



**PROCUREMENT CARD (PCard)  
POLICY**

**2010**



# Procurement Card Manual

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### **What is a Procurement Card (PCard)**

The City of Tukwila procurement card is a commercial credit card to be used specifically for purchasing goods and services for the City. The function of the PCard is confined to official use only and must never be used for personal expenditures.

#### **The City of Tukwila Procurement Card Program is designed to:**

- expand purchasing options
- generate revenue for the City of Tukwila through a rebate
- reduce the use of petty cash funds
- streamline the small dollar purchasing process by making it simpler and faster
- reduce the number of requests for special checks
- reduce paperwork, transactions and checks associated with standard purchasing and payments
- eliminate the need to use personal funds
- allows for some purchases under emergency conditions with approval

#### **What to consider when determining a PCard cardholder.**

- What type of purchases will the department be making with the PCards?
- What are the needs within a department?
- Who will be purchasers and who will be reconcilers in a department?
- When the PCard is used, is there a fee attached to using the card?
- Who is responsible for the allocation of the appropriate budget & object coding for each purchase?

#### **How to get a PCard**

A Department Director will make the assessment of who receives a PCard by determining the purchasing needs within their department. The employee will need to complete a City of Tukwila Procurement Card Application and have their Department Director approve the application. The completed form is submitted to the PCard Administrator who will request the PCard online through US Bank. All employees of the City of Tukwila must attend a PCard training session conducted by the Finance Department before receiving their PCard. The training session will be held at regular intervals based on need. Contact the PCard Administrator by email at [pcardadmin@ci.tukwila.wa.us](mailto:pcardadmin@ci.tukwila.wa.us) for questions about the PCard program.



**PCard Limits**

PCard Limits can be assigned transaction limit as well as a monthly total spending limit. The limits are important controls to reduce unnecessary purchases, maintain purchasing authority by individual and limits fraud or abuse. Limits are assigned by the Department Director when approving the Application form. There are five limit levels, four are predetermined with a set per transaction limit and total spending per month (see table below.) The fifth level can be assigned an amount needed for the purchasing needs of the PCardholder.

	<b>Per Transaction Limit</b>	<b>Monthly Spending Limit</b>
	<b>\$ 500</b>	<b>\$ 2,500</b>
	<b>\$ 1,000</b>	<b>\$ 5,000</b>
	<b>\$ 1,500</b>	<b>\$ 10,000</b>
	<b>\$ 2,500</b>	<b>\$ 25,000</b>



# Procurement Card Manual

## INTRODUCTION

### PCard Application

The PCard Application form will contain the terms and conditions required of the cardholder. The PCard is to be used only for official City of Tukwila purchases as authorized by this policy. Under no circumstances shall personal purchases be charged to the City's procurement card, even if the intent is to reimburse the City for such charges. Although the card is issued to a specific employee, it remains City property and may be rescinded at any time. The PCard application can be found on TukNet under the Finance Department (See appendix "B" for sample form).



### City of Tukwila Procurement Card (PCard) Application

This form is used to apply for, update or cancel a City PCard. All fields are required unless otherwise noted. If you have questions, please contact the PCard Administrator by email at [pcardadmin@ci.tukwila.wa.us](mailto:pcardadmin@ci.tukwila.wa.us).

Request Type:	<input type="checkbox"/> Apply for PCard	<input type="checkbox"/> Update Existing PCard	<input type="checkbox"/> Cancel PCard
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#### Employee Information:

First Name		Middle Initial	Last Name
Employee Number	Department	Division	Email address

#### Employee PCard User Agreement: *(For card application only. Does not apply to card updates or cancellations)*

By signing below, I indicate that I understand these terms and agree to be bound by and comply with the City of Tukwila PCard policies, including, but not limited to each of the following, as a condition of receiving and continuing to have authority to use a City of Tukwila PCard:

Select the check box next to each statement to indicate you have read each of the following:

- I am the only person authorized to use the card and will only charge City of Tukwila business-related purchases. Use of card for personal purchases may constitute fraud and could result in disciplinary action, including termination.
- I will review my account regularly (weekly review recommended), allocate charges to other than default budget, if necessary, resolve any discrepancies with suppliers and/or the card provider, and forward all receipts to the reconciler/approver for monthly purchases charged to my card within 2 days of the statement close date.
- In the event my PCard is lost, stolen or compromised, I will immediately contact US Bank Customer Service at 800.344.5696 and the PCard Administrator by e-mail to [pcardadmin@ci.tukwila.wa.us](mailto:pcardadmin@ci.tukwila.wa.us).
- I will use my PCard to purchase items within my assigned spending limit and approvals as determined by my department. Splitting of purchases to circumvent transaction limits are prohibited and will result in cancellation of the card.
- In the event my employment with the City of Tukwila ceases for any reason, I will return my PCard immediately to the Finance Department. I also agree to surrender my PCard upon request or if my reporting relationship changes and I no longer need a PCard.
- I have printed and read the PCard Manual.

I acknowledge that this card may be used for the purposes as described above, and any use for personal purchases or any other unauthorized use will violate the state ethics law, chapter 42.52 RCW and City Policy. I expressly permit the City of Tukwila to deduct from my paycheck any amount charged on the card for an unauthorized purchase.

Employee Signature (First, MI, Last Name)	Date
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#### Manager Approval

By approving this application I acknowledge that:

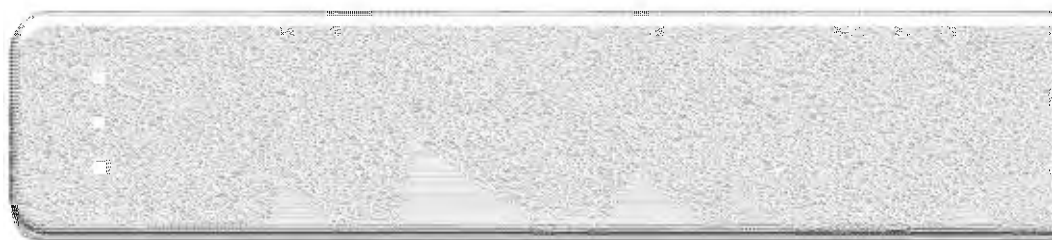
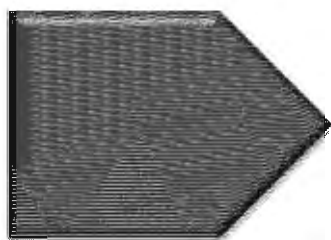
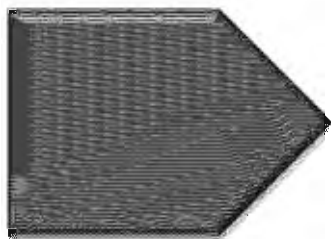
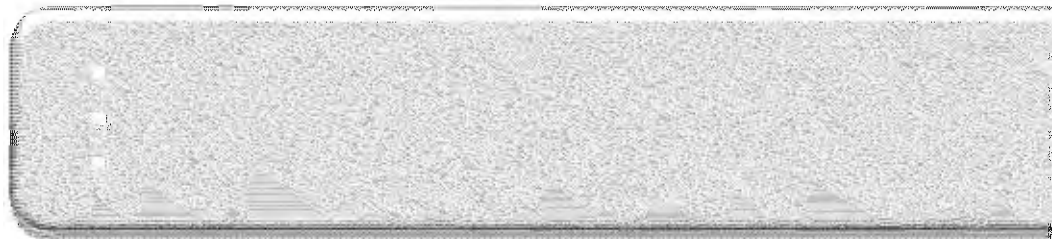
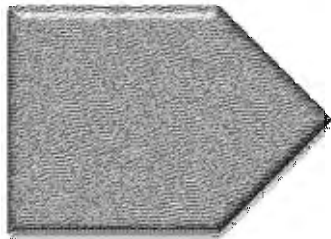
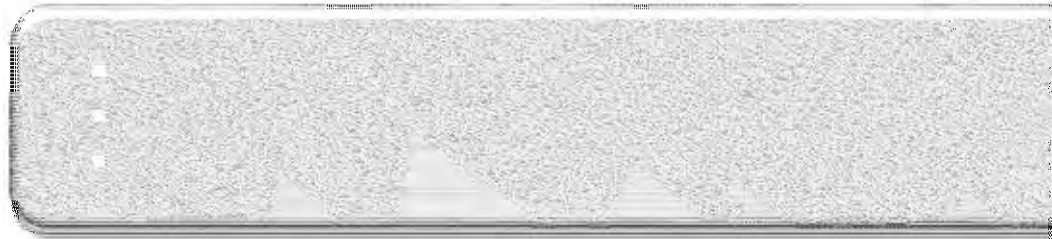
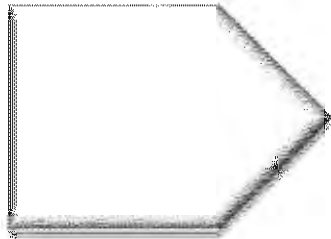
- I agree this spending limit is at or below the authorized spending limits for this individual
- I will review and approve this individual's PCard activity statement each month within the prescribed time frame
- I will promptly investigate and take proper action to stop misuse or abuse of the card
- I will notify the Finance Department immediately if this cardholder's employment is terminated for any reason in advance of such termination, if practicable

