

UD Credit Card
Best Practices
for
ProCard Administrators
Grants Focus

University of Delaware

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Today's workshop goals

- ❖ Importance of ProCard Administrator's Role
- ❖ New tools and ideas
- ❖ Practice critical thinking skills with scenarios

The ProCard Administrator Role



Ensure adequate receipts and business explanations



Report waste, fraud, or inappropriate purchases



Ensure proper contract/grant spending



Question potentially problematic charges



Safeguard UD's future funding and good name

Cost Accounting Standards

... or can this item be charged to this project?

Is it Allowable?

Included in Budget Justification

Not disallowed by Terms & Conditions

Is this expense on the "problematic" list?

Detailed backup and adequate explanation

Is it Reasonable?

The "prudent person" test

Necessary to the project

Purchasing done as "arm's length" transaction

Is it Allocable?

Directly benefits the project

Incurred to advance work of the project

Pro-rate based on % benefit to the project

Cannot shift costs to other projects

Is the Treatment Consistent?

Consistent with standard UD practices and policies

Consistency between direct/indirect costs among federal awards

What are the risks?

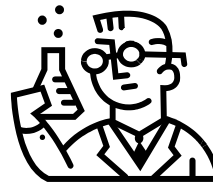
Issues of inadequate credit card processes:

- **Cardholder sign-off not timely**
 - Charges not reflected properly on awards
 - Project's true financial situation is unknown
 - CH max reached; card unusable
- **No proper backup or explanation / unallowable costs**
 - Cannot substantiate charges belong on grant
 - Unfavorable audit findings
 - Loss of future funding
 - Adverse publicity
 - Return of \$\$ to sponsor
 - Stress/worry/time spent later providing backup
 - Expenses moved to departmental Purpose

Meet the players

Cardholders:

grad students, principle investigators, staff, post docs

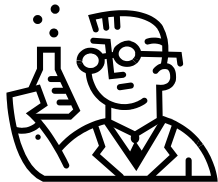


Grants Administrator/ProCard Processor



UD Credit Card Flow Chart – Purchases

Cardholder (CH)



Lab supplies purchased for a project

Email rec'd from Works

Within 2 weeks

Sign-in to Works (attach receipts)

Transaction:

- Verify accuracy
- Type: Comments – **what, when, where, why** (Full UD business-related explanation) and Purpose code
- *CH Allocates (perhaps)
- Sign-off

Detailed receipt

Write: CH name and Purpose
Give: receipt to PCA

Email rec'd from Works

*Allocate transaction (CH or PCA):

- Enter correct Speedtype and Account

Works

Is receipt adequate?

NO

YES

Goes in CH's file until statement rec'd

Flag in Works or Email CH: for better backup

Sign-in to Works

Transaction:

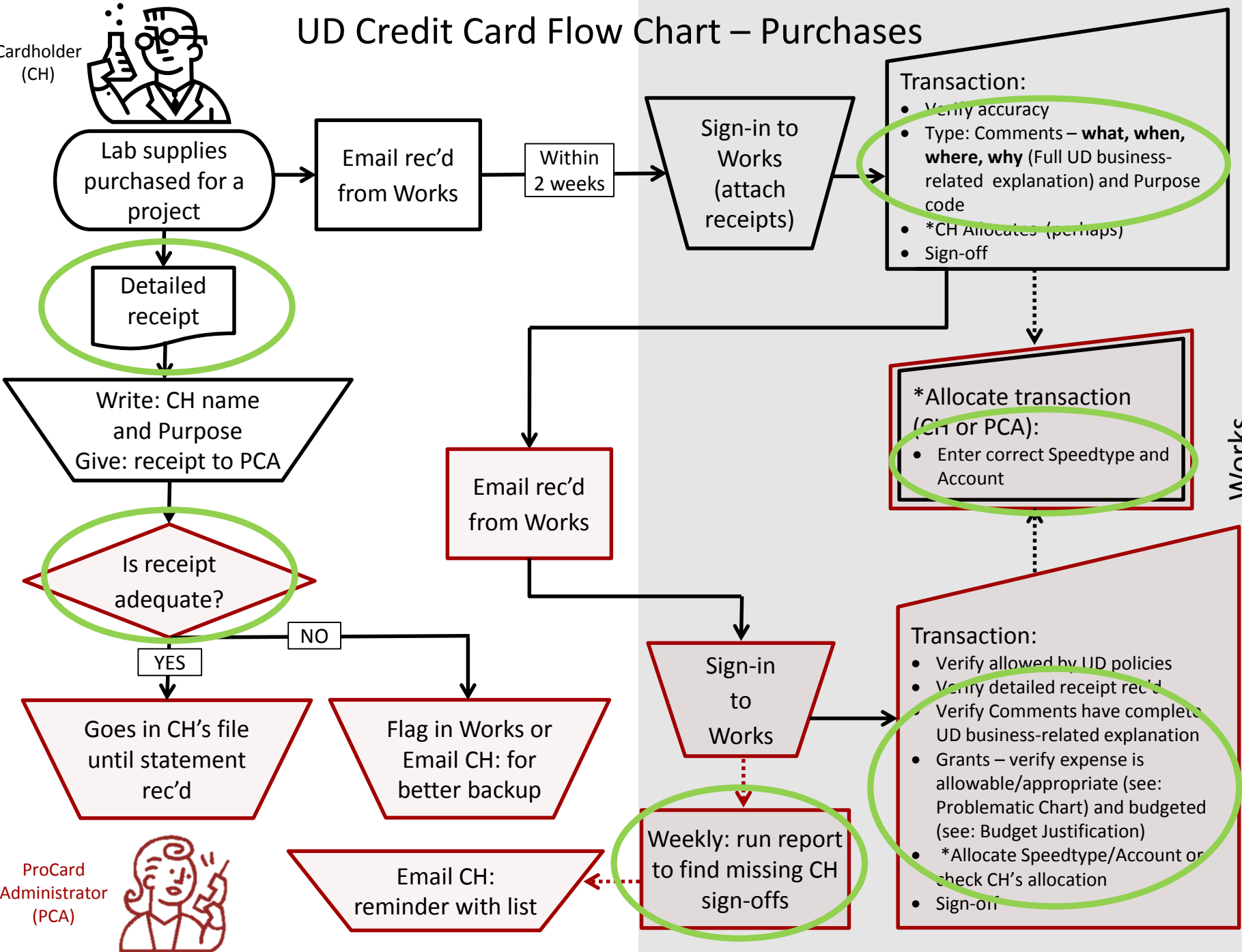
- Verify allowed by UD policies
- Verify detailed receipt rec'd
- Verify Comments have complete UD business-related explanation
- Grants – verify expense is allowable/appropriate (see: Problematic Chart) and budgeted (see: Budget Justification)
- *Allocate Speedtype/Account or check CH's allocation
- Sign-off

ProCard Administrator (PCA)



Email CH: reminder with list

Weekly: run report to find missing CH sign-offs



Ideas and Suggestions

Project is awarded: share details with stakeholders



Call short meeting:
Discuss award details



Email stakeholders:
Include award details

Share Ideas with Stakeholders

The stakeholders:

- Principle Investigator (PI)
- Grant administrators
- Grad students
- Post docs
- Credit card processors

