



**AURARIA
HIGHER EDUCATION
CENTER**

PROCUREMENT CARD HANDBOOK

March 1, 2014

(Revised April 1, 2017)

(Second Revision June 1, 2019)

(Third Revision November 1, 2019)

(Fourth Revision February 1, 2022)

(Fifth Revision August 26, 2025)

TABLE OF CONTENTS

<u>SECTION 1:</u>	INTRODUCTION	1
	<ul style="list-style-type: none">• How to Contact AHEC Procurement Card Administration• How to Contact US Bank• Internet Resources/Documentation• About the AHEC Procurement Card Program	
<u>SECTION 2:</u>	THE PROCUREMENT CARD PROCESS	2
	<ul style="list-style-type: none">• Obtaining a P-Card• Process Overview and Flow	
<u>SECTION 3:</u>	ROLES AND RESPONSIBILITIES	5
	<ul style="list-style-type: none">• Cardholder• Reallocator• Approving Official	
<u>SECTION 4:</u>	PROCUREMENT CARD DETAILS	11
	<ul style="list-style-type: none">• Appropriate Use of the Card• Changes to Information, Limits, and Exclusions	
<u>SECTION 5:</u>	THE PURCHASING PROCESS	12
	<ul style="list-style-type: none">• Selecting the Merchant• Placing the Order• Documenting Each Transaction• Inspecting the Goods• Returns and Exchanges• Disputes• Declined Transactions	
<u>SECTION 6:</u>	PROGRAM MANAGEMENT	17
	<ul style="list-style-type: none">• Prohibited Transactions• Violations• Forms<ul style="list-style-type: none">- Exhibit A: Cardholder Application- Exhibit B: Violation Warning- Exhibit C: Lost or Unavailable Documentation	
<u>APPENDIX:</u>	HOW TO REALLOCATE	24

Section 1: INTRODUCTION

How to Contact AHEC Procurement Card Administration

Main Line: 303.556.3281

Campus Mail Address: AHEC P-Card Administration, Campus Box K

Regular Mail Address: Campus Box K, PO Box 173361, Denver CO 80217-3362

Physical Address: 1201 5th Street, Suite 370, Denver, CO 80204

How to Contact US Bank

US Bank is the issuing bank for the Auraria Higher Education Center Procurement Card.

Main Phone: 1.800.344.5696 (Lost or Stolen Card)*

***Inform the bank it is a Purchasing Card. After contacting US Bank, please notify Procurement Card Administration (303.556.3281) immediately of a lost or stolen card. A new card will be issued by the bank and sent directly to Procurement Services. The Cardholder will be notified to pick up the card when ready.**

Internet Resources/Documentation

AHEC website: <https://aurariacampus.edu/>

- Procurement Card Program Information and Forms:
<https://aurariacampus.edu/services-departments/procurement/>
- AHEC Procurement Rules:
https://aurariacampus.edu/wp-content/uploads/AHEC_Procurement_Rules_1-1-13_rev_4-1-17_rev2_7-1-19_rev3_7-1-23.pdf
- AHEC Fiscal Rules:
https://aurariacampus.edu/wp-content/uploads/AHEC_Fiscal_Rules_1-1-13_rev_4-1-17_rev2_7-1-19_rev3_11-1-19_rev4_7-1-23.pdf

About the AHEC Procurement Card Program

The Procurement “One Card” Program (P-Card) is part of the Auraria Higher Education Center (AHEC or Center) Business Services Unit. Procurement Card Administration resides within Procurement Services.

The P-Card is a VISA card, issued to a specific individual, through US Bank. The card is used by AHEC employees to purchase small-dollar items for Center use. The authorized Cardholder is able to purchase directly on behalf of AHEC, thereby allowing tax-exempt use. Transactions are the liability of AHEC and are paid by AHEC to the bank.

The P-Card also has the ability to function as a Travel Card if the Cardholder is traveling on “Official Business” on behalf of the Center. Most P-Card’s are not issued with “Travel Card” features - this functionality needs to be enabled by the P-Card Administrator via an email request by the appropriate Division Chief granting authorization. All AHEC Fiscal Rules related to travel must be followed and all approvals required in the Fiscal Rules must be obtained prior to making any travel arrangements. The Travel Card function will be enabled for an appropriate period of time to allow the Cardholder’s travel to be completed, at which time it will be disabled until a future request is made.

AHEC P-Card Administration provides support to AHEC departments participating in the P-Card Program through:

- Dissemination and interpretation of applicable Center policies;
- Taking appropriate action for procurement card violations and application of consequences for such violations; and
- Assistance in the establishment and maintenance of the Center’s Procurement Card Program.

Section 2: P-CARD PROCESS

Obtaining a P-Card

To obtain a P-Card, fill out the *Cardholder Application* form. The application can be e-mailed to: PCard@ahec.edu, faxed (X6-2093), hand delivered, or sent via intercampus mail to AHEC P-Card Administration, Campus Box K.

The application **MUST** be signed by the potential Cardholder’s Division Chief in order for the application to be processed. In addition, the Cardholder’s **Reallocator, Backup Reallocator,**

and **Approving Official (AO) MUST** be identified on the application for the card application to be processed.

Upon receipt of the completed *Cardholder Application*, AHEC Procurement Card Administration will order the new card from US Bank. The card is sent to the P-Card Administrator, who will contact the Cardholder once the card is available and will schedule mandatory training. Cards will not be mailed out and must be picked up by the specific Cardholder with appropriate identification after training is completed. Cardholders will use 9999 to activate the card, as employee IDs are no longer required.

Controls on the Card

When the potential Cardholder applies for a P-Card they indicate certain control measures on the application. Each P-Card is set up with the following control parameters:

- ***Default Accounting String Code (ASC)***. Each P-Card has a default ASC, identifying the Cardholder's department. All transactions are assigned to the default ASC unless the Reallocator changes it. An application will not be processed unless the ASC is indicated on the application. The object code on the application should be set as 59999.
- ***Maximum dollar amount per transaction***. The department can limit the maximum dollar amount that each Cardholder can spend in a single transaction.
- ***Maximum dollar amount per cycle***. The department can limit the maximum dollar amount that can be spent by each Cardholder during a cycle. A cycle lasts approximately 30 days, beginning on the 25th of the month and extending through the 24th of the following month. The standard single-purchase limit is \$10,000; however, departments can request a variance to this limit based on purchasing needs. Please contact P-Card Administration for details.
- ***Maximum daily number of authorizations***. The department can limit the maximum number of transactions that each Cardholder can make within a single day. If no limit is indicated on the application no limit will be imposed.

Each P-Card is further set up to exclude specific Merchant Category Codes (MCC)*, for example: airlines, vehicle rentals, liquor stores, etc. * *An MCC is a code assigned to each merchant by US Bank to classify the type of goods or services sold.*

Liability Issues

The Center is liable for all charges made on P-Cards assigned to their Cardholders.

