)	<ul style="list-style-type: none"> Was the cardholder following the lodging guidelines from the Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities? 	<ul style="list-style-type: none"> Original receipts Business purpose: provide an agenda for any meetings, conferences, or training if lodging was purchased for that (DOA Employees Only) Out-of-State Authorization Form
Membership Fees	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose
Office Supplies	<ul style="list-style-type: none"> Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose
Printing, under \$50	<ul style="list-style-type: none"> Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose
Reference Materials	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training
Rental Car	<ul style="list-style-type: none"> Is the vendor on a contract with the State? If the vendor is not on a state contract, is there justification for it? Was a fleet car available? Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose: provide an agenda for any meetings, conferences, or training if rental car was purchased for that (DOA Employees Only) If out of state, Out-of-State Authorization Form
Training Registration Fees	<ul style="list-style-type: none"> Please see other purchase types for other purchases made for training. 	<ul style="list-style-type: none"> Original Receipt and/or email confirmation Agenda Business purpose

Card Contract Vendor

The State of Wisconsin p-cards are currently issued by US Bank. Each cardholder receives an account in US Bank Access Online, which is put together by the p-card administrators. This profile contains the cardholder's information which is received on the [p-card application](#).

The cardholder does not have the ability to change or alter any information on their cardholder account. If the cardholder needs to change any of their account information, they must contact the p-card administrator to have those changes made. Even though the cardholder may not alter their p-card information, they may have access to their billing statements and transaction history on [US Bank Access Online](#).

Cardholders are provided with information on how to activate their card via email; this process is how to create access to Access Online. All cardholders are required to sign up to gain access to their billing statements online. Please complete the following steps:

1. Go to: [US Bank Access Online](#) and click the "Register Online" hyperlink.
2. When asked to enter your company short name, please use: **stwisc**.
3. Type your 16-digit account number from your card in the "Account Number" field, without spaces or dashes (e.g., 1234567891234567).
4. Select the month your card expires from the "Account Expiration Date Month" drop-down list.
5. Select the year your card expires from the "Account Expiration Date Year" drop-down list.
6. Click "Register This Account: if you have only one account register. If you have more than one account to register, click "Additional Account."
7. The Licensing Agreement page displays for your review. If you agree, click "I Accept" to continue.
8. User IDs must be 7 to 20 characters in length and can be alpha and/or numeric. Best practice is to use your state issued IAM.
9. Passwords must be 12 to 20 characters in length with at least one alpha, one numeric and one special character, and are case sensitive.
10. User Verification authenticates your account if you forget your User ID or Password.
11. Three Authentication question fields must be completed. Select a question from each question drop-down list and enter the response for each. Record your answers, you will need these to access assistance from US Bank.
12. Complete the contact information fields; fields with a red asterisk are required.
13. Phone and Fax number fields should not include dashes, hyphens, parentheses or spaces (i.e. 6051234567).
14. When you are finished entering the card you need to register, click "Continue."
15. If any of your entered information is not valid, the system will return 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 U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

After following the previous steps, the cardholder should officially be able to enter Access Online.

Reconciliation of Transactions

RECONCILIATION TIMELINE

DURING THE BILLING CYCLE:

Cardholder makes purchases

Purchases are uploaded to STAR in an overnight batch

Cardholder can update coding in STAR and attach receipts and documentation

AFTER THE BILLING CYCLE CLOSSES, PRIOR TO FORCE APPROVAL:

Cardholder can update coding in STAR, attach receipts and documentation in STAR

Cardholder can retrieve US Bank statement from [US bank Access Online](#)

Cardholder can present the US Bank statement to their supervisor for approval and signature. Cardholder or Supervisor can upload bank statement in STAR

AFTER FORCE APPROVAL:

Cardholder can attach receipts and documentation in STAR

Cardholder can retrieve US Bank statement from [US bank Access Online](#)

Cardholder can present the US Bank statement to their supervisor for approval and signature. Cardholder or supervisor can upload bank statement in STAR

Cardholder cannot make updates to the coding after force approval.