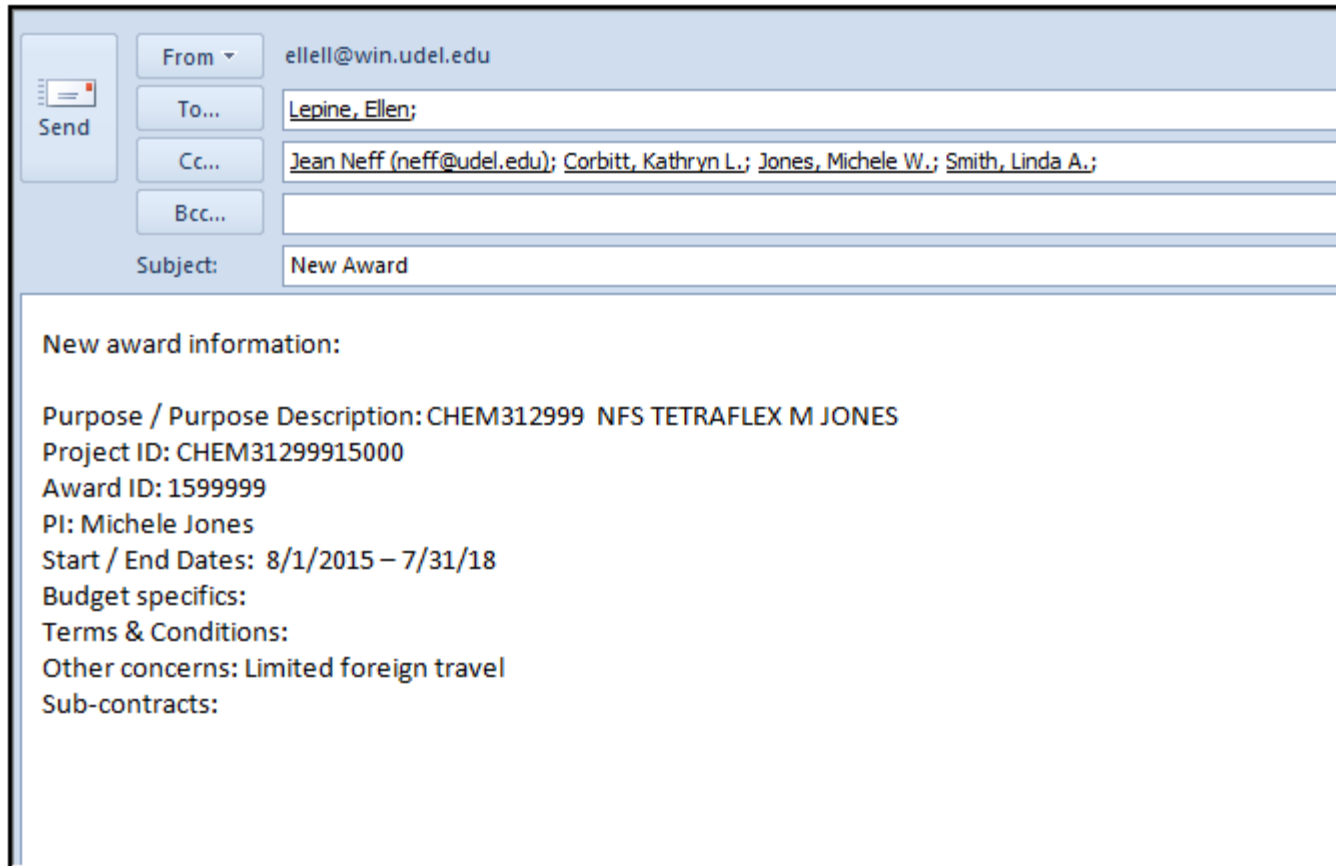


Share Ideas with Stakeholders

Details to share:

- COA sheet with award details
- Sponsor requirements
- Budget Justification, Terms & Conditions
- Highlight anything special/unusual
- Who has approval to charge expenses
 - Document in writing/email

Share Ideas with Stakeholders - Email



The image shows a screenshot of an email composition window. The header area includes a 'Send' button on the left and fields for 'From', 'To', 'Cc', 'Bcc', and 'Subject'. The 'From' field is filled with 'ellell@win.udel.edu'. The 'To' field contains 'Lepine, Ellen;'. The 'Cc' field contains 'Jean Neff (neff@udel.edu); Corbitt, Kathryn L.; Jones, Michele W.; Smith, Linda A.;'. The 'Subject' field is filled with 'New Award'. The main body of the email contains the following text:

New award information:

Purpose / Purpose Description: CHEM312999 NFS TETRAFLEX M JONES
Project ID: CHEM31299915000
Award ID: 1599999
PI: Michele Jones
Start / End Dates: 8/1/2015 – 7/31/18
Budget specifics:
Terms & Conditions:
Other concerns: Limited foreign travel
Sub-contracts:

Create Email Template with Quick Parts

The screenshot illustrates the process of creating an email template using Quick Parts in Microsoft Word. The 'Insert' tab is selected, and the 'Quick Parts' dropdown menu is open, showing the 'New Building Block' option. The 'Create New Building Block' dialog box is displayed, with the following fields:

- Name: New award information:
- Gallery: Quick Parts
- Category: General
- Description: **New award template**
- Save in: NormalEmail
- Options: Insert content only

The email content area shows the following structure:

New award information:

Purpose / Purpose Description:
Project ID:
Award ID:
PI:
Start / End Dates:
Budget specifics:
Terms & Conditions:
Other concerns:
Sub-contracts:

The 'Quick Parts' dropdown menu is also open, showing the 'New Building Block' option. The 'General' tab of the 'New Building Block' task pane is visible, showing the 'ConnectingU class link' and the 'New award information' section.