Charges on Lost or Stolen Cards. The Center is liable for all transactions made on a lost or stolen card before it is reported as lost or stolen to the issuing bank. Typically these transactions are not disputable, but should be reviewed with US Bank on a case-by case-basis. **Reminder: Cardholders must contact US Bank at 1.800.344.5696 if their card is lost or stolen.**

Process Overview and Flow

The AHEC P-Card program is comprised of the following processes and participant procedures:

- **Purchase.** The authorized Cardholder within the Center uses his or her card to purchase needed goods and submits the associated vendor receipt (and other documentation, as required) to the designated Reallocator. After the purchase is made specific transaction information is made available at the US Bank website (see link below) for review by the Cardholder and responsible Reallocator.

US Bank website:

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

- **Reallocation.** The Reallocator signs into the MIP financial system (link installed on desktop) in order to review each transaction and verify the Accounting String Code (ASC). If the ASC is not correct, the Reallocator is responsible for entering the appropriate ASC. The transactions must be reallocated from the default accounting string ending in 59999. Transaction information is downloaded into the Center's MIP financial system on a weekly basis. *Generally, **Reallocations must be done by 5:00pm on Wednesday of each week; however, at the end of a calendar month reallocation deadlines could vary slightly in order to meet Accounting Period Cutoff deadlines. The P-Card Administrator will communicate these deadline adjustments.***
- **Monthly Statements.** The monthly billing cycle runs from the 25th through the 24th of the next month. On the 26th of each month, *and after reallocations have been done*, a Cardholder Statement is available to be printed from the US Bank website for any Cardholder with transactions during the previous cycle. The Reallocator is responsible for printing Statements for their assigned Cardholders. The Reallocator attaches appropriate documentation for every transaction listed on their Cardholder's Statement(s) and returns the packet to the Cardholder for their approval no later than the last business day of the month. The Cardholder signs the Statement and submits it to the designated AO for final approval no later than the second (2nd) business day of the month following the close of each cycle. The AO reviews the Statement packet for possible violations, takes the appropriate action if violations are found, signs the Statement, and returns it to the Reallocator no later than the fifth (5th) business day of the month following the close of each cycle. NOTE: if a cardholder is unable to sign their monthly Statement, the AO may sign the statement on the Cardholder's behalf; however, an explanation is required on the statement for any instances where a Cardholder is unable to sign.
- **Filing.** No later than the seventh (7th) business day of each month following the close of the cycle, each department must notify Accounts Payable that their documentation is complete. To do this, Reallocators must scan the first page of each Cardholder Statement, showing the Cardholder signature and AO signature, and forward those documents by email to Accounts Payable: PCardStatements@AHEC.EDU. The original signed Statements and backup

documentation are retained and filed by the Reallocators. Files need to be maintained for as long as necessary to be in compliance with data retention policies and standards relating to the specific purchase (*generally the current fiscal year + the past 3 fiscal years*).

Section 3: ROLES AND RESPONSIBILITIES

Cardholder

The role of a Cardholder is to make purchases in accordance with the fiscal and procurement rules established by the Auraria Higher Education Center to ensure accountability to the public and fairness to vendors.

Cardholders are responsible for:

- Completing the required *Procurement Card Program* training before first card issuance and again every two years when card is due for renewal;
- Completing the required *Purchasing* training prior to initial card issuance;
- Ensuring that Procurement Card and Center fiscal and procurement policies are followed;
- Making purchases that have been authorized by the Department and are reasonable and necessary in order to conduct Center business;
- Adhering to card limits;
- Obtaining complete merchant documentation for every transaction and providing the documentation to the Reallocator ***immediately (but not later than seven (7) days after the transaction date)*** following the purchase;
- Ensuring that sales tax is not charged on purchases; if sales tax is charged, it must be refunded immediately to the P-Card.
- Providing a brief description of the purchase on the receipt or monthly statement for **ALL** P-Card transactions. **IMPORTANT:** For transactions that do not have an obvious business purpose, a brief description of the purchase as well as an explanation of how the purchase benefits the Center (business purpose) must be included in the monthly procurement card documentation (i.e., either on the receipt or the monthly statement).
- Signing and dating the Cardholder Statement for each cycle in which there are transactions and giving it to the AO for final approval no later than the second (2nd) business day of the month following the close of each cycle.
- Ensuring the fully-signed Cardholder Statement is returned by the AO to the Reallocator for filing no later than the fifth (5th) business day of the month following the close of the cycle.
- Protecting the card at all times to prevent unauthorized use. **Cardholders must not share or authorize others to use their card; this may result in card suspension or revocation.**

- Immediately reporting a lost or stolen card to the bank and to P-Card Administration. The Center is liable for all charges incurred on a lost or stolen card up to when it is reported to the bank; however, fraudulent charges can and should be disputed. If the bank is able to recover fraudulent charges, monies will be credited to the Cardholder's account;
- Notifying the AO and P-Card Administrator of any personal use, and making arrangements to reimburse the Center for the charge.

Reallocator

The Reallocator is the person assigned to each Cardholder in order to verify the accuracy of financial (accounting) information for the Cardholder's transactions. A Cardholder *may* function as his or her own Reallocator, if approved by the AO.

Reallocators are responsible for:

- Completing the required *Procurement Card Program* training;
- Completing the required *Purchasing* training;
- Obtaining transaction information from Cardholder so charges can be reallocated to appropriate accounting string code;
- Reallocating transactions from the default account string in MIP. Transactions must be re-allocated weekly by 5:00pm on Wednesday of each week. Please see Appendix for re-allocation procedures. *Contact Accounting Services for specific questions related to assigning account codes.*
- Printing each Cardholder's monthly Statement, attaching the documentation for each transaction received from the Cardholder to the monthly statement, and returning those Statements to the Cardholder no later than the last business day of the month;
- Ensuring adequate documentation for every transaction and ensuring an explanation of the business purpose is included;
- Ensuring that sales tax is not charged on purchases; if sales tax is charged, a refund of the tax must be credited back to the P-Card immediately following the transaction.
- Verifying that all Cardholder transactions are reasonable and necessary in order to conduct Center business and that P-Card and purchasing policies have been adhered to;
- Ensuring Cardholder Statements are signed and dated by the Cardholder and AO by no later than the fifth (5th) day of the month following the close of each cycle;
- Scanning the first page of each Cardholder Statement, showing the Cardholder signature and AO signature, and forwarding those documents by email to Accounts Payable by no later than the seventh (7th) business day of the month following the close of the billing cycle.

Approving Official

The Approving Official (AO) is the individual assigned to a Cardholder to ensure compliance with procurement card policies and Center fiscal and procurement rules by reviewing the transactions on the statement no less than on a monthly basis. A Cardholder *cannot* function as his or her own Approving Official, but a Reallocator can be an Approving Official.

The AO plays a critical role in ensuring the integrity of the procurement card program at the departmental level.