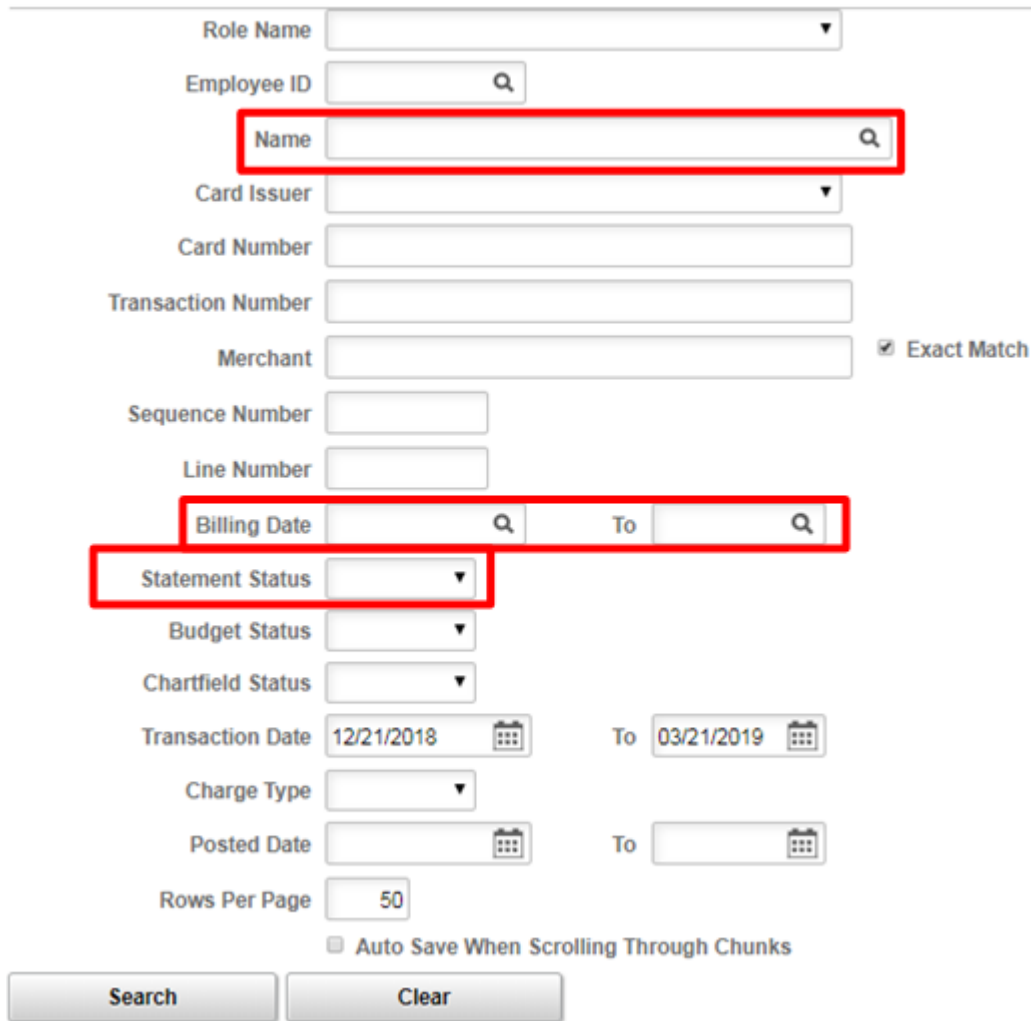
CODING:

When a cardholder makes a p-card purchase, it is loaded overnight into STAR from US Bank with the default coding indicated on the cardholder's application. Cardholders are responsible for selecting the appropriate coding for their p-card transactions. **At the very least the [account code](#) needs to be updated from the 8085000 default code.** If unsure of proper coding, cardholders should contact their assigned [Agency/Divisional accountant](#). Cardholders can reconcile their coding at any time from the date it is loaded into STAR to the day of force approval.