PCard Limit <i>(Level Five requires City Administrator &amp; Finance Director Approval)</i>	
<input type="checkbox"/> Level One - \$600 per transaction \$2,500 total per month	<input type="checkbox"/> Level Three - \$1,500 per transaction \$10,000 total per month
<input type="checkbox"/> Level Two - \$1,000 per transaction \$5,000 total per month	<input type="checkbox"/> Level Four - \$2,500 per transaction \$25,000 total per month
<input type="checkbox"/> Level Five - \$ _____ per transaction \$ _____ total per month	
Default Budget Number	Manager Approval and Date
Department Director Approval and Date	Finance Director (PCard Administrator) Approval and Date



### Procurement Card Roles and Responsibilities

There are four roles within the PCard process. They are the cardholder, reconciler, approver and PCard administrator. The duties and responsibilities of each role are listed below.





**Cardholders:** Are the department purchasing agents responsible for appropriate purchases, obtaining sufficient documentation for purchases and performing the first level of transaction review of their PCard purchasing account.

**Responsibilities:**

- Attend a PCard training session.
- Familiarize yourself with the City's administrative policies and procedures for purchasing goods and services.
- Make responsible and appropriate purchases.
- Maintain online transactions. Make GL account code corrections. (If a computer is available.)
- Maintain all supporting documentation (receipts)/confirmations for each transaction.
- Print the online statement and match all supporting documentation paperwork to the transactions listed on the statement.
- Provide your department reconciler with all the necessary paperwork to prepare PCard Packet for approval. (If computer is not available for printout, provide reconciler with supporting documentation for each transaction.)
- If Cardholder prepares own PCard Packet, cardholder must match statement to PCard Transaction Log and submit to Department Director by the end of day on workday three (WD3).

**Reconcilers:** Are responsible for collecting card holders' supporting documentation at the end of each transaction period. They will reconcile cardholder PCard purchases as determined by the Department Director. This includes ensuring each transaction has the correct supporting documentation attached and the correct General Ledger (GL) account Code listed on the statement. They will work directly with the accounts payable team.

**Responsibilities:**

- Attend a PCard training session.
- Familiarize yourself with the City's administrative policies and procedures for purchasing goods and services.
- Develop procedures within your department for managing and gathering all data pertaining to a PCard purchase.
- Help manage those individual accounts where computer access is not available.
- Print all online statements for all card users who do not have online access.
- Collect all department PCard statements and supporting documentation for all cardholders within your department.



## Procurement Card Manual

### *ROLES*

- Reconcile all statements to the PCard Transaction Log and verify supporting documentation is attached.
- Submit statements to department director for approval by the end of day on workday three (WD3).
- Turn in all documentation to the Finance Department (accounts payable) by end of the day on work day five (WD5).
- Liaison to Accounts Payable Department to ensure all statements are collected and answer questions related to specific purchases.

***Department Director/Delegated Approver:*** Is responsible for expenditures within their responsibility, and is ultimately responsible for the management and success of the PCard Program in their Department. The Department Director or delegate approver will have the final approval of all PCard purchases for their department.

***Responsibilities:***

- Attend a PCard training session.
- Should be familiar with the City's administrative policies and procedures for purchasing goods and services.
- Makes determination of who should have a PCard within their department.
- Provides the authorizing signature for each PCard agreement form and assigns a default GL Account Code.
- Delegate PCard roles and responsibilities for the department.
- Establish internal procedures and identifying PCard responsibilities for participating department individual.
- Upon request, the administrator can monitor all department cardholder activity.
- Approves monthly statements for purchases and proper G/L accounting.
- Confirms purchased items are received and used for City of Tukwila business purposes only.

***PCard Administrator:*** The PCard Administrator oversees and manages the PCard program for the City of Tukwila. They are responsible for program functions and training of the PCard process and working directly with US Bank.

***Responsibilities:***

- Maintains and establishes guidelines/training for PCard program.
- Establishes the policies and procedures for the PCard process.
- Maintains all PCard user agreement forms.
- Requests all new PCards through US Bank.
- Maintains all cardholder information through the US Bank online program.





## Procurement Card Manual

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### *ROLES*

- Upon request from a Department Director, this individual will make a change to a card holder's monthly or individual transaction limit.



## Procurement Card Manual

### *ACCOUNTABILITY, ETHICS & CONTROLS*

### **Purchasing Ethics**

As a public employee, you are responsible for following the City of Tukwila and State of Washington's ethics rules. Do not conduct any business with members of your family or with businesses with which you have a financial interest. Any questions about this should be directed to your supervisor or department head.

### **Purchasing Ordinance and Rules**

Normal requirements (when applicable) for written quotes, competitive bidding, waiver justification, dollar limits, necessary approvals, etc., cannot be circumvented by use of a procurement card. The PCard does not relieve City employees from prudent expenditure of City funds and obtaining the best value for goods and services.

### **Split Purchasing**

Split purchases to circumvent transaction limits are prohibited. A split purchase is defined as multiple transactions with the same vendor for a single purchase on the same date when the combined purchase exceeds the single transaction limit on a card. Contact the PCard Administrator if you require a temporary change to PCard single purchase limits.

### **Agreement Signatures**

Do not sign any supplier agreement. If the supplier requires a standard form to be signed, send the agreement to the Finance Department for review. Supplier agreements protect their interests, and may need to be revised in order to protect the City.

### **Employee Transfers**

An employee who has an existing card and transfers to another City position under a different supervisor or budget authorization requires an updated card approval to change default accounting, approver contacts and card authorizations. It is not necessary to reissue new cards for transfer and receiving supervisors. The cardholder is responsible for assuring card transfers are completed in a timely manner.

### **Accountability & Controls**

The PCard Program empowers departments and their personnel to purchase and pay for certain goods and services quickly and easily. Within the general constraints of the policy, departments have discretion to determine who is assigned cards and the level of procurement authority given to individual employees.