Ideas and Suggestions

Training for New Cardholders (CH)

- ❖ 10-minute training in Works after first use of credit card
 - Works navigation
 - **Comments** – example of a **good explanation**
 - Allocation (if done by cardholder)
 - **Sign-off** within 30 days (or sooner)

- ❖ Handout with detailed policies and instructions
 - If CH will be allocating charges in Works include:
 - His/her Purpose codes
 - Most commonly-used Accounts

Ideas and Suggestions


Travel

- ❖ Meet with traveler **prior** to trip
 - Fly America Act – foreign travel
 - Travel budget
 - Meals (decide: per diem or UD credit card)
 - Receipt requirements
 - Remind: Do's and Don't's (Cardholder instructions)

Ideas and Suggestions

Travel

- ❖ Cheat Sheet for travelers – wallet card
(Based on College of Earth, Ocean & Environment's card)

 <ul style="list-style-type: none"> ✓ Foreign Travel – Check the Fly America Act. A waiver is needed for a non-U.S. carrier prior to travel. ✓ Travel Insurance is prohibited by UD policy. ✓ Lodging – If room service is on the bill, you must get a separate itemized receipt. ✓ Meals – Non-UD colleagues cannot be covered for meals while UD employees are on travel. Pick either Per Diem or UD Credit Card; you cannot use both on the same trip (see back). 	<p style="text-align: center;">Meals (choose one):</p> <table border="1"> <thead> <tr> <th style="background-color: #e1eef6;">Per Diem</th> <th style="background-color: #e1eef6;">UD Credit Card</th> </tr> </thead> <tbody> <tr> <td>No receipts</td> <td>Get itemized receipts</td> </tr> <tr> <td>Pay out-of-pocket and get reimbursed (Per Diem rate)</td> <td>Nothing paid out-of-pocket</td> </tr> <tr> <td>No need to track total amount</td> <td>Total cannot go over Per Diem rate for the trip or you will reimburse UD for overage</td> </tr> <tr> <td colspan="2" style="text-align: center;">See Procurement website for travel destination Per Diem rates. www.udel.edu/procurement/travel/</td> </tr> <tr> <td colspan="2" style="text-align: center;">75% Per Diem rate on 1st and last travel days</td> </tr> </tbody> </table>	Per Diem	UD Credit Card	No receipts	Get itemized receipts	Pay out-of-pocket and get reimbursed (Per Diem rate)	Nothing paid out-of-pocket	No need to track total amount	Total cannot go over Per Diem rate for the trip or you will reimburse UD for overage	See Procurement website for travel destination Per Diem rates. www.udel.edu/procurement/travel/		75% Per Diem rate on 1 st and last travel days	
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75% Per Diem rate on 1 st and last travel days													

(front)

(back)

Ideas and Suggestions

Travel

Travel Request Form Faculty/Staff

University of Delaware
TRAVEL REQUEST FORM

Name _____ Date _____

Destination _____

Departure Date _____ Return Date _____

Purpose of Trip _____

If requesting financial support from department or grant, please complete the section below.

ESTIMATED TRAVEL EXPENSES:

RR/Flight \$ _____

Shuttle, Taxi, Bus, etc. \$ _____

Mileage @ \$0.56 \$ _____

Lodging \$ _____

Per Diem Meals calculation:
Per Day Rate \$ _____
of Full Days _____
days x Day Rate \$ _____
1st/last @ 75% \$ _____

Total Per Diem Meals \$ _____

Registration \$ _____

Request Parking/Other \$ _____

Estimated Total Travel Expense \$ _____

FUNDING FOR TRAVEL

\$ _____ Grant Funds (if applicable)

_____ (Purpose Title)

_____ (Purpose Code)

\$ _____ Department Funding Requested

_____ (Purpose Code)

\$ _____ International Funding Request
(Attach completed ITA Form)
www.udel.edu/global/research/travelawardforfaculty.html

_____ Travel/Funding Approval
Business/Grants Administrator

_____ Supervisor Approval

(based on Mathematical Sciences' form)

Ideas and Suggestions

Travel

Graduate Student Travel Request Form

University of Delaware
GRADUATE STUDENT - TRAVEL REQUEST FORM

Name _____ Date _____

Destination _____

Departure Date _____ Return Date _____

Purpose of Trip _____

If requesting financial support from department or grant, please complete the section below.

