

# DOA P-card Pocket Guide

## **General Policy**

The information contained here is a summarization of the [Department's P-card Handbook](#).

The Department of Administration (DOA) requires uniform record 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.

[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.

Cardholders create [p-card logs](#) that contain the biweekly bank statement of transactions, receipts pertaining to each transaction made, and any required documentation. The p-card logs are sent to the Bureau of Financial Management (BFM) once they are completed and signed by both the cardholder and their supervisor.

[Cardholder's](#) are responsible for using their p-card for legitimate state purchases, maintaining proper record of all transactions, and adhering to all set 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 are responsible for the following:

- Resolve all vendor disputes
- Report any fraudulent activity immediately to US Bank
- Protect the security of the p-card at all times
- Submit all p-card logs with appropriate documentation within two weeks of the billing statement

[Supervisor's](#) are responsible for their employee's card use and are the first line of audit before the p-card log is sent to BFM. It is the responsibility of the supervisor to understand the p-card rules, monitor

the usage of all employee's p-card through audit of the employee's p-card log, and take appropriate action in the event of p-card misuse. Supervisor's are responsible for the following:

- Review all employee transactions for appropriate state use.
- Make sure all receipts are located in the employee's log for each transaction.
- Sign the log if it fits within the guidelines in the two previous points.
- Ensure the employee's p-card log is delivered to BFM within two weeks of the billing statement.

## **P-Card Logs**

P-card logs are required with each billing cycle and are due to BFM within **TWO WEEKS** of the billing statement date. Those who fail to turn in their p-card logs on time may face disciplinary action ranging from temporary suspension of the p-card up to termination of the account. Additionally, any transactions that lack receipts are required to be reimbursed to the State of Wisconsin by the cardholder with applicable sales tax. Each p-card log must contain the following:

- US Bank billing statement (this can be retrieved on the cardholder's US Bank profile or via USPS)
- Receipts for all transactions, including credit receipts
- Cardholder Signature
- Supervisor signature
- Descriptive business purpose for each transaction

## **Examples of appropriate documentation for a p-card log\***

- Sales invoices
- Packing slip with transaction amount
- Shipping Manifest
- Internet order confirmation print-out
- Emailed receipts (if originally received via email)
- Out-of-State Authorization form
- Conference/Meeting Agenda
- List of attendees (catering or break items for meetings/conferences/etc.)

### **Reconciliation of Transactions in STAR**

All P-card purchases are loaded into STAR from US Bank with the default coding indicated on the cardholder's application. Cardholders are responsible for reconciling all p-card transactions in STAR by Wednesday after each billing statement date.

To properly reconcile a transaction in STAR the cardholder must do the following:

- Change code in the account chartfield.
- Verify that all the transactions in STAR were created by the cardholder.
- Verify that there are no budget errors in the chartfield coding.
- Change the status from Staged to Verified.
- (Optional, BFM strongly encourages all cardholders take this step) Load scans of all receipts into STAR.

### **Travel**

Cardholders who travel for state business are encouraged to use their p-card for certain type of purchases including:

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.

### **Examples of Allowable Purchases\***

- Lodging
- Printing, under \$50
- Airfare
- Training (including registration fees)
- Computer Supplies (i.e. keyboard, mouse, etc.)
- Items on certain State contracts, please follow up with the contract manager for clarification
- Items for public areas (tissues, antibacterial wipes, band aids, etc.)
- Conferences (including registration fees)
- Advertisements
- Rental Car
- Hotel and airport parking
- Membership fees
- Office Supplies
- Reference materials for State related business
- Gas for Rental Cars

- Booth fees for conferences, job fairs, etc.
- Catering (with permission. Contact p-card administrators)

### **Examples of Unallowable Purchases\***

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

**\*These lists are not all-inclusive**

### **Resources and Contacts**

DOA SharePoint site:

<https://agency.wisconsin.gov/sites/DOASTAR/BFM>

- If you are having difficulty accessing the SharePoint site, please contact your p-card administrators

STAR Connection: [starconnection.wi.gov/Home](http://starconnection.wi.gov/Home)

General P-Card Inquires/Questions:

[doabfmpcard@wisconsin.gov](mailto:doabfmpcard@wisconsin.gov)

DOA P-Card Administrators:

- Paulina Gardner: [paulina.gardner@wisconsin.gov](mailto:paulina.gardner@wisconsin.gov),

(p) 608-264-8507