AOs are responsible for:

- Completing the required *Procurement Card Program* training every two years;
- Completing the required *Purchasing* Training;
- Reviewing all transactions on the Cardholder's monthly Statement;
- Ensuring adequate documentation for every transaction and an explanation of the business purpose is included;
- Monitoring the transactions for appropriateness and verifying that all Cardholder transactions are reasonable and necessary in order to conduct Center business;
- Identifying possible violation(s) and issuing Violation Warning Form: <https://aurariacampus.edu/wp-content/uploads/PCard-Violation-2-2025.pdf> when violations are identified;
- Ensuring Cardholder Statements are signed and dated by the Cardholder and themselves, and returned to the Reallocator, no later than the fifth (5th) business day of the month following the close of each cycle;
- Notifying the P-Card Administrator immediately of Cardholder or Reallocator transfer or termination.
- Responding to potential Cardholder fraud by filling out a "Violation Warning Form", submitting to the P-Card Administrator, and notifying Human Resources if employee disciplinary action is necessary.

Specific Responsibilities & Required Actions

Responsibilities are identified below in column one. Columns 2, 3, and 4 identify who is responsible: CH – Cardholder; RA – Reallocator; AO – Approving Official; and the last column identifies the required action.

Responsibility	CH	RA	AO	Required Action
<p><u>I.) As purchases are made:</u></p> <p>a.) Is purchase allowable on the Procurement Card? Specific Violations are identified as “Prohibited Transactions” on page 16.</p>	√	√	√	<p>If an unallowable purchase is discovered: The Reallocator must notify the AO, who will issue a <i>Violation Warning</i> form to the Cardholder. This form must be signed by the AO, emailed to AHEC Procurement Card Administration, and retained with the appropriate cycle statement.</p>
<p>b.) Is the purchase appropriate for Center use? Does it have a valid business purpose? To ensure that Cardholder purchases are appropriate, the Reallocator must check Section 4 on “Appropriate Use of the Card.”</p>	√	√	√	<p>If an unallowable purchase is discovered: The Reallocator must notify the AO, who will issue a <i>Violation Warning</i> form to the Cardholder. This form must be signed by the AO, emailed to AHEC Procurement Card Administration, and retained with the appropriate cycle statement.</p>
<p>c.) Evaluate potential for inadvertent personal purchase. It is possible that a Cardholder might have made an inadvertent personal purchase on his or her Procurement Card. In such cases, the Cardholder must immediately notify his/her Reallocator and AHEC Procurement Card Administration.</p> <p>In addition, the Cardholder must immediately contact the vendor to request a credit on the P-Card and to charge a personal credit card instead, or make arrangements for reimbursing the Center.</p>	√	√	√	<p>If the personal purchase was inadvertent: Cardholder must report inadvertent personal purchases to the Reallocator immediately upon discovery. Cardholder will also:</p> <ul style="list-style-type: none"> • Ask the vendor to credit the Procurement Card and charge a personal credit card instead; or, • If the vendor is unwilling to credit the transaction, Cardholder must immediately reimburse the Center by issuing a check made out to Auraria Higher Education Center and delivering the check to the Accounting Department, Accounts Receivable Section. A copy of the check and Deposit Slip shall be maintained with the transaction documentation. <p>The AO must issue a <i>Violation Warning</i> form to the Cardholder. This form is signed by the AO and the Cardholder, emailed to AHEC Procurement Card Administration, along with proof of reimbursement or credit transaction, and retained with the transaction documentation.</p>

Responsibility	CH	RA	AO	Required Action
<p><u>II.) After the close of the Statement Cycle:</u></p> <p>a.) Ensure each transaction has documentation. Each transaction listed on the monthly Cardholder Statement must be supported by appropriate original documentation, including a description of the transaction.</p> <p>Valid documentation includes the following:</p> <ul style="list-style-type: none"> • Merchant name; • Purchase date; • Description/quantity of items purchased; • Cost per item (itemized receipt); • Total cost of order; • Explanation of purchase, if this is an unusual purchase for the specific department. <p>Other applicable required documentation for a transaction may include: Pre-Approved and Final Official Function Authorization form, P-Card PO for services, Travel Request and Authorization Form, etc.</p> <p>Documentation varies and may include:</p> <ul style="list-style-type: none"> • Receipt and/or card transaction slip from the merchant; • Delivery packing slip, if amounts are present; • Detailed order form; • Vendor invoice; • Merchant e-mail confirmation <p>Combinations of documentation are allowed in order to complete the requirements of valid documentation as discussed in the previous paragraph.</p>	√	√	√	<p>If documentation is insufficient: If original documentation is lost, or if the merchant did not provide documentation, the Cardholder must contact the merchant directly to request it.</p> <p>If documentation cannot be obtained, the Cardholder must complete the <i>Lost or Unavailable</i> form and submit it in place of the merchant receipt/documentation. Please note that the <i>Lost or Unavailable</i> form cannot be used to substitute for other required forms, such as Official Function Authorization, P-Card PO for services, etc.</p> <p>Please note that three (3) instances of missing documentation (regardless of reason) may result in card revocation.</p> <p>If lack of documentation is a chronic problem for this Cardholder: If the Reallocator feels that the Cardholder habitually fails to provide proper documentation they should notify the AO, who may complete a <i>Violation Warning</i> form and send it to the P-Card Administrator. This form does not replace the <i>Lost or Unavailable</i> form, but rather is used to communicate any concerns by the AO to the P-Card Administrator. On this form the AO may indicate that a warning has been given to the Cardholder, or they may request that the card be revoked.</p> <p>If the supporting documentation does not completely explain the purchase: The Reallocator will ask the Cardholder to provide a written description and reason for the purchase.</p>

Responsibility	CH	RA	AO	Required Action
b.) Is the purchase split by the Cardholder or vendor to avoid any controls on the card (e.g. single amount limit, daily amount limit, daily transaction limit)?		√	√	If the purchase has been split by the Cardholder or vendor: A violation form must be filled out by the AO and submitted to Procurement Card Administration for further action.
c.) Ensure all Statements are signed and dated. The Reallocator must ensure that all Statements are signed and dated by the appropriate Cardholder and AO by the 5 th day of the month following the close of the cycle.	√	√	√	If Statements are not signed and dated: The Reallocator will require all Cardholders and AOs to submit signed, completed Statement packets by the 5 th business day of the month following the close of the cycle. If this is repeatedly violated, the card will be revoked.

Remainder of this page intentionally left blank.

Section 4: PROCUREMENT CARD DETAILS

Appropriateness of Purchase

Purchases must be made in accordance with AHEC Fiscal Rules and AHEC Procurement Rules effective July 1, 2019. Purchases outside of these rules are considered inappropriate use of funds and possible misuse of funds. For clarification of appropriateness of purchases, please contact the AHEC P-Card Administrator.

These are the questions that should be considered before making a purchase:

- Is the purchase appropriate for the Center and does it have a valid business purpose?
- Is the purchase permitted on the P-Card?

Is the purchase appropriate for the Center and does it have a valid business purpose?

While not strictly prohibited, the following items could be considered sensitive and have been known to generate questions. If these items are purchased, special documentation may be required. Contact the P-Card Administrator for more details.