ESTIMATED TRAVEL EXPENSES:

RR/Flight \$ _____

Shuttle, Taxi, Bus, etc. \$ _____

Mileage @ \$0.56 \$ _____

Lodging \$ _____

Per Diem Meals calculation:
Per Day Rate \$ _____
of Full Days _____
days x Day Rate \$ _____
1*/last @ 75% \$ _____

Total Per Diem Meals \$ _____

Registration \$ _____

Request Parking/Other \$ _____

Estimated Total Travel Expense \$ _____

FUNDING FOR TRAVEL

\$ _____ Grant Funds (if applicable)

_____ (Purpose Title)

_____ (Purpose Code)

\$ _____ Department Funding Requested

_____ (Purpose Code)

\$ _____ International Funding Request
www.udel.edu/global/research/graduatetravelawards.html

Have you applied for a Graduate Professional Development Award?
 Yes No
www.udel.edu/gradoffice/forms/profdevaward2012.pdf

_____ Funding Approval
Business/Grants Administrator

_____ Advisor/Principal Investigator Approval

(based on Mathematical Sciences' form)

Ideas and Suggestions

Shared Drive: store documents centrally

- Scanned cc statements, receipts, other backup
 - File structure - by fiscal year, month, and CH name
 - Receipt copies go into project/award file
- Budget Justifications – for verifying allowable charges
- COA sheet with project details
- Terms & Conditions

Ideas and Suggestions

UDataGlance – Award Data tab

The screenshot shows the UDataGlance interface. At the top, there are navigation links: Works, Web Forms, Help, Feedback, and Logout. Below this is a blue header with the text "UDataGlance". A paragraph of text explains the application's purpose and provides contact information for General Accounting. A series of tabs is visible: Financial Summary, Reports, Statement View, Proposal Data, Award Data (selected), and Fin Position Report. The main content area is titled "Award Data" and "Award Budget Summary". It displays award details for contract number 0050000, award title "SCU/NSF 2014- 2019 REINDEER PARASITES", and project PI "Jones, Michele W". A small table titled "Award Budget Summary" shows: Direct Amount (\$): 106,588.00, Cost Share Amount (\$): 0.00, and Total Award Amount (\$): 526,320.00. Below this are links for Key Resources, Show Viewers, Comments, Terms and Conditions, F & A Rates, F & A Distribution, and Award Actuals. At the bottom, there are radio buttons for "Budget Period Summary" (selected) and "Project Summary". A table displays budget data for the current period.

Budget Period	Project ID	Project Title	Project PI	Current Budget		Projected Future Budget		Total Budget (\$)
				Sponsor Direct Amount (\$)	Cost Share Amount (\$)	Sponsor Direct Amount (\$)	Cost Share Amount (\$)	
1	FAKE43222115000	SCU/NSF 2014- 2019 REINDEER PAR	Jones, Michele W	106,588.00	0.00	0.00	0.00	106,588.00
Budget Period Total				106,588.00	0.00	0.00	0.00	106,588.00

- Check Start and End Dates
- Award: Available Balance
- Expense Categories: Budget vs. Remaining Budget

ProCard Administrator (PCA)



Some transactions deserve scrutiny based on **what** was bought or **where** it was purchased.

Grants charges require extra analysis.

Does a charge need more scrutiny?

Is this on the possibly PROBLEMATIC expense chart?

NO

Proceed with regular processing

YES

Contact cardholder for better explanation

Does the merchant sell CONSUMER GOODS or FOOD?

YES

NO

Proceed with regular processing

Allowed by UD Policy?

Grants :

Is it ALLOWABLE?
HOW is this expense directly related to an award?
Is it reasonable?

WHAT was purchased?

HOW does it explicitly relate to research/award?

Is the explanation satisfactory and timely?