Frequently used account codes:

STAR Account Code	Description
7312000	Travel Employee In-WI Business
7335000	Travel In-WI Catered Meals
7314000	Travel EE In-WI Conference Convention Training
7316000	Travel EE Out-of-WI Business
7318000	Travel EE Out WI Conference Convention Training
7388000	Communications - Other Expenses
7410000	Rental of Space State Owned
7415100	Rental of Booth Space
7415000	Rental of Space Privately Owned
7440000	Rental of Vehicles
7460000	Rental of Other Equipment
7485000	Maintenance & Repairs - IT Equipment
7495000	Maintenance & Repairs - Other Equipment
7800000	Postage
7805000	Freight & Handling
7810000	Subscriptions
7880000	Miscellaneous Services
7880002	Background Checks
8030000	Supplies - Building Maintenance
8040000	Supplies - Vehicles
8050000	Fuels for Vehicle Use
8070000	Materials & Supplies - Other
8071000	Employee Safety Supplies
8070100	Office Supplies

CHARTFIELD RECONCILIATION (DONE PRIOR TO FORCE APPROVAL)

1.	Login to STAR using your IAM username and password (https://starfin.wi.gov)
2.	Navigate to the Reconcile Statement page: FSCM Employee Self-Service > PCARDS
3.	<p>On the Reconcile Statement Search page enter your information into the Employee Name, Billing Date, and Statement Status (select Staged) sections.</p> <p><u>Reconcile Statement Search</u></p>  <p>The screenshot shows the 'Reconcile Statement Search' form. Red boxes highlight the following fields: 'Name' (with a search icon), 'Billing Date' (with a search icon and a 'To' field with a search icon), and 'Statement Status' (a dropdown menu). Other visible fields include 'Role Name', 'Employee ID', 'Card Issuer', 'Card Number', 'Transaction Number', 'Merchant', 'Sequence Number', 'Line Number', 'Budget Status', 'Chartfield Status', 'Transaction Date' (12/21/2018), 'Charge Type', 'Posted Date', 'Rows Per Page' (50), and 'Auto Save When Scrolling Through Chunks'. There are 'Search' and 'Clear' buttons at the bottom.</p>
4.	On the Reconcile Statement page, go through the list of p-card transactions. All transactions should be set as Staged , meaning they have not yet been reconciled by the cardholder.

Reconcile Statement
Procurement Card Transactions

Empl ID 100051683 Name Hoffman, Cynthia A

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing

	Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	USBNK	*****3295	01/04/2019	FUNDS FOR LEARNING LLC	Staged	2,068.56	USD			Valid	Valid
2	<input type="checkbox"/>	USBNK	*****3295	01/02/2019	UWEX REGISTRATION	Staged	400.00	USD			Valid	Valid

Select All Clear All

Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

When looking at the transaction, click on the distribution icon to update coding



5.

Change the account Chartfield from 8085000 to the [account code](#) that best describes what was purchased and verify that the rest of the coding is correct.

Check the **GL Unit, Budget Ref, Appropriation, Dept, and Account (account MUST be changed)**. If the card- holder has project coding, check to make sure the coding is current as well.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
Billing Date 01/11/2019 Billing Amount 2068.56 USD Unit Price 2068.56000
SpeedChart Transaction Unit Price 2068.56000 *Distribute By Amount

Distributions

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Bud Ref	Fund	Appropriation	Dept	*Account	Program	Oper U
1	100.0000	2068.56	USD	50500	FY2019	16100	12600	505D500000	8085000		D0060

OK Cancel Refresh

6.

To add additional lines of coding, use the plus sign to the right of the distribution line.

ProCard Account Distribution

[Help](#)

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 01/11/2019 Billing Amount 2068.56 USD Unit Price 2068.56000
 SpeedChart Transaction Unit Price 2068.56000 *Distribute By Amount

Distributions

1-1 of 1 View All

Chartfields Details/Tax Asset Information Statuses II

Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click **OK** to return to the **Procurement Card Transaction** page. The budget statuses for your transactions should change to Not Chck'd.