## Procurement Card Manual

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### *ACCOUNTABILITY, ETHICS & CONTROLS*

Accountability for proper oversight, establishing internal controls, assuring compliance by employees, and maintaining necessary records and documentation of PCard activity are primarily department responsibilities.

Cardholders, designated PCard approvers and Department Directors are responsible for the proper safeguarding of the card and to ensure its proper use, including appropriate and timely review/approval of transactions and payments, reconciliation of statements, maintenance of records and documentation, and compliance with the PCard Policy. Department Directors should establish appropriate internal control and monitoring procedures that provide for review of a cardholder's transactions, proper receiving of goods ordered and periodic review of overall PCard program activity for their department. Each department's internal policies may vary.

### **Purchasing Obstacles**

When making a purchase, there are procedures to keep in mind.

- Know your 3 digit PIN on the back of your card.
- When asked for an address by a merchant, always provide them with the City of Tukwila's main address of 6200 Southcenter Blvd, Tukwila, WA 98188.
- When asked for a zip code at point of purchase, use 98188.
- If a purchase is declined, call US Bank customer service at 1-800-344-5696 or email [pcardadmin@ci.tukwila.wa.us](mailto:pcardadmin@ci.tukwila.wa.us).

### **Lost, Stolen or Cancelled Cards**

The City of Tukwila is liable for all transactions until the PCard is reported compromised, lost or stolen. However, it is the responsibility of the cardholder to immediately report fraudulent charges, lost or stolen cards to both the bank and the PCard Administrator. To cancel a card, email the PCard Administrator at [pcardadmin@ci.tukwila.wa.us](mailto:pcardadmin@ci.tukwila.wa.us).



## **A Sample of items that can be purchased with a PCard**

Advertising (no monetary limit when pre-approved)  
Airfare  
Books or manuals  
Car rental  
Conference services/registrations  
Copier rentals/ monthly maintenance agreements  
Event planning  
Food (*when allowed by City policy, per diem is not allowed if PCard is used to purchase food while in travel status*)  
Fuel (*while in travel status for rental vehicles if employee doesn't have a "Pacific Pride" card*)  
Express mail  
Lodging  
Mat cleaning  
Materials and supplies  
Memberships  
Office Supplies  
Postage  
Printing/Copying services  
Professional licenses  
Registrations  
Software (*must have IT approval before purchasing*)  
Tools  
Training  
Utilities  
Water service



### **Modifying PCard Transaction Limits or Defaults**

All requests for increasing single or monthly transaction limits need to be approved by a Department Director and emailed to the PCard Administrator.

- **Temporary monthly limit increases** – requires written approval of a Department Director or department personnel with delegated department budget authority in their absence. This can be accomplished by an email request from the Department Director and is forwarded to the PCard Administrator.
- **Temporary single transaction limit increase** - requires a written approval of a Department Director or department personnel with delegated department budget authority in their absence. This can be accomplished by an email request from the Department Director and is forwarded to the PCard Administrator.
- **Permanent monthly or single transaction limit increases** – requires completing the PCard Application form for changes and sending it to the PCard Administrator. This request must come from the Department Director or a person with budget authority.
- **Changing default budget code** - requires completing the PCard Application form and sending to the PCard Administrator. This request must come from the Department Director or a person with budget authority.
- **Changing employee profile information** can be accomplished by emailing the Finance PCard Administrator with the information request.
- **Reconciling access requests** need to be requested with the approval of a Department Director or an employee with delegated department budget authority. The Department Director or designated employee sends an email request to the PCard Administrator, noting required access changes.



## Procurement Card Manual

### USE OF CARD IN TRAVEL STATUS

#### PCards should be used for the following travel expenses

- Conference registration
- Airfare
- Lodging
- Room rental for meetings
- Meals when per diem is not requested (*employee is responsible for purchase amount greater than allowed for geographic area of travel and must reimburse City at time of reconciliation*)
- Required transportation (*i.e. rental cars, taxi, bus, shuttle*)
- Fuel
- Parking
- Tolls and ferries

#### PCards cannot be used for the following expenses

- Meals when a per diem meal allowance is requested by the traveler
- Boot allowances/reimbursements

All listed permissible travel-related purchases MUST be accompanied by an **itemized receipt**, not just the credit card receipt. All City personnel in travel status are accountable for travel policy compliance. See Policies and Procedures, Finance 03-06, "Travel Expenses While on City Business".

When not using a per diem for meals, the City policy needs to be strictly adhered to. A tip of no more than 15% in total can be added to any meal receipt. No alcoholic beverages at anytime can be charged on a City credit card. All expenses not approved must be paid back to the City in a timely manner or deducted immediately from an employee's pay check.

When a receipt of any type is lost, a PCard Affidavit (*see appendix "D"*) form needs to be completed by the cardholder and signed by a Department Director and PCard Administrator. Affidavit can be found on TukNet under Finance.

Employees must be sensitive to public expectations regarding the use of public funds and employees are expected to use good judgment when conducting City business. Improper use will result in your card privileges being revoked.



### **Card Misuse**

Although the City is liable for the Procurement Card Program and card activity, the cardholder is responsible for the safekeeping of the card and its proper usage. By using the PCard, the cardholder is accountable for the expenditure and use of City funds. Misuse of the PCard that is determined as personal, will result in the cancellation of the PCard and disciplinary proceedings including termination as appropriate.

### **Cardholder Misuse includes:**

- Personal purchases
- Allowing others to use an individual card
- Using card in violation of policies, directives or procedures
- Allowing improper charges to go undetected or unresolved
- Using card to make purchases through a merchant that may constitute a conflict of interest (ethics violation)
- Repeated incidents of missing receipts, disputed charges, lost or stolen cards
- Splitting charges
- Delivery of goods to location other than city work station
- Not maintaining necessary documentation of card transactions and purchases
- Not submitting documentation in a timely manner for transaction approvals
- Not properly and promptly reviewing/reconciling transactions prior to payment
- Using card to circumvent other City ordinances, policies, rules or procedures

Since the card is issued in the cardholder's name, all purchases are assumed to be made by the cardholder. Be aware that improper use may result in your card privileges being revoked. The PCard Administrator is the final authority in revoking an employee's card.