Official Functions	Tickets to events
Gift cards	Conferences
Donations	Employee appreciation events and gifts
Employee food and related consumables	Flowers and fruit baskets
Gifts or tokens	Fund-raising expenses
Employee recruitment	Parking
Political expenses	Retirement parties

Is the purchase allowable on the P-Card? There are several types of purchases that are *specifically prohibited* on the P-Card. Below is an overview of items that you **SHOULD NOT** purchase with your card. (For a complete listing, please see the “Prohibited Transactions” section starting on pg. 17)

Personal Purchases	<i>Purchases for personal use or purchases not having a valid business purpose.</i>
Cash or Cash-Type Transactions	<i>Examples are: additional cash with purchase or money orders.</i>
Contracts/agreements requiring signature	<i>Prior to purchase, all contracts or agreements requiring an authorized signature must be routed through Procurement Services to obtain an authorized signature.</i>
Alcohol of any kind, controlled substances, gambling, etc.	

Changes to Information, Limits and Exclusions

To request changes to Cardholder information or limits, use the Cardholder Application (Exhibit A) and check the “Change” box at the top left side of the form. As noted on the form, only complete fields that need changed. If a Cardholder is traveling on official Center business, the Division Chief may request the “Travel Card” feature be enabled via an email to the P-Card Administrator. This feature will only be enabled during the length of the Cardholder’s travel, so dates of travel must be included in the request.

Section 5: THE PURCHASING PROCESS

It is very important to remember that P-Card purchases must follow all Center purchasing rules, including price agreements, bidding requirements, and fiscal rules. **Important reminder:** A P-Card PO must be issued by Procurement Services prior to Cardholder purchasing certain services with their P-Card (see page 14 for specifics).

Selecting the Merchant

The following questions should be asked before selecting the merchant:

- ***Is there a Price Agreement?*** If yes, you need to use the Price Agreement vendor(s). Information on all Price Agreements can be found at:
<https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>
- ***Are there other Center agreements or contracts in place?***
- ***Does the vendor offer a discount to the Center?***

Placing the Order

Orders can be placed in person, by phone, or via the internet; however, they can only be made by the Cardholder. Cardholder shall not give their card or card number to anyone. If the internet is used to place an order, make sure it is a secure site or place the order by phone. If placing order by phone, make sure no one overhears the card number being given. Internet purchases are not allowed where the Cardholder is agreeing to terms and conditions of the vendor. **Do not** e-mail orders with your card number information.

When placing an order, make sure to inform the merchant of the following information:

The purchase is **tax exempt**. The Center’s tax exempt number is printed on the P-Card (#98-02565). The Center’s Tax Exempt Certificate can be found on AHEC’s website:

<https://aurariacampus.edu/wp-content/uploads/AHEC-Tax-Exempt.pdf>

- Remind the merchant it is an AHEC purchase and should be accorded any applicable discounts;
- Give your name as it appears on the card;
 - If you are asked for a PIN, this is the number you selected when activating your card.
- The merchant CANNOT automatically charge your card for monthly or annual renewals;
- Give accurate delivery information; and
- Request documentation showing description and cost of each item.

If the vendor requests a “billing address,” the vendor is trying to match the information on file at the bank with the information the Cardholder gives. **The exact billing address on file at the bank for purchases is: Auraria Higher Education Center, 1201 5th Street, Denver, Colorado 80204.**

Documenting Each Transaction

Every transaction must have valid original source documentation from the merchant. All source documents MUST include the following information:

- Vendor identification (Merchant Name);
- Date of purchase;
- Description and quantity of each item purchased (write in, if not apparent on receipt);
- Total cost or per item cost of the order (itemized receipt).
- Official Function purchases must include an Official Function form in accordance with Official Function requirements. See your Reallocator or Approving Official for further information.
- All onsite services purchased with the P-Card require a P-Card PO to be in place *prior* to services being ordered.

A brief description of the purchase must be provided on the receipt or monthly statement for **ALL** P-Card transactions. **IMPORTANT:** For transactions that do not have an obvious business purpose, a brief description of the purchase as well as an explanation of how the purchase benefits the Center (business purpose) must be included in the monthly procurement card documentation (i.e., either on the receipt or the monthly statement). In addition, the following documentation must accompany the source documentation, if applicable:

- **Official Function** - purchases made for any function (reception, meeting, special event, retirement) must include an approved Official Function form in accordance with Official Function requirements. See your Reallocator or Approving Official for further information.
- **Phones** – all requests for phones, telecommunication devices, and related accessories (Bluetooth devices and chargers, cell phone chargers, equipment cases/holders, etc.) must be approved in writing by AHEC Information Technology **BEFORE** purchase. Please contact AHEC Information Technology at X6-2212 and keep written approval with the applicable Cardholder Statement.

- **Computers, printers, and other IT hardware** - must be approved in writing by AHEC Information Technology **BEFORE** the purchase. After prior written approval has been given, the purchase can be made. Please contact AHEC Information Technology at X6-2212 and keep written approval with the applicable Cardholder Statement.
- **Software** – all Software purchases **MUST** be submitted for review by IT and Procurement Services via a PR in Microix. A P-Card PO must be approved **BEFORE** the purchase. Please note that free software/freeware also requires review by IT and Procurement Services prior to acceptance of terms and usage.
- **Service purchases** – P-Cards may be used for services under \$10K that **DO NOT** require the vendor to perform *any* work on campus (delivery of goods is permitted). Please note: use of the P-Card is **never** allowed for professional services, as defined by the Office of the State Architect (architects, engineers, landscape architects, surveyors, industrial hygienists). For services that will be performed on campus, a P-Card PO must be requested through Procurement Services *prior* to services being ordered. If a P-Card PO is not in place, onsite services **cannot** be ordered with the P-Card. Any P-Card POs must be kept with the applicable Cardholder Statement. The Director of Procurement Services may, at his or her discretion, allow use of the P-Card for low risk services performed onsite with prior written approval.
- **Gift Cards** – Gift cards may be purchased using your P-Card for business purposes, but not for employee incentives.
 - Gift card purchases for business purposes should be done on a limited basis and would include occasions such as customer/student/vendor drawings and giveaways. If gift cards are purchased for this reason the backup documentation needs to be sufficient to demonstrate why this is a valid business purpose and should include items such as: a narrative justifying purchase, evidence of the special event or occasion (event fliers, etc.), method used to disburse (handed out in drawing, mailed, etc.), receivers name, proper approvals, etc.
 - Gift cards should not be purchased as employee incentives. Employee incentives are handled centrally through the Human Resources Office to ensure consistent application across the Center. If you have questions about employee incentives and awards please contact Human Resources X62210.
- **Additional Forms and Approvals** – If the purchase requires additional approvals or forms, such forms and approvals must be included in the monthly procurement card documentation.

Examples of source documents MAY include any of the following or any combination of the following:

- A receipt from the merchant; a packing slip showing total cost of order and item cost; vendor invoice; order form for dues, subscriptions, registrations or similar items; an email confirmation from the merchant.