7. After edits are complete, check the box for all updated items and press save:

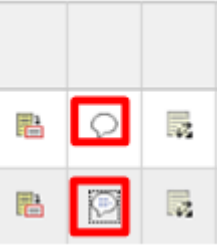
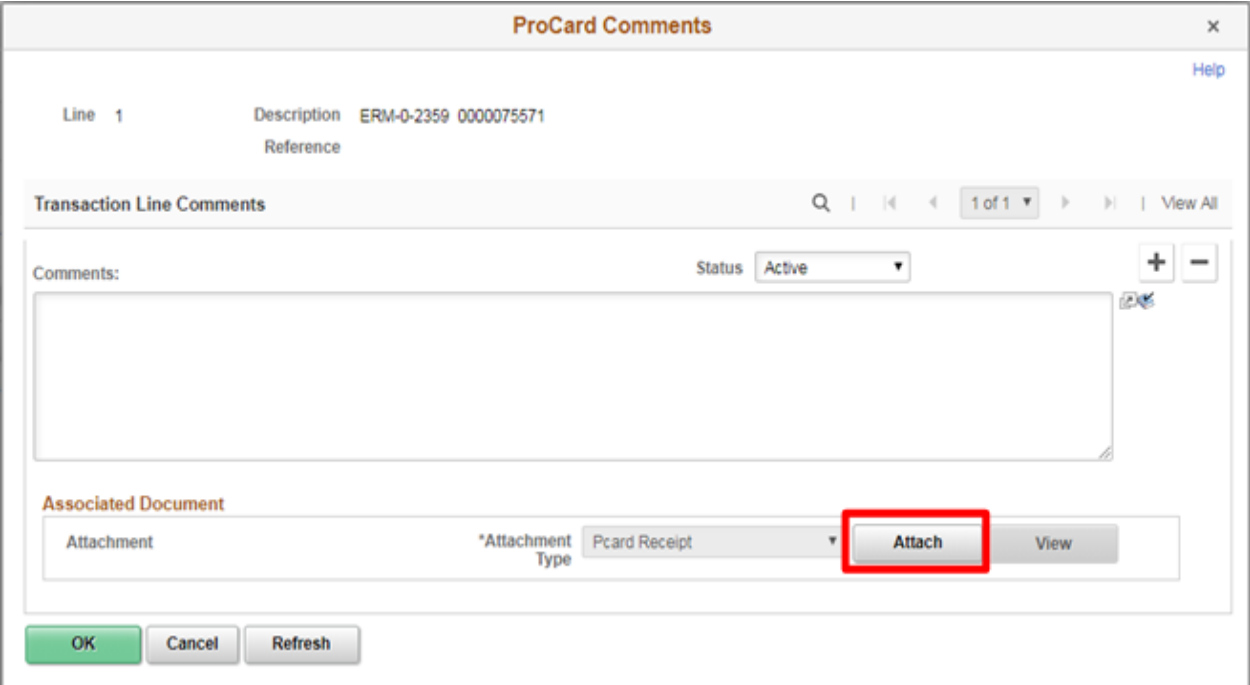
7	<input checked="" type="checkbox"/>	08/05/2024	AGENT FEE 8900877331788
8	<input checked="" type="checkbox"/>	08/09/2024	LACROSSE TRIBUNE CIRCULAT
9	<input checked="" type="checkbox"/>	08/06/2024	AUTOPAY/DISH NTWK

☒ Select All ☐ Clear All

Search Purchase Details Split Line

ADDING RECEIPTS, BUSINESS PURPOSE AND BANK STATEMENTS PRIOR TO FORCE APPROVAL

1.	Login to STAR using your IAM username and password (https://starfin.wi.gov)
2.	Navigate to the Reconcile Statement page: FSCM Employee Self-Service > PCARDS
3.	On the Reconcile Statement Search page enter your information into the Employee Name , Billing Date , and Statement Status (select Staged) sections.
4.	ADD THE BUSINESS PURPOSE: Click the comments icon to add comments and/or attachments for each transaction. Each transaction must have a comment entered detailing the business purpose of the transaction. Cardholders and supervisors can add additional clarifying comments as well.

	
5.	<p>ADD RECEIPTS AND OTHER ATTACHMENTS:</p> <p>Click the Attachment button on the bottom right. Browse for the document you want and upload it. Each transaction must have a receipt uploaded. At least one transaction per cycle must also have the signed US Bank statement attached. Some expense types will require additional attachments. Click OK when you are done adding documents.</p> 
6.	<p>To add additional attachments, select the + button on the right of the screen and follow the attachment process.</p>

TO ADD RECEIPTS, BANK STATEMENT AND OTHER ATTACHMENT AFTER FORCE APPROVAL

1	Login to STAR using your IAM username and password (https://starfin.wi.gov)
2	Navigate to the Reconcile Statement page: FSCM Employee Self-Service > PCARDS
3	To access items in prior period you may need to utilize the search button (highlighted next page)