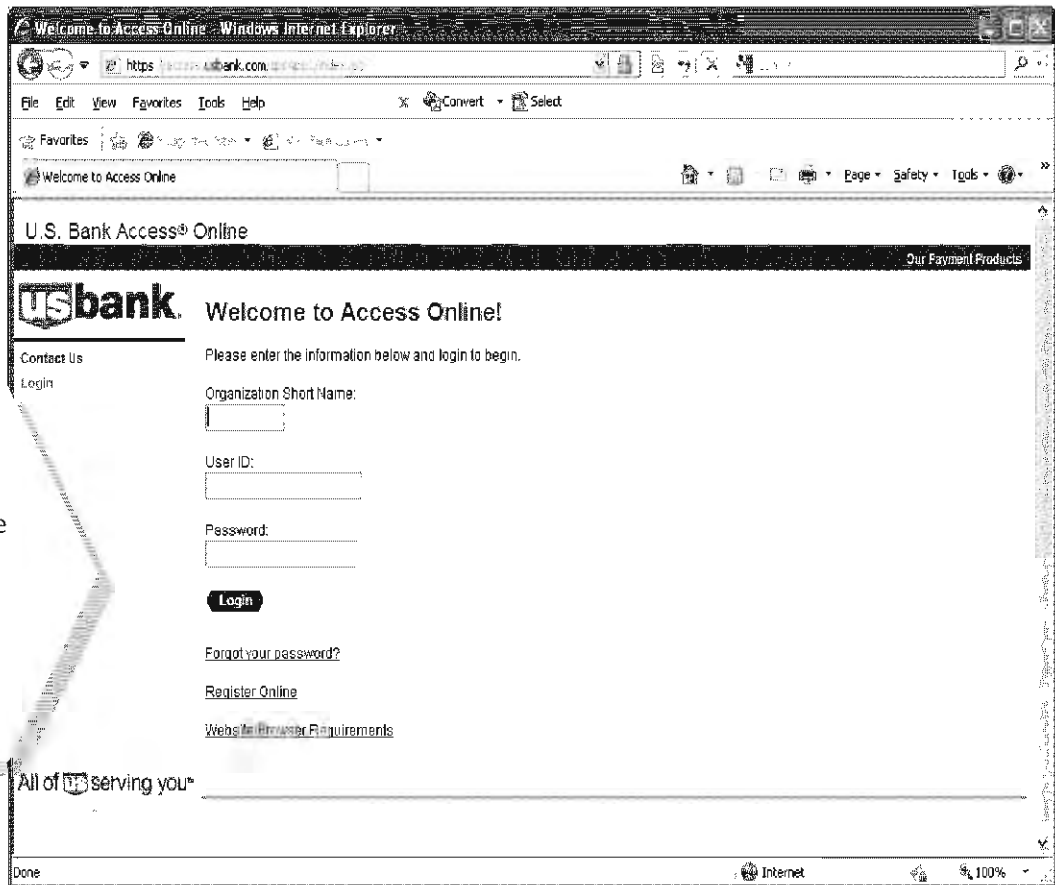
# Procurement Card Manual

## US BANK ONLINE SETUP

### US BANK Online Access

Cardholders and reconcilers are required to setup an account with US Bank Access online at <https://access.usbank.com/cpsApp1/index.jsp> to manage purchases. The US Bank website is used to review and update transactions with GL Account Codes or to dispute a purchase.

### How to set up an online account



#### Register Online

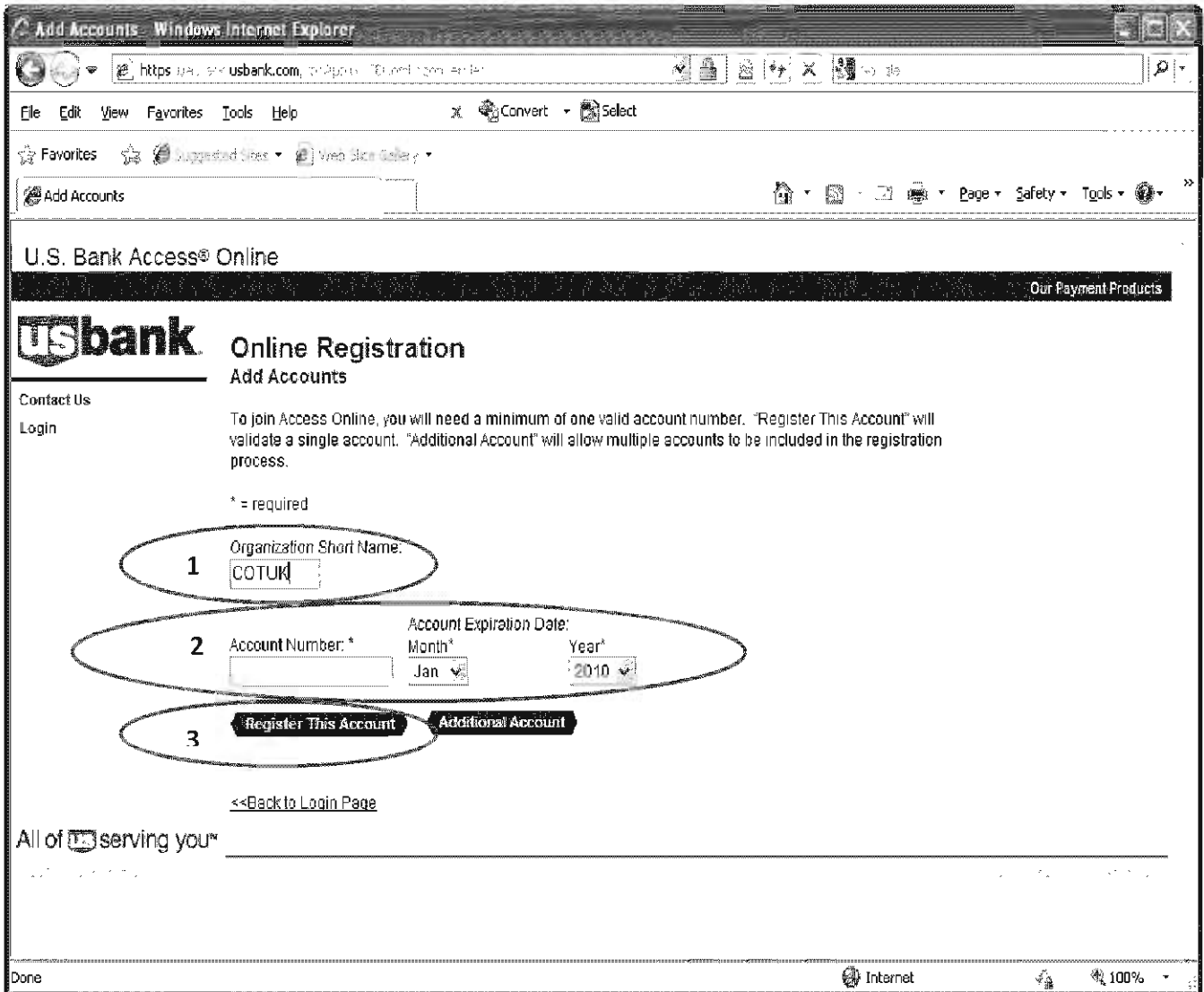
- Login in to website given above
- Click "register online"