***Note:** If the original documentation is lost or the merchant did not provide documentation, contact the merchant directly to provide it. If the merchant does not provide the documentation, a Lost or unavailable form needs to be filled out by the Cardholder and signed by the Approving Official.*

https://aurariacampus.edu/wp-content/uploads/PCard_Lost_or_unavailable_information_Form.pdf

Inspecting the Goods

Goods need to be inspected upon receipt by the department. If there are any problems with the order, the Cardholder must contact the merchant immediately. If the Cardholder and the vendor cannot come to a resolution about how to correct the issue, the Cardholder must contact the P-Card Administrator immediately.

Returns and Exchanges

Arrangements need to be made directly with the merchant before shipping an item for return. If a replacement item is sent, the merchant will credit the returned item and charge a new transaction, unless there is an exchange of like items, e.g. exchange of different colors. ***Cash CANNOT be refunded*** – it would be a merchant violation to issue it and a Cardholder violation to accept it.

If there is a problem with an order or goods are returned or exchanged, keep sufficient documentation of the transaction, including names, dates and conversation results. This information may be needed for a formal dispute.

Disputes

If a credit is unobtainable by working directly with the merchant, a formal dispute can be recorded with the bank in the following scenarios:

- Unauthorized charges, including unauthorized phone or mail order charges;
- Difference in dollar amount authorized and amount charged;
- Duplicate charges;
- Actual Cardholder transaction that Cardholder is challenging for some other reason;
- Account not yet credited at the US Bank website, but where the vendor has issued a credit voucher, or said that they will issue a credit;
- Merchandise not received;
- Merchandise returned;

- Defective merchandise;
- Unrecognized charges. If fraud is suspected, immediately call the bank to report the charge, and have the card closed and reissued. Then contact Procurement Card Administration; or
- Altered charges.

The dispute process involves the following steps:

- The Cardholder must notify their Reallocator AND the P-Card Administrator.
- Dispute the charge via the US Bank website **no later than** 60 days from the end of the cycle (24th of the month) in which the transaction appeared. It is best to initiate the dispute as soon as possible.
- US Bank should issue a credit for the dispute, pending correspondence with the merchant. Cardholders are responsible for verifying credit has been issued and must follow up with US Bank if there are any issues.

Declined Transactions

If an attempt to purchase was made with the P-Card and the transaction was declined, contact US Bank Customer Service (1.800.344.5696) for information.

The most common reasons for a declined transaction are:

- Cardholder did not activate the card. Cardholder should now do so.
- Cardholder has reached one of his or her transaction limits. To change the limits on the card, the AO must contact the P-Card Program Administrator.
- Vendor is classified under a merchant category code (MCC) that is blocked from use. Cardholder should ask vendor to identify the company's MCC. The Cardholder should then contact the P-Card Program Administrator.
- Vendor asked for the billing address and the information provided by the Cardholder does not exactly match that on file with the bank.
- On phone orders, vendor has incorrectly noted the card number, and/or security code, and/or expiration date. Cardholder should verify information.
- The transmission between the vendor and the bank is down. Vendor should try again later.
- Cardholder is using card for travel-related purchases, but has not been authorized to do so.

Section 6: PROGRAM MANAGEMENT

Prohibited Transactions

CARD ABUSE - DO NOT make purchases for personal use. An inadvertent personal purchase must be reported immediately (within 48 hours of being transmitted to the Procurement Card System) to the Approving Official and the P-Card Program Administrator. The Cardholder must, within 48 hours, reimburse the Center, or arrange for an immediate credit transaction from the merchant. A Violation Warning Form must be completed and emailed to the P-Card Program Administrator with proof of reimbursement or credit transaction. A personal purchase which is not reported to the Approving Official by the Cardholder IMMEDIATELY can be considered to be suspected fiscal misconduct, which may result in termination and possible prosecution. Suspected fiscal misconduct or abuse of the card for personal purchases must be immediately reported to the appropriate Division Chief and the P-Card Program Administrator.

SHARING THE CARD – Sharing the card or card number is strictly **PROHIBITED** and may result in immediate card revocation. The cardholder is the only person who may use their P-Card. Approving Officials and Reallocators may NOT use a different cardholder's P-Card.

EXCEEDING THE PURCHASING LIMIT – 1) any individual transaction over the Cardholder's per-cycle limit; 2) a single item costing over \$10,000 but split over several smaller transactions; or 3) a group of items totaling over \$10,000 that are similar enough to be purchased from a single merchant.

SPLIT PURCHASES TO AVOID CARDHOLDER CONTROLS – purchases split by the Cardholder or vendor to avoid Cardholder controls (either the single amount limit, daily amount limit, or daily transaction limit).

SERVICES – Do not use your P-Card to make purchases of services that will be performed on campus without a P-Card PO in place. P-Card POs are limited to a total of \$10,000 and cannot be increased. Professional services as defined by Office of the State Architect are **never** allowed on the P-Card.

ALCOHOL – The card is closed from allowing purchases at liquor stores.

DEPOSITS - Do not use your P-Card for pre-paid deposits with a vendor without prior approval from the P-Card Program Administrator.

VEHICLE EXPENSES – **Aside from certain authorized Center personnel**, service station transactions, auto parts, vehicle rental (except for pre-approved travel), vehicle maintenance and/or service, etc.

RESTAURANT MEALS/FOOD – restaurant meals or food may only be purchased as part of approved Official Functions, but are **PROHIBITED** during travel.

LODGING AT VRBO, AIRBNB, OR SIMILAR PROVIDERS – the use of these types of lodging providers are allowable with prior written approval from a Division Chief, but the use of the P-Card is **PROHIBITED** for payment. Under no circumstance will the Center pay or reimburse for damages or special assessments or charges incurred by travelers at VRBO, Airbnb, or similar providers.

INAPPROPRIATE PURCHASES/EXPENSES - purchases must serve a business purpose and must be reasonable and necessary in order to conduct Center business – examples where clarification may need to be checked through P-Card Administration: gifts, flowers, official functions, contributions, etc.

CASH OR CASH-TYPE TRANSACTIONS – receiving cash as a credit for return of an item, receiving cash in addition to a purchase, money orders, traveler checks, etc. Cash advances via ATM are closed to all Cardholders.

CONTRACTS/AGREEMENTS REQUIRING AN AUTHORIZED SIGNATURE – All contracts or agreements requiring an authorized signature must be routed through the Director of Procurement Services (X6-3289) to obtain an authorized signature *prior* to the purchase.

DRUG ENFORCEMENT AGENCY LICENSED SUBSTANCES – Controlled Substances.

UNALLOWABLE GRANT PURCHASES – purchases must be made within the terms of a grant or contract.