Reconcile Statement

Procurement Card Transactions

Empl ID [REDACTED]
Card Number [REDACTED]
☐ Run Budget Validation on Save

Name [REDACTED]
Card Provider USBNK

Bank Statement

1-1 of 1											View All
Transaction Billing											
		Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	08/02/2024	STAPLS763761857500001	Verified	86.57	USD				Valid	Valid

☒ Select All ☐ Clear All [Stage](#) [Verify](#) [Approve](#) [Validate Budget](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

[Save](#) [Notify](#) [Refresh](#)

4

When prompted, enter 'closed' in the statement status box, using the transaction dates to select

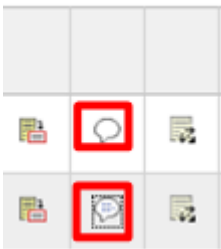
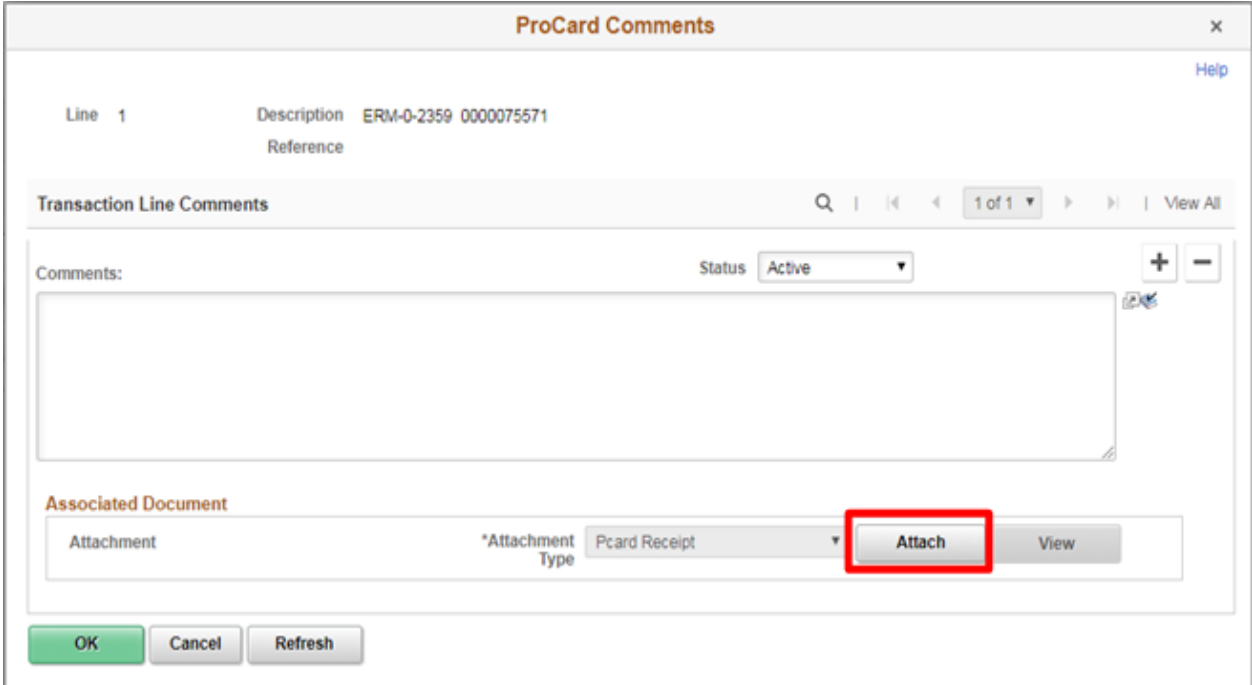
Reconcile Statement Search

Role Name	
Employee ID	
Name	
Card Issuer	
Card Number	
Transaction Number	
Merchant	<input checked="" type="checkbox"/> Exact Match
Sequence Number	
Line Number	
Billing Date	To
Statement Status	
Budget Status	
Chartfield Status	
Transaction Date	To
Charge Type	
Posted Date	To
Rows Per Page	50
<input type="checkbox"/> Auto Save When Scrolling Through Chunks	
Search	Clear

dates.