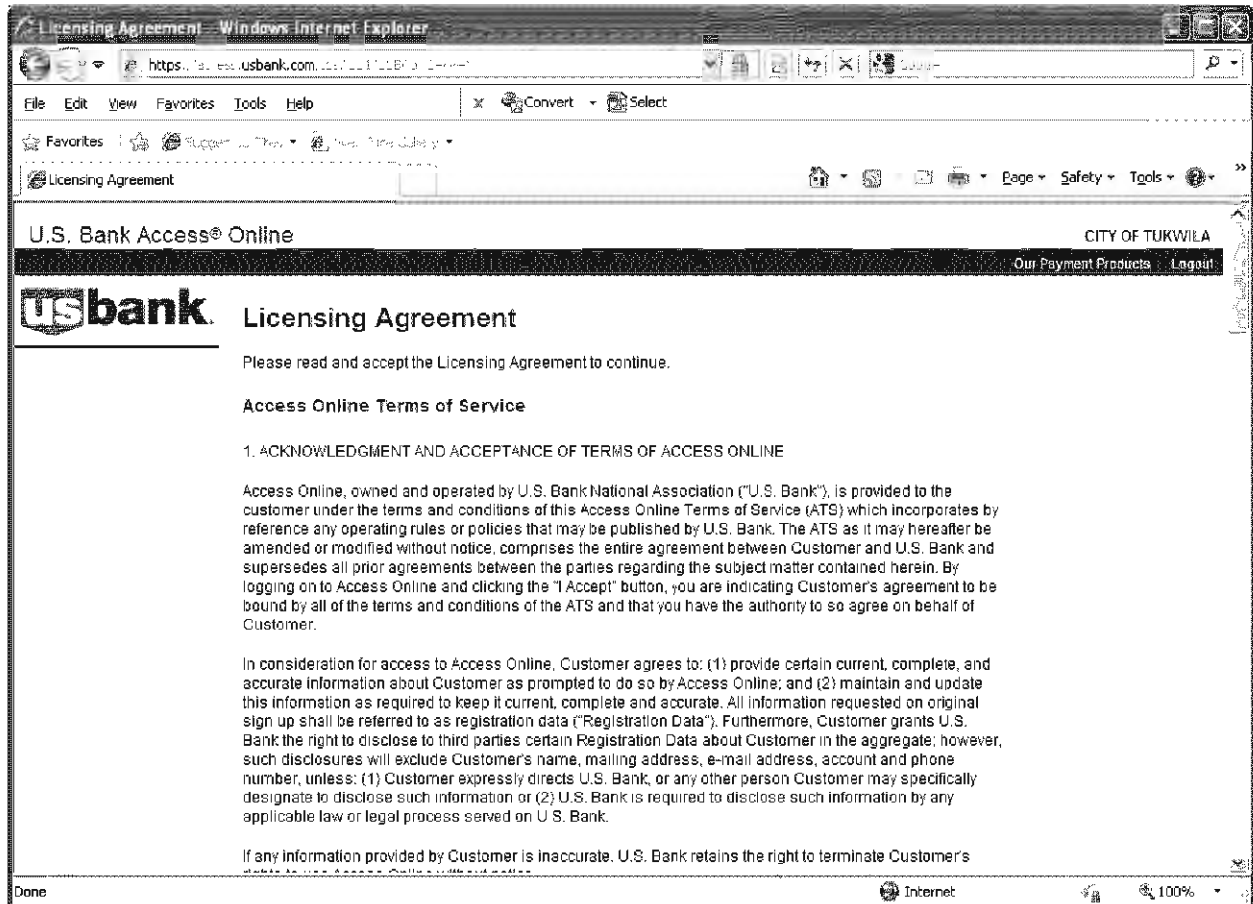
# Procurement Card Manual

## US BANK ONLINE SETUP



### Setup Login

1. Enter "COTUK" under Organization Short Name
2. Enter the 16 digit PCard number and expiration date on front of PCard
3. Click "Register This Account"



### Licensing Agreement

- Read Licensing Agreement
- Click **"I accept"** at the bottom of page to use online services. This is required to use the PCard



# Procurement Card Manual

## US BANK ONLINE SETUP

### Online Registration

#### User ID

- Enter a User ID  
7-12 alpha characters long
- Enter a password in the  
Password field
- Confirm your password by re-  
entering the new password

#### Authentication

- Select a question from the  
Authentication Question
- Enter your answer

#### Contact Information

- Enter your name as shown on  
the PCard
- For address use  
**6200 Southcenter Blvd,  
Tukwila, WA 98188**
- Enter your work phone and  
fax number
- Enter your work email  
address

#### Finish

- Make sure all red asterisk (\*)  
boxes are filled in
- Click the "Continue" button
- The "Client Home Page" will  
display

U.S. Bank Access® Online

**Online Registration**  
Password and Contact Information

Organization short name: 00FLJK

**User ID & Password**

\* = required

Please enter an ID between 7-12 alphanumeric characters and a password between 6-10 alphanumeric characters. Use a combination of letters and numbers only. Do not use the word "password" or any words to guess.

User ID \*

Password \*

Remember My Password \*

**Authentication**

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question \*

Mother's Maiden Name

Authentication Response \*

**Contact Information**

First Name \* Last Name \* Mr.

Address 1 \* Address 2

City \* State/Province \* Zip/Postal Code \*

Country \*

Phone Number \* Fax Number

E-Mail Address \*

Continue Cancel Registration

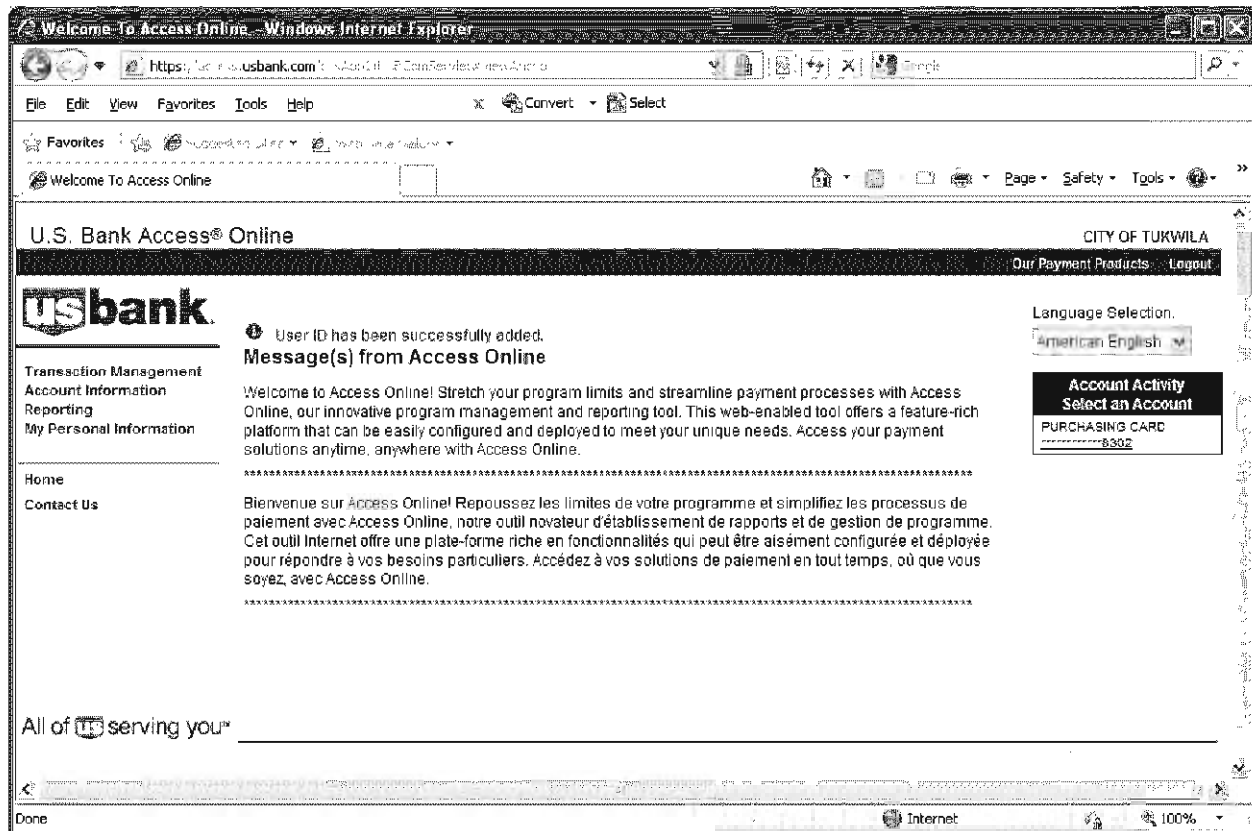
All of serving you™

Done Internet 65%



# Procurement Card Manual

## US BANK ONLINE SETUP



### Client Home Page

#### Transaction Management

- Review Transactions
- Change Account Coding
- Dispute a charge

#### Account Information

- Statement
- Account profile

#### Reporting

- Review transactions in PDF or Excel format

#### My Personal Information

- Change password
- Change contact information
- Manage Accounting Code Favorites