PLEASE NOTE:

TRAVEL AND TRAVEL RELATED EXPENSES (airfare, vehicle rental, lodging (except VRBO, Airbnb, or similar providers), parking, ground transportation, and miscellaneous transportation expenses) are only allowed when the “Travel Card” option has been enabled for a Cardholder. Please note, however, **MEALS to be purchased during travel and lodging at VRBO, Airbnb, or similar providers, are never allowed.** Center employees traveling on business are entitled to the daily meal per diem and can request a travel advance, if unable to fund these expenses during their travel. Center employees who have been approved by their Division Chief to book lodging at VRBO, Airbnb, or similar providers, may also request a travel advance, if unable to fund these expenses during their travel. Center employees who fund any authorized meal and lodging expenses at VRBO, Airbnb, or similar providers themselves will need to request a reimbursement through AHEC Accounts Payable upon their return. See travel reimbursement form:

<https://aurariacampus.edu/wp-content/uploads/travel-reimbursement-form - 2023.pdf>

If a Cardholder is traveling on official Center business, the Division Chief may request the “Travel Card” feature be enabled via an email to the P-Card Administrator. This feature will only be enabled during the length of the Cardholder’s travel. All AHEC Fiscal Rules related to travel must be followed and all approvals required in the Fiscal Rules must be obtained prior to making any travel arrangements.

Violations

All AHEC procurement card program participants, including the AOs, are required to know and follow P-Card Program policies, including those defining program violations and their consequences.

Department Review for Violations

It is the responsibility of the Reallocator and AO to review transaction documentation in order to identify possible violations in card use. This review must be conducted for all transactions in each cycle period.

- If the Reallocator or AO determines that a violation has occurred, the AO must issue a *Violation Warning* form to the Cardholder. The form must be signed by the AO, emailed to the P-Card Administrator, and retained in the department’s files with the relevant Cardholder Statement.
- All transactions and documentation are audited monthly to determine if a violation has occurred.

Consequences – Violation Points

P-Card Program Administration will issue points for violations on any P-Card transaction. Fifty (50) points will be recorded against the Cardholder for each violation. Upon reaching or exceeding 150 points, the card will be suspended and the Cardholder will be required to attend a Cardholder training session before the card is reinstated. Violation points will remain in effect if the Cardholder transfers to a different department. If a Cardholder goes violation-free for two years, all points will be eliminated.

Lack of Documentation/Receipts

Cardholders must provide documentation/receipts from the merchant to their Reallocator immediately, but no later than seven (7) days after the transaction date. If documentation/receipts are not turned in, the Reallocator must immediately notify the AO, who will contact the Cardholder and give him/her ten (10) days to turn in the receipt/documentation to the Reallocator. If overdue receipts are not turned in within ten (10) days, P-Card Program Administration will be notified by the AO and the card will be suspended until all overdue receipts are accounted for. Fifty (50) violation points will be recorded for each instance where the AO has to issue a ten (10) day notice.

Any Cardholder may have his or her card suspended or revoked at any time at the discretion of P- Card Administration, the Approving Official, or the Division Chief.

Forms

There are a number of forms relevant to the P-Card Program. All forms are available on the AHEC website: <https://aurariacampus.edu/services-departments/procurement/>

Below are the P-Card Program forms and their use:

- ***Cardholder Application.*** Must be completed to obtain a P-Card. The application **MUST** be signed by the potential Cardholder's Division Chief in order for the application to be processed. In addition, the Cardholder's **Reallocator, Backup Reallocator, and Approving Official MUST** be identified on the application for the card application to be processed. The form is also used to update Cardholder information or request change in limits. See attached **Exhibit A.**
- ***Violation Warning.*** Used to notify a Cardholder and AHEC P-Card Administration of a violation of P-Card policies. This form is signed by the AO, emailed to AHEC P-Card Administration, and retained with the applicable Cardholder Statement. See attached **Exhibit B.**
- ***Lost or Unavailable Documentation.*** Used when a Cardholder is unable to provide the required merchant receipt/transaction documentation. *Chronic use of this form by a Cardholder who routinely does not obtain or retain merchant documentation must be reported to AHEC P- Card Administration.* See attached **Exhibit C.**

EXHIBIT A



AHEC Procurement Card Cardholder Account Form

☐ New

☐ Change (Only complete fields to be changed) | Last 4 digits of Cardholder Account #

☐ Delete/Close | Last 4 digits of Cardholder Account #

COMPANY INFORMATION

Company Name: **Auraria Higher Education Center - 01259**

Cardholder Name: _____

Department: _____

Work Phone: _____

E-Mail Address: _____

Accounting: - -

Security Verification Information:

AHEC Employee Position #

Date of Birth: / /

TAX EXEMPT #98-02565

Campus Box: _____
1201 5th Street, Suite 370
Denver, CO 80204

REPORTING HIERARCHY LEVELS (Required Information)

Approving Official: _____ Reallocator: _____

Back-up Reallocator: _____

CARDHOLDER CONTROLS (Required)

Credit Limit (CSL): _____ Transactions Per Cycle: **999**

Single Purchase Limit: _____

Dollars Per Day (optional): _____ Authorizations Per Day: **999**

☐ **PROCUREMENT CARD ONLY**

☐ **PROCUREMENT CARD AND TRAVEL**

CARDHOLDER APPROVALS (Required)

Prepared By: _____ Signature: _____ Date: _____

Approved By: _____ Signature: _____ Date: _____
(Division Chief)

AHEC PROCUREMENT SERVICES USE ONLY

Date Ordered: _____

Exception MCC Group: _____ Reason: _____

AHEC Procurement Services Approval: _____ Date: _____

☐ Amended ☐ Closed

Date: _____ AHEC Procurement Services Approval: _____

EXHIBIT B



Auraria Higher Education Center

PROCUREMENT CARD (P-CARD) PROGRAM/VIOLATION WARNING

INFORMATION

Cardholder Name: _____ Department Name: _____

Cardholder's Approving Official Name: _____ Today's Date: _____

Transaction ID #: _____ Transaction Date: _____

Merchant Name: _____ Transaction Amount: _____

TYPE OF VIOLATION

The following P-Card violation has been found in reference to the above transaction.

Approving Official Instructions - obtain information from the cardholder about why this purchase was made on his/her P-Card. Mark the appropriate category below. See P-Card Handbook for details on recognizing a violation.

☐ PERSONAL PURCHASE

☐ CASH TRANSACTION

☐ SPLIT PURCHASE

☐ OTHER, EXPLAIN BELOW:

☐ INAPPROPRIATE PURCHASE:

☐ Contract Requiring Authorized Signature

☐ Drug Enforcement Agency Licensed Substance

☐ Did Not Use Required Price Agreement

☐ Radioactive Material

☐ Food (Unless cardholder has an approved official function form)

☐ Travel & Travel Related Expenses (e.g., meals)

☐ Services (No P-Card PO prior to purchase being made)

☐ Lack of Documentation - Note: Unavailable Documentation Form must be completed and attached

☐ Other: _____

CARDHOLDER EXPLANATION - Explain why this purchase was made on a P-Card and explain what has been done to correct the situation:

APPROVING OFFICIAL CERTIFICATION SIGNATURE - I hereby acknowledge that the above transaction is a violation of the P-Card policies and I further acknowledge that the cardholder has been warned through the use of this form.

Approving Official Name: _____ Signature: _____ Date: _____

CARDHOLDER CERTIFICATION SIGNATURE - I hereby acknowledge that the above transaction is in violation of the P-Card policies. I further acknowledge that I have been warned by use of this form. I understand that I am only permitted to make purchases that are in compliance with P-Card policies and agree to refer to my Handbook, or contact P-Card Administration if I am unsure about P-Card policies or instructions.