5

ADD THE BUSINESS PURPOSE: Click the comments icon to add comments and/or attachments for each transaction. Each transaction must have a comment entered detailing the business purpose of the transaction.

	
6	<p>ADD RECEIPTS AND OTHER ATTACHMENTS:</p> <p>Click the Attachment button on the bottom right. Browse for the document you want and upload. Each transaction must have a receipt uploaded. At least one transaction per cycle must also have the signed bank statement attached. Some expense types will require additional attachments. Click OK when you are done adding documents.</p> 
7	<p>To add additional attachments, select the + button on the right of the screen and follow the attachment process</p>

Record Retention

All P-card transactions are considered state records per Wisconsin Records Management Law. It is the cardholder's responsibility to maintain detailed records of all purchases made on a state p-card and upload them to STAR, as well as other supporting documents and the US Bank Statement. STAR serves as an official record management system according to the Wisconsin Accounting Manual [section 14-03](#).

Once uploaded, the records are official and maintained in STAR according to RDA schedules. Individual departments and attached agencies may choose to retain paper copies of items once uploaded, but STAR attachments are considered the primary record according to Wisconsin Accounting Manual policy. For clarification, check with your assigned records manager.

Supervisor Expectations

Supervisors are responsible for their employee's card use and for ensuring the card is used for appropriate State purposes. It is the responsibility of the supervisor to understand the p-card rules, monitor the usage of all employee p-card transactions through audit of the employee's purchases on the US Bank statement, and take appropriate action in the event of p-card misuse. Failure to adhere to the rules and conditions of the p-card program may result in suspension or revocation of the P-card, as well as required additional training for both the cardholder and the supervisor. Additionally, failure to comply with any rules or guidelines published by the Bureau of Financial Management, the [Wisconsin Accounting Manual](#), and the [State Procurement Manual](#) may result in disciplinary action up to or including changes in employment status. Supervisors are encouraged to refer to Cardholder Expectations for other p-cardholder basics.

THE SUPERVISOR WILL:

- SIGN THE US BANK STATEMENT AND SUPPLY TO THE EMPLOYEE FOR UPLOAD TO STAR, OR UPLOAD THE STATEMENT
- PROVIDE CODING SUPPORT OR DIRECT THE EMPLOYEE TO ACCOUNTING STAFF FOR ASSISTANCE IN CODING
- ALERT DOA BFM IF ANY SUSPECTED MISUSE IS DETECTED
- DIRECT EMPLOYEE REPAYMENT OF ACCIDENTAL PURCHASE, SALES TAX AND OTHER MISUSE ACCORDING TO STEP 6 IN SECTION 'USING A P CARD'

THE SUPERVISOR WILL NOT:

- GIVE PERMISSION TO OR INSTRUCT EMPLOYEES TO UTILIZE THEIR P-CARD IN ANY MANNER THAT BREAKS P-CARD USE RULES SET BY BFM, PROCUREMENT, OR THE STATE CONTROLLER'S OFFICE.

Cardholder Expectations

The cardholder is responsible for using their p-card for legitimate State purchases, maintaining proper records of all transactions, and adhering to all set deadlines, including reconciliation deadlines. They are also responsible for understanding and complying with all rules and guidelines published by the Bureau of Financial Management, the [Wisconsin Accounting Manual](#), and the [State Procurement Manual](#). Failure to comply with rules and guidelines may result in the termination of the p-card account and/or employment status. Cardholders who misuse their p-cards will be required to reimburse the state for inappropriate purchases, purchases missing proper documentation, and sales tax paid in error.