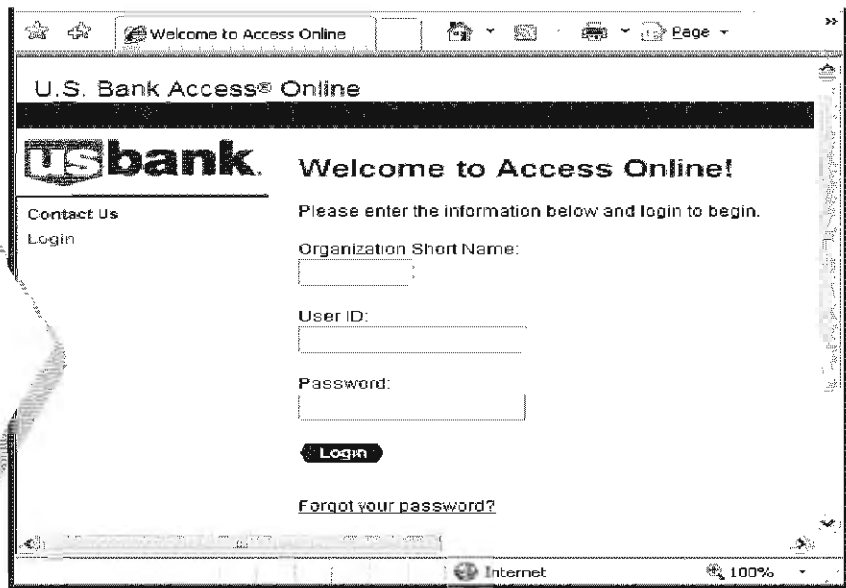


### Account Login

The “**Transaction Management**” link allows cardholders and reconcilers to view current and past PCard purchases. It also enables the cardholder or reconciler to change the GL Account Code from the default accounting code. The following steps provide examples of how to view a transaction and update GL Account Codes.

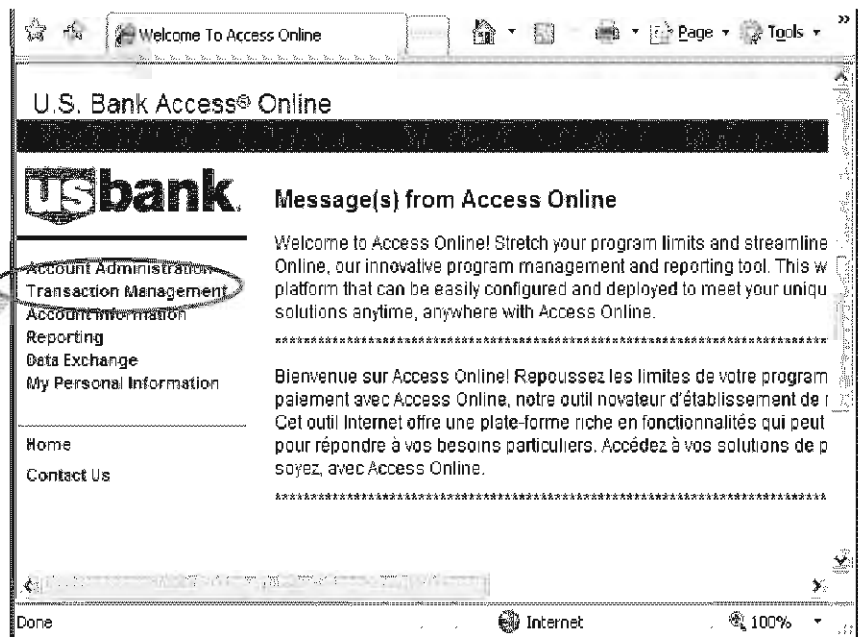
#### Account Login

- Go to website <https://access.usbank.com/cpsApp1/index.jsp>
- Save as favorite
- Enter personal login information
- Click “Login”



#### View Transactions

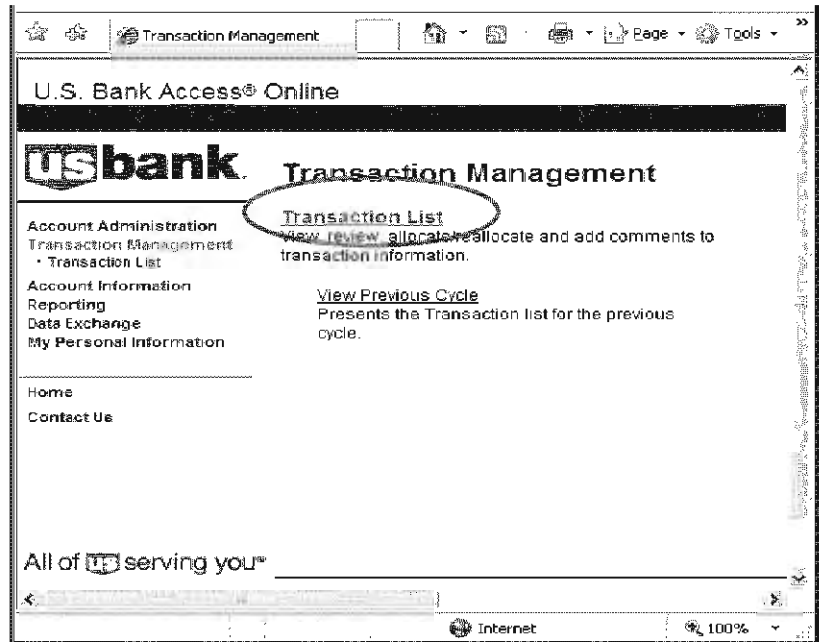
- Click on Transaction Management





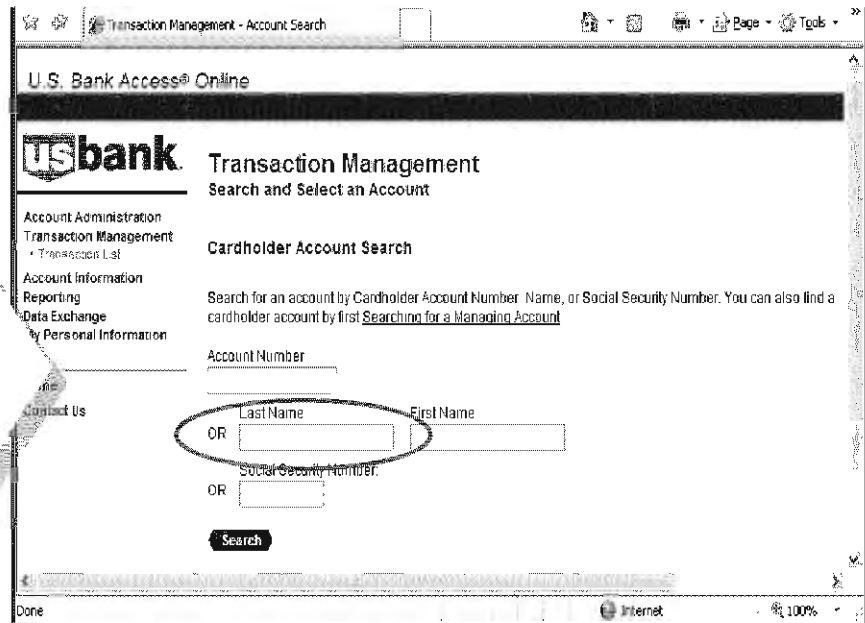
### View Transactions

- Click on "Transaction List"



### Account Search

- Enter the last name of cardholder to view their account





# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

### Updating the GL Account Code

The US Bank transaction management web page allows viewing of PCard transactions/purchases for the “open” billing cycle. Current transactions can be viewed and GL Account Coding changed through WD2 after the statement close date. Past billing cycles can be viewed by selecting the “Billing Cycle Close Date” function as shown below.