Cardholder Name: _____ Signature: _____ Date: _____

P-CARD ADMINISTRATION DETERMINATION AND SIGNATURE - I have reviewed the above information and have taken the following action:

☐ WARNING GIVEN

☐ ASSIGNED POINTS - AMOUNT _____

☐ CARD REVOKED

Explanation:

P-Card Administration Signature: _____ Date: _____

EXHIBIT C

Auraria Higher Education Center

PROCUREMENT CARD LOST OR UNAVAILABLE TRANSACTION INFORMATION

This form is required for any Procurement Card transaction that does NOT have documentation from the merchant.

Documentation from the merchant is required for EVERY transaction.

Documentation may be:

- Receipt and card transaction slip from the merchant
- Packing slip from the delivery
- Invoice showing credit card payment
- Order form for dues, memberships, subscription or similar items

INFORMATION

Transaction ID # _____ Cardholder Name _____

Date of Purchase _____ Approving Official Name _____

Merchant Name _____ Department Name _____

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:

Description	Quantity	Per Item Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Add additional sheet if necessary

Total Cost: _____

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:

Attach any additional information, correspondence or justification about this transaction

CARDHOLDER CERTIFICATION SIGNATURE – I, _____, hereby certify the following:

- ♦ All items purchased on this P-Card transaction were for the benefit of the Center and no personal purchases were made.
- ♦ I will not seek reimbursement in any other manner for this transaction.
- ♦ Original documentation is not in my possession for the reasons stated above.
- ♦ I acknowledge that repeated lack of documentation may result in revocation of my P-Card privileges.

Cardholder Name _____ Signature: _____ Date _____

APPROVING OFFICIAL DETERMINATION, CERTIFICATION SIGNATURE, AND ACTION

I hereby acknowledge lack of documentation from the merchant for this transaction and have made the following determination regarding the violation status of this transaction.

Mark the appropriate category below and take the action shown.

Instructions for making the determination are on the back of this form.

- () This transaction IS considered to be a violation. ACTION → Complete a Violation Warning form.
- () This transaction IS NOT considered to be a violation. ACTION → A copy of this completed form is to be kept with the Cardholder's Statement that lists this transaction.
- () This transaction is considered a violation and is Suspected Fiscal Misconduct.
- ACTION to be taken → _____

Approving Official Name _____ Signature: _____ Date _____

APPENDIX

INSTRUCTIONS FOR REALLOCATIONS

US BANK P-CARD REALLOCATION PROCESS

UPDATED 05/20/25

P-Card charges will be shown in US Bank and re-allocators will have until the end of the month to make the necessary changes. Any charges not reallocated by the deadline will require a journal voucher in order to move the charges.

1. In order to reallocate Pcard transactions, sign into US Bank.

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

2. After signing in, navigate to the dashboard.

us bank Access Online

Dashboard Accounts Transactions Reporting

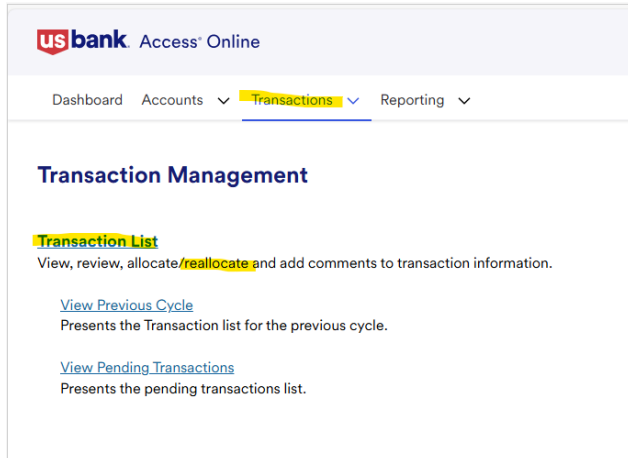
Welcome to Access Online ROBERT SPOERL
Your last login was 01/27/2025

Message Center

One Card
Account Name: ROBERT SPOERL
Account Unique ID: 0975-7110-2400-0106
Account ID: 924110000011
Account #: **5851
Account Status: Open
Statement Balance: \$124.44
Billing Cycle Close Date: 01/27/2025
Current Balance: \$0.00
Credit Limit: \$5,000.00
Available Credit: \$5,000.00
View Current Statement
Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Quick Links
[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

3. Click on the Transactions and Transaction List.



us bank Access Online

Dashboard Accounts Transactions Reporting

Transaction Management

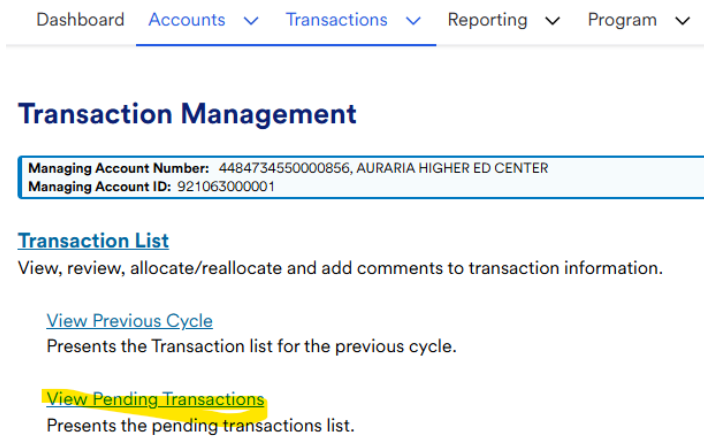
Transaction List

View, review, allocate/**reallocate** and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)
Presents the pending transactions list.

4. Click on “View Pending Transactions”.



Dashboard Accounts Transactions Reporting Program

Transaction Management

Managing Account Number: 4484734550000856, AURARIA HIGHER ED CENTER
Managing Account ID: 921063000001

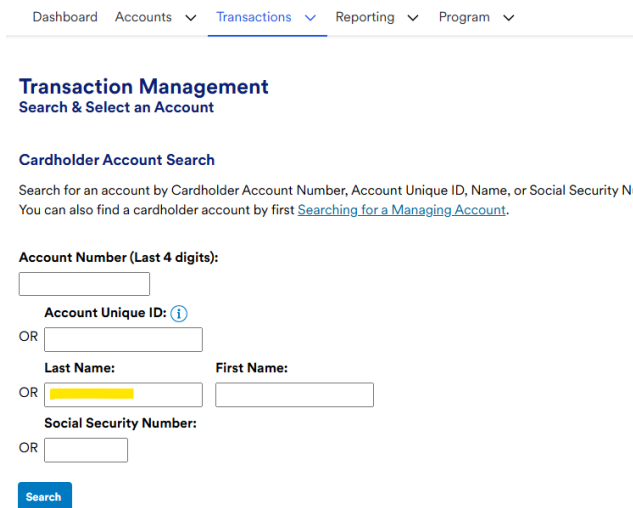
Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)
Presents the pending transactions list.

5. If you have access to multiple accounts to reallocate, you will see this screen. Put in the employee’s last name to pick the employee. If you only have access to your own, you will not see this screen.