THE CARDHOLDER WILL:

- RESOLVE ALL VENDOR DISPUTES
- OBTAIN AND MAINTAIN ORIGINAL RECEIPTS AND STATEMENTS UNTIL UPLOADED TO STAR
- REPORT ANY FRAUDULENT ACTIVITY IMMEDIATELY TO USBANK
- REGISTER AND ACTIVATE THEIR CARD THROUGH USBANK
- PROTECT THE SECURITY OF THE P-CARD AT ALL TIMES
- FOLLOW THE DOA-BFM RECONCILIATION PROCESS AT ALL TIMES
- RESPOND PROMPTLY TO AUDITOR QUESTIONS AND FOLLOW ALL CORRECTIVE DIRECTIVES
- REIMBURSE THE STATE FOR INAPPROPRIATE OR UNDOCUMENTED PURCHASES

THE CARDHOLDER WILL NOT:

- LOAN THEIR P-CARD OUT TO ANY OTHER PERSON, EVEN STATE EMPLOYEES
- MAKE ANY PERSONAL PURCHASES WITH THEIR STATE ISSUED P-CARD
- CIRCUMVENT SINGLE PURCHASE LIMITS WITH MULTIPLE TRANSACTIONS
- KNOWINGLY CIRCUMVENT PAYABLE OR PROCUREMENT POLICY

Travel

Cardholders who travel for state business are encouraged to use their p-card for certain type of purchases: lodging, airfare, baggage/porterage fees, rental cars, gas for rental cars, hotel and airport parking, training registrations, conference registrations, etc.. Travelers using their p-card for travel are expected to follow all the rules indicated in the Travel Manual, [Wisconsin Accounting Manual](#), [UTSA](#), and [Procurement Manual](#).

Expenses that require a STAR expense report and cannot be put on a P-card include meals, parking anywhere that is not an airport or hotel, and gas for nonrental vehicles. Additionally, the receipt rules regarding travel only apply to expense reports. Regardless of what the Travel Manual indicates, receipts are required for every single p-card transaction made. Any travel transactions missing receipts will be reimbursed to the State by the cardholder.

In addition to reviewing this handbook, please review the Travel Manual closely before using a p-card during travel.

P-Card Security

The cardholder is responsible for monitoring their weekly transactions in STAR, which are downloaded from US Bank. Each transaction should be reviewed against receipts to verify that the correct amount was charged and that the charge was not fraudulent. To reduce the risk of accidental usage or fraud, never save a State issued p-card as the default card on any accounts where personal purchases are also made (i.e. eBay, Amazon, PayPal, etc.). To further prevent the risk of a fraudulent charge or inappropriate purchase, the cardholder may never physically give their card or card information to anyone other than merchants/vendors. P-cards should be carefully guarded, and no copies should be made of the p-card ever. Never give your p-card information to a merchant via unsecured methods such as email or text message.

If you suspect fraud on your p-card, please immediately contact the 1-800 number listed on the back of the cardholder's p-card. US Bank will issue a new card and card number directly to the cardholder. After a cardholder receives their new p-card in the mail, they must contact the p-card administrator with the new p-card information. Otherwise, the p-card will not work in STAR.

Frequently Asked Questions

What is my agency's business unit?

Business Unit	Agency
38000	Department of Tourism
38500	Kickapoo Valley Reserve Management Board
42700	Labor & Industry Review Commission
43200	Board on Aging & Long Term Care
43800	Board for People with Developmental Disabilities
50500	Department of Administration
52500	Office of the Governor
54000	Office of the Lieutenant Governor
57500	Office of the Secretary of State
58500	Office of State Treasurer
67000	Judicial Council

What is the statement date?

The statement date can be found in the top right corner of the US Bank statement. Additionally, cardholders can look up the impending statement dates by using the [calendar put out by procurement](#).



What if a merchant doesn't provide a receipt?

When making any purchases request a receipt. If you forget to ask for a receipt, contact the merchant immediately to have them provide a copy. Any purchase made without a receipt must have a [DOA-3300](#) completed and submitted to [DOABFMPCARD](#). The DOA-3300 must also be attached in STAR in place of the receipt. Frequent use of DOA 3300 may result in suspension of card privileges. Purchases that do not have a receipt or [DOA-3300](#) must be reimbursed.

What happens if a merchant charges State tax on a purchase?

It is the cardholder's responsibility to tell all merchants that they are tax exempt. All p-cards have the tax exemption number embossed on the front for convenience. If a merchant charges sales tax by mistake, the cardholder should contact that merchant for a refund of the tax. If the merchant will not or cannot make the refund, the cardholder must reimburse the State for the sales tax charged.

Tax Exemption certificates may be requested by vendors. Cardholders can request the current certificate by emailing doabfmpcard@wisconsin.gov or accessing the AP SharePoint site.