All purchases are assigned a default GL Account Code by PCard as assigned by the Department Director. All GL Account Codes should be changed to the actual GL Account Coding by the cardholder or reconciler once a transaction is available online, generally in 24 hours.

The following are examples of how to make single and multiple GL Account Coding changes for a transaction.

The screenshot shows the US Bank Card Account Summary page. A callout box points to the 'Billing Cycle Close Date' dropdown menu, which is currently set to 'Open'. The page displays a list of transactions with columns for Select, Status, Trans Date, Posting Date, Merchant, City/State, Amount, Detail, Purchase ID, and Accounting Code.

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input checked="" type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$227.76	Ⓜ	598408	E1000.05.514.230.31.001
<input type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$152.21	Ⓜ	599573	E1000.05.514.230.31.001
<input type="checkbox"/>		07/16	07/19	COMPLETE OFFICE	206-6280059, WA	\$598.11	Ⓜ	599376	E1000.05.514.230.31.001
<input type="checkbox"/>		07/14	07/16	COMPLETE OFFICE	206-6280059, WA	\$1,240.09	Ⓜ	598408	E100.05.514.230.31.001
<input type="checkbox"/>		07/16	07/16	PUGET SOUND FINANCE OFFIC	PUYALLUP, WA	\$150.00	Ⓜ		Multiple

Records 1 - 5 of 5  
[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 5 of 5  
[Reallocate](#) | [Mass Reallocate](#)



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

### Update a Transaction GL Account Code

Card Account Summary with Transaction List - Windows Internet Explorer

https://access.usbank.com/cashApp1/USBCashServlet

[-] Card Account Summary

Account Number: 9318  
Account Name: CRMG ZELLERHOFF  
Billing Cycle Close Date: Open [Search]  
Open Account

[+] Search Criteria [Return to Top]

[-] Transaction List [Return to Top]

Records 1 - 6 of 6  
Check All Show | Uncheck All Show

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	#	Purchase ID	Accounting Code
<input checked="" type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$227.76			598408	E 000.05.514.230.31.00
<input type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$152.21			599573	E 000.05.514.230.31.00
<input type="checkbox"/>		07/16	07/19	COMPLETE OFFICE	206-6280059, WA	\$289.11			599376	E 000.05.514.230.31.00
<input type="checkbox"/>		07/14	07/16	COMPLETE OFFICE	206-6280059, WA	\$1,240.09			598408	E 00.05.514.230.31.00
<input type="checkbox"/>		07/15	07/16	PUGET SOUND FINANCE OFFIC	PUYALLUP, WA	\$150.00				Multiple

[Discard] [Reallocate] [Trans Detail Level]  
Check All Show | Uncheck All Show  
Records 1 - 6 of 6  
Reallocate Mass Reallocate

### Update Individual Transaction GL Account Code

To change the GL Account Code on a individual transaction, select a line item by:

*Clicking the check box to the left of the transaction to be changed and then click on the "Reallocate button" on the bottom of screen.*

OR

*Click on the Accounting Code to go directly to the reallocation page.*





# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

The screenshot shows the U.S. Bank Access Online Transaction Management Reallocation Worksheet. The interface includes a navigation menu on the left with options like Account Administration, Transaction Management, and Reporting. The main content area displays a table of transactions with columns for Remove Trans, Trans Date, Merchant, Amount, Alloc %, Accounting Code, Segment Name, GL ACCOUNT CODE, and PROJECT ACCOUNT CODE. A specific transaction is highlighted with a red box, and its GL ACCOUNT CODE (000.05.514.230.31.01) and PROJECT ACCOUNT CODE are circled in red. Below the table, there are buttons for 'Remove Trans.' and 'Save Allocations', with the latter being circled in red. A search bar and a 'Back to Transaction List' link are also visible.

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)	GL ACCOUNT CODE (20)	PROJECT ACCOUNT CODE (24)
<input type="checkbox"/>	07/23/2010	COMPLETE OFFICE	593.21	Add Alloc	E + Q	000.05.514.230.31.01 + Q	

### Update Individual Transaction GL Account Code

- Change the GL Account Code and or Project Account Code (*only valid values are accepted*)
- Click "Save Allocations"



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

### Change a GL Account Code by Query

Valid City of Tukwila GL Account Codes are available for lookup on the US Bank website if you are unsure of correct GL Account.

Records 1 - 16 of 16  
 Check All Shown | Uncheck All Shown

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$418.86		01090452	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$9.18		01090451	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$24.21		01090450	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$29.69		01090449	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$81.74		01090448	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$9.18		01090447	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$461.38		01090446	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$4,648.74		01090445	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$2,197.32		01090442	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$33.18		01090441	E1000.05.514.230.31.001
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$2,803.08		01090440	E1000.05.514.230.31.001
<input type="checkbox"/>		08/11	08/13	COMPLETE OFFICE	206-6280069, WA	\$540.84		607948	E1000.05.514.230.31.011
<input type="checkbox"/>		08/10	08/12	COMPLETE OFFICE	206-6280069, WA	\$2,277.49		607948	E1000.05.514.230.31.011
<input type="checkbox"/>		08/10	08/12	COMPLETE OFFICE	206-6280069, WA	\$44.35		607901	E1000.05.514.230.31.011
<input type="checkbox"/>		08/10	08/11	MOUNTAIN MIST	253-5356447, WA	\$670.75		562081019160117	E1000.05.514.230.31.001
<input type="checkbox"/>		08/10	08/11	SEA LIGHT METAVANTE-M	206-684-3000, WA	\$125.38		01019661	E1000.16.542.630.47.001

Ⓜ Dupl'd Ⓜ Reallocated Ⓜ Trans Detail Level  
 Check All Shown | Uncheck All Shown

### Change a GL Account Code by Query

Not sure of the correct GL Account Code, a query can be run to find a City of Tukwila valid GL Account Code.

- On the transaction page, identify the GL Account Code to be changed
- Click on the GL Account Code



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

Transaction Management - Allocations Tab - Windows Internet Explorer

https://access.usbank.com/.../URBConServlet

Transaction Management - Allocations Tab

Date Exchange My Personal Information

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	08/13	08/16	SEA LIGHT METAVANTE-N	206-884-3000, WA	\$2,803.08	Ⓢ	01090440	E 000 05.514 230.31 00

Contact Us

Disputed Trans Detail Level Reallocated

Summary Allocations User Line Items

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required Allocation Source Default Acct Code Last Changed by: System

Remove	Amount	Percent	Accounting Code	Segment Name (Length)	PROJECT ACCOUNT CODE (24)	Favorite
ACCOUNT TYPE (1)	GL ACCOUNT CODE (20)					
<input type="checkbox"/>	\$ 2803.08	OR 100.00 %	E * Q	411.00	Q	Add as Favorite

Search

Remove

Total Allocated: \$ 2803.08 100.00 % Apply Accounting Code: [dropdown] Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): [input] Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

### Change a GL Account Code by Query

- Enter a partial GL Account Code (see 411.00 as example)
- Click on the magnifying glass
- Results in a list of valid City of Tukwila GL Account Codes