Dashboard Accounts Transactions Reporting Program

Transaction Management

Search & Select an Account

Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number (Last 4 digits):

Account Unique ID: ⓘ
OR

Last Name: First Name:
OR

Social Security Number:
OR

6. Click on a transaction and then click on “Reallocate”.

Card Account Summary

Account Number: ...5851

Account Name: ROBERT SPOERL

Billing Cycle Close Date: 01/27/2025

Search

Print Account Activity

Open Account

Search Criteria

Return to top

Transaction List

Return to top

Records 1 - 2 of 2

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	
<input checked="" type="checkbox"/>	Pending		01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	\$102.14		09757110240001062025-01-2700002	409244011001	
<input type="checkbox"/>	Pending		01/24	01/27	ODP BUS SOL LLC # 106874	800-463-3768, KS	\$22.30		09757110240001062025-01-2700001	409244641001	

Reviewed

Disputed

Reallocated

Trans Detail Level

Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 2 of 2

Reallocate

Mass Reallocate

Change Review Status

Approve

Pull Back

7. Enter the coding for the transaction. Fund, Cost Center and Object are required fields. Any of the other fields are optional but may be required by the department. If you are unsure about the coding, click on the magnifying glass.

Transaction Management

Reallocation Worksheet

Card Account Number: *****5851, ROBERT SPOERL

Card Account ID: 954110000011

Switch Accounts

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)	FUND (4)	COST CENTER (4)	OBJECT CODE (4)	PROJECT CODE (4)	ACTIVITY CODE (10)	LOCATION CODE (4)
<input type="checkbox"/>	01/24/2025	ODP BUS SOL LLC # 101080	\$102.14	Add Alloc		1000	1206	53520			

Search

Remove Trans

Save Allocations

<< Back to Transaction List

8. If all transactions have the same coding, click on Mass Reallocate button.

Card Account Summary

Account Number: ...5851
Account Name: ROBERT SPOERL

Billing Cycle Close Date: 01/27/2025 [Search](#) [Print Account Activity](#)

☒ Open Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 2 of 2

[Check All Shown](#) [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	At
<input checked="" type="checkbox"/>	Pending		01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	\$102.14		09757110240001062025-01-2700002	409244011001	
<input checked="" type="checkbox"/>	Pending		01/24	01/27	ODP BUS SOL LLC # 106874	800-463-3768, KS	\$22.30		09757110240001062025-01-2700001	409244641001	

☒ Reviewed ☐ Disputed ☐ Reallocated ☐ Trans Detail Level ☐ Upload Attachments

[Check All Shown](#) [Uncheck All Shown](#)

Records 1 - 2 of 2

[Reallocate](#) [Mass Reallocate](#) [Change Review Status](#) [Approve](#) [Pull Back](#)

9. Select the “replace existing allocations” button, put in the percentage and the coding and click Save Allocations.

* = required

Mass Reallocation Action: ☒ **Replace Existing Allocations** ☐ Add Allocations

Alloc %	FUND(s)	COST CENTER(s)	OBJECT CODE(s)	PROJECT CODE(s)	ACTIVITY CODE(s)	LOCATION CODE(s)	ENTITY CODE(s)	DESCRIPTION 1(s)	DESCRIP
100.00%	1000	1206	53520						

Total Allocated: 100.00% Additional Allocation(s): 1 [Add](#)

[Save Allocations](#)

10. This will bring up a screen that asks “Are You Sure?” and click, Yes, Save Allocations.

Are You Sure?

You have chosen to Replace all selected transaction allocations with the same common allocation(s).

This will affect 2 transactions totaling \$124.44. The following will replace each selected transaction allocation:

Alloc %	Prepopulated Accounting Code Selection	Accounting Code
100.00%	Current Name	1000 1206 53520

Scroll down to review what the selected transactions would look like with the change applied.

Are you sure you want to change these allocations?

[Yes, Save Allocations](#) [No](#)

Detail of Changed Transactions

Trans Date	Merchant	Amount	Prepopulated Accounting Code Selection	Accounting Code
01/24/2025	ODP BUS SOL LLC # 101080	\$102.14	Current Name	1000 1206 53520
01/24/2025	ODP BUS SOL LLC # 106874	\$22.30		1000 1206 53520

11. Once the reallocations are completed, there will be an “A” next to the Purchase ID confirming those lines have been allocated.

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	
<input type="checkbox"/>		Pending	01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	\$102.14	Ⓜ	09757110240001062025-01-2700002	409244011001	Ⓜ
<input type="checkbox"/>		Pending	01/24	01/27	ODP BUS SOL LLC # 106874	800-463-3768, KS	\$22.30	Ⓜ	09757110240001062025-01-2700001	409244641001	Ⓜ

Ⓜ Reviewed Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level Ⓜ Upload Attachments

12. There is also an option to set up favorites for coding that is consistently used, like office supplies.
- When on a line to reallocate, there is a hyperlink to “Add as Favorite”.

DESCRIPTION 1 (20)	DESCRIPTION 2 (20)	Favorite	Allocation Source	Last Changed by
<input type="text"/>	<input type="text"/>	Add as Favorite	Default Acct Code	System

- Click on the hyperlink, name the Favorite Name, change the name and click on save.

Accounting Code - Segment Name (Length) ⓘ

Delete	Favorite Name	Status ⓘ	FUND (4)	COST CENTER (4)	OBJECT CODE (5)
<input type="checkbox"/>	<input type="text" value="Office Supplies"/>	Active	<input type="text" value="1000"/>	<input type="text" value="1202"/>	<input type="text" value="53520"/>

Search for Valid Value

- When going to reallocate, there is now an option to “Change to:” with a dropdown menu to select the Favorites. Each cardholder can have 25. The favorites appear with a hashtag (#).

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Prepopulated Accounting Code Selection	Change To:	Accounting Code - Segment Name (Length)
<input type="checkbox"/>	04/11/2025	NATIONAL INSTITUTE OF GO	\$785.00	Add Alloc	Current Name	--Change Current Value--	FUND (4) COST CENTER (4) OBJECT CODE (5)
							<input type="text" value="1000"/> <input type="text" value="1202"/> <input type="text" value="59999"/>

Search

--Change Current Value--

- Card Account Default Accounting Code
- Tax Default Accounting Code
- Freight Default Accounting Code
- #Office Supplies

13. For Dues and Memberships, please enter the information in the Description 1 field. Enter the name of group memberships or dues are for, last name or Dept it applies to and time period.

- For example, if it was a membership for one person for a year, the description would say “SELC, Smith/Rivera, annual”.
- If it was for a department, it would read “NACUBO, Accounting, annual”.

Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)	PROJECT CODE (4)	ACTIVITY CODE (10)	LOCATION CODE (4)	ENTITY CODE (4)	DESCRIPTION 1 (20)
ODP BUS SOL LLC # 101080	\$14.19	Add Alloc	FUND (4) COST CENTER (4) OBJECT CODE (5)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text" value="1000"/> <input type="text" value="1206"/> <input type="text" value="59999"/>					