What happens if a merchant charges sales tax in a different state?

That is acceptable. The cardholder is only tax exempt in Wisconsin.

Internet purchases made in Wisconsin are tax exempt, but purchases made while traveling to other states may not be.

What happens when a cardholder makes a personal purchase on their State issued p-card by accident?

The cardholder must contact the p-card administrators immediately after catching the error. They should send a check and a completed [DOA-3301](#) according to the policy detailed in Using a P-card, step 6. In certain situations, including frequent personal use, the cardholder may face disciplinary action including termination of their p-card account and/or change in employment status.

What happens when a cardholder makes a travel purchase that should have been on an expense report?

The cardholder is expected to reimburse the State for the expense. They are still able to submit an expense report for that purchase.

Can cardholders put catering expenses on their p-card?

Only with the written approval of a BFM Financial Manager. Email doabfmpcard@wisconsin.gov to request catering approval. Agenda, attendee list and other documentation will be requested and reviewed. Catering approval, agenda and attendee list must be attached to the transaction in STAR as well as the receipt or invoice.

Do all cardholders really NEED to sign up for a US Bank online account since statements come in the mail?

Yes. Paper statements are no longer sent to cardholders.

What should happen when a cardholder is leaving their position at the State?

The card should be destroyed and discarded. Please contact the p-card administrator to terminate the US Bank account.

What should happen when a cardholder is changing positions in the State?

If the cardholder is moving to a new department/division/bureau/etc. the card still needs to be terminated. If their new position requires a p-card, they will need to receive a new card through their new department. If the cardholder is moving to a new position within their current department/division/bureau/etc. they should contact their new supervisor and the p-card administrator to determine if the p-card is still a necessity of the new position.

Do supervisors need to contact the p-card administrator if they have a new employee that needs a p-card?

No. Just have your employee fill out the application and take the courses as detailed in **Obtaining a P-card**. Submit the application and course completion certificates as detailed in **Obtaining a P-card**.

What if a cardholder's card is suspended, but they have to use it for travel or office purchases?

This matter needs to be worked out with the p-card administrators. P-cards are typically suspended under

very specific circumstances.

What if a cardholder does not believe they need to reimburse the state for a purchase, even though they were asked to?

Cardholders are typically not asked for reimbursement and will only be asked to reimburse the state for misuse of the p-card. The cardholder can reach out to their supervisor to work with the p-card administrators to determine if the reimbursement is necessary. If it is determined so, the cardholder will be required to proceed with reimbursement to the state.

What does a cardholder do when their p-card expires?

US Bank will send a new p-card automatically when a p-card expires. The cardholder must activate the p-card per the instructions included with their new card in the mail. They should also contact the p-card administrator so that their new card information can be added to STAR.

What does a cardholder do when their p-card is lost/stolen or there was fraud on the card?

Contact US Bank using the 1-800 number on the back of the card. They will issue a new card and card number. The cardholder must activate the p-card per the instructions included with their new card in the mail. They should also [contact the p-card administrator](#) so that their new card information can be added to STAR.

Why don't the last four digits of my social security number work when activating my p-card?

Please use all zeros when asked for the last four digits of your social security number. Since the p-card is for the state, the p-card account won't be tied to the cardholder's personal information.

What if a receipt was originally received electronically?

That would be considered the original receipt. It can be uploaded to STAR.

Are online purchases tax exempt?

Many online retailers accept tax exemptions from out of state purchasers. Cardholders should request tax exemption and ask how to submit materials for tax exempt status. Cardholders can request the current certificate by emailing doabfmpcard@wisconsin.gov or accessing the AP SharePoint site.

Additional Resources

US BANK CUSTOMER SERVICE 1-800-344-5696

US BANK FRAUD INVESTIGATIONS 1-800-523-9078

[BFM SharePoint](#)

[Chart of Accounts](#)

[DOA-6264 Out of State Authorization](#)

[P-Card Application](#)

[Procurement Manual](#)

doabfmpcard@wisconsin.gov

[Purchasing Card Manual](#)

[Section F - UTSA](#)

[STAR Finance](#)

[Travel Manual](#)

[Wisconsin Accounting Manual](#)