YES

Proceed with regular processing

NO

Escalate concerns to business mgr., chair, RO grants administrator



Possibly Problematic Charges on Grants Chart

Administrative and Other Expenses that may be PROMBLEMATIC if Charged to a Sponsored Project			
Expense Category	Federal or Flow Thru Funds*	Non-Federal Awards	Examples
Alcoholic Beverages	Never	Almost never	Alcohol as part of meals, entertainment, or other social events.
Bank Fees for Credit Cards, Cash Advances or Gift Cards			Credit cards fees such as bank transaction fees, fees for gift cards (for research participants)
Local Meals for UD personnel (Exception: personnel recruitment is allowed when hiring for the award)	Never or very rarely	May be allowable if Terms & Conditions permits	Meals or snacks for UD faculty, staff or students, or local restaurants.
General Office Furniture			Desks, chairs, filing cabinets, tables, rugs, etc.
General Copying and Printing			Copies from University Printing services or from outside vendor, business cards
iPad	Rarely allowable; additional justification required	May be allowable if Terms & Conditions permits	Purchase of iPad or similar device such as a Kindle Fire or Samsung Galaxy
Cell phone purchase or usage			Purchase of a cell phone or monthly usage charges
Other phone equipment			Purchase of phones or pagers and baseline charges, local calls (Long distance charges attributable to a grant may be allowable)
Airline – Seat Upgrades			Upgrades to business or first class
Travel– Expediting Fees			Airline expedite fees, TSA Trusted Traveler Programs, expedited passport fee
Airport Lounge Fees			Admirals Club (American), United Club, Sky Club (Delta) US Airways Club, etc.
Travel or medical insurance			Travel insurance, additional car insurance coverage and accident & life insurance are prohibited by University Policy (3-7)

Ideas and Suggestions

College or Department webpage

Gather all credit card information in one place:

- University and college/departmental policies
- Cardholder training
- CH, PCA and IR procedures
- Travel form(s), wallet card
- Card Admin. contact info
- Links:
 - Works login
 - Travel resources (Procurement website)
 - Credit Card info (Procurement website)

Ideas and Suggestions

Other things

- Friendly enforcement of deadlines (receipts, signing-off, etc.)
- Have scanner on admin's desk
- Run Works reports for transactions not signed-off
 - Email reminders with list to each CH
 - Use Snipping Tool to capture screen shot
 - 2nd request is cc'd to chair/dept. head
- Same Purpose and Account default in Works
 - Example:
FAKE175222 - DECR FUND – YOUR DEPT
149875 - Procard Clearing

Suggestions for Smooth Credit Card Audits

File receipts and other backup with the statements. This makes it much easier to pull the backup if a statement is chosen for audit.

Make sure each charge has an explanation that is understandable to people *outside* your department.

The most common audit issue I encounter is an unclear explanation.

I understand original receipts must be put in the grant file. Make a copy as backup for the statement.



Credit Card
Audit Specialist

Most Helpful Works Reports

Bank of America Statement – same info as the statement mailed from the bank (PDF)

Supervisor Review – spend report with useful info for tracking spending (Excel)

Allocations – spending info that includes Comments, allocation data and option to filter by Speedtype

Transactions – spending info that does not include Comments; can change dates and department name

CH Not Signed Off - Previous Cycle – all transactions not sign-off by the cardholder in the previous billing cycle.



Cost Accounting Standards

... or can this item be charged to this project?

Is it Allowable?

Included in Budget Justification

Not disallowed by Terms & Conditions

Is this expense on the "problematic" list?

Detailed backup and adequate explanation

Is it Reasonable?

The "prudent person" test

Necessary to the project

Purchasing done as "arm's length" transaction

Is it Allocable?

Directly benefits the project

Incurred to advance work of the project

Pro-rate based on % benefit to the project

Cannot shift costs to other projects

Is the Treatment Consistent?

Consistent with standard UD practices and policies

Consistency between direct/indirect costs among federal awards



Does the expense directly benefit the project? Is this documented?



Is the explanation adequate and in plain English?



Is the person approved to charge expenses on this project?



Is the receipt detailed?
Is there a packing list?



Is the expense on the Problematic List or prohibited in the T & Cs?



Is the budget category overspent?



Is the expense reasonable for what was purchased?

Is it Allowable?

Is it Reasonable?

Is it Allocable?

Is the Treatment Consistent?

The ProCard Administrator Role



First line of defense against waste, fraud, or inappropriate purchases.

You are safeguarding UD's future funding and good name.

Parting Words

If you are unsure: **ask questions!**

Get clarification from the PI or others in your department

Seek expert help from Research Office, Procurement Services, your Sponsored Programs Office, your Dean's Office