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

The screenshot shows a web browser window with the address bar displaying "https://access.usbank.com/cpsApp1/USBCConServlet". The browser title is "Search & Select Valid Value". The main content area displays a list of GL Account Codes, each with a "Select" button to its left. The list includes:

Select	411.00.576.680.49.01	BLOOD BORNE PATHOGENS
Select	411.00.576.680.54.01	INTERFUND TAXES - ADMISSION TAXES
Select	411.00.576.681.12.00	EXTRA LABOR
Select	411.00.576.681.24.00	INDUSTRIAL INSURANCE
Select	411.00.576.681.26.00	UNEMPLOYMENT COMPENSATION
Select	411.00.576.681.28.00	UNIFORM CLOTHING
Select	411.00.576.681.31.00	OFFICE & OPERATING SUPPLIES
Select	411.00.576.681.31.01	BUILDING SUPPLIES
Select	411.00.576.681.31.02	RENTAL SUPPLIES
Select	411.00.576.681.31.04	REPAIR SUPPLIES
Select	411.00.576.681.34.01	PRO SHOP SUPPLIES (RESALE)
Select	411.00.576.681.41.00	PROFESSIONAL SERVICES
Select	411.00.576.681.42.00	COMMUNICATION
Select	411.00.576.681.43.00	TRAVEL
Select	411.00.576.681.44.00	ADVERTISING
Select	411.00.576.681.45.00	OPERATING RENTALS & LEASES
Select	411.00.576.681.45.01	POWER CART RENTAL (LEASES)
Select	411.00.576.681.47.00	PUBLIC UTILITY SERVICES
Select	411.00.576.681.48.00	REPAIRS AND MAINTENANCE
Select	411.00.576.681.48.01	GOLF EQUIPMENT REPAIRS - CUST
Select	411.00.576.681.49.00	MISCELLANEOUS
Select	411.00.576.681.49.01	PRINTING
Select	411.00.576.681.49.02	RESTAURANT SERVICES CONTRACT

Records: 20 - 50 of 81  
Page: 1 | 2 | 3 | 4  
[<< Back to TM Alterations](#)

### Change a GL Account Code by Query

- Find the correct GL Account Code from the list
- Click on "Select"



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

Transaction Management - Allocations Tab - Windows Internet Explorer

https://access.asbank.com/kpsApp/LJUSBComServlet

Transaction Management - Allocations Tab

08/13 08/16 SEA LIGHT METAVANTE-M 206-884-3000, WA 82 803 08 01090440 E000.05.514.230.31.00

Home Contact Us

Disposed Trans Detail Level Reallocated

Summary Allocations User Line Items

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required Allocation Source Default Acct Code Last Changed by System

Remove	Amount	Percent	Accounting Code	Segment Name (if any)	PROJECT ACCOUNT CODE (24)	Favorites
<input type="checkbox"/>	\$ 2803.00	OR 100.00 %	E	Q	41100 57668147 00	Q Add as Favorite

Q Search

Remove

Total Allocated \$ 2803.00 100.00 % Apply Accounting Code Apply

Amount Remaining \$ 0.00 0.00 % Additional Allocations: 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Back to Transaction List

### Change a GL Account Code by Query

- The selected GL Account Code is now displayed in GL account code box
- Click on "Save Allocation"
- This will direct you back to the main transaction page



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

Records 1 - 16 of 16  
Check All Show | Uncheck All Show

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Pmt Class ID	Accounting Code
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$418.55	Ⓢ	01090452	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$0.18	Ⓢ	01090451	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$24.21	Ⓢ	01090450	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$20.69	Ⓢ	01090449	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$91.74	Ⓢ	01090448	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$0.18	Ⓢ	01090447	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$461.38	Ⓢ	01090446	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$4,648.74	Ⓢ	01090445	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$2,197.32	Ⓢ	01090442	E1000 05 514 230.31.00
<input type="checkbox"/>		08/13	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$33.18	Ⓢ	01090441	E1000 05 514 230.31.00
<input checked="" type="checkbox"/>		08/12	08/16	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$2,803.08	Ⓢ	01090440	E1411 00 578 681.42.00
<input type="checkbox"/>		08/11	08/13	COMPLETE OFFICE	206-8290059, WA	\$540.94	Ⓢ	607848	E1000 05 514 230.31.01
<input type="checkbox"/>		08/10	08/12	COMPLETE OFFICE	206-8290059, WA	\$2,277.48	Ⓢ	607848	E1000 05 514 230.31.01
<input type="checkbox"/>		08/10	08/12	COMPLETE OFFICE	206-8290059, WA	\$44.35	Ⓢ	607801	E1000 05 514 230.31.01
<input type="checkbox"/>		08/10	08/11	MOUNTAIN MIST	253-5356447, WA	\$670.75	Ⓢ	562081010160117	E1000 05 514 230.31.00
<input type="checkbox"/>		08/10	08/11	SEA LIGHT METAVANTE-M	206-884-3000, WA	\$125.38	Ⓢ	01019661	E1000 16 542 630.47.00

Ⓢ Dropped Ⓢ Reallocated Ⓢ Trans Detail Level  
Check All Show | Uncheck All Show

### Change a GL Account Code by Query

- The GL Account Code change was successful
- To log out of system, click on "Logout" at top of page
- Do not use the internet explorer back arrow, as you will get a "webpage has expired" notice



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

### Change a GL Account Code for multiple transactions

Need the GL Account Code changed for more than one transaction and don't want to change them individually.

The screenshot shows a web browser window titled "Card Account Summary with Transaction List". The address bar shows "https://access.usbank.com/epsApp1/USBComServlet#viewAnchor". The page content includes a "Search Criteria" section and a "Transaction List" section. The transaction list contains 8 records, with the first 7 records selected (checked). A "Mass Reallocate" button is circled in red. Below the table, there are buttons for "Reallocate" and "Mass Reallocate".

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		07/23	07/26	COMPLETE OFFICE	206-6280059, WA	\$93.21	(D)	599376	E1000.05.514.230.31.01
<input checked="" type="checkbox"/>		07/23	07/26	COMPLETE OFFICE	206-6280059, WA	\$294.56 CR	(D)	599376	E1000.05.514.230.31.00
<input checked="" type="checkbox"/>		07/22	07/26	COMPLETE OFFICE	206-6280059, WA	\$294.56 CR	(D)	599376	E1000.05.514.230.31.00
<input checked="" type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$227.76	(D)	598408	E1000.05.514.230.31.00
<input checked="" type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$152.21	(D)	599573	E1000.05.514.230.31.00
<input checked="" type="checkbox"/>		07/16	07/19	COMPLETE OFFICE	206-6280059, WA	\$589.11	(D)	599376	E1000.05.514.230.31.00
<input checked="" type="checkbox"/>		07/14	07/16	COMPLETE OFFICE	206-6280059, WA	\$1,240.09	(D)	598408	E1000.05.514.230.31.00
<input type="checkbox"/>		07/16	07/16	PUGET SOUND FINANCE OFFIC	PUYALLUP, WA	\$150.00	(D)		Multiple

### Change a GL Account Code for multiple transactions

- Select the transactions for updating by clicking on the check box.
- Click the "Mass Reallocate" button



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

Transaction Management - Mass Reallocation - Windows Internet Explorer

https://access.usbank.com/psApp/ASBConServlet

File Edit View Favorites Tools Help

Transaction Management - Mass Reallocation

Home  
Contact Us

After establishing the new allocation, 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

Mass Reallocation Action:

Replace Existing Allocations  
 Add Common Allocations

Alloc %	Accounting Code - Segment Name (Length)	Favorite
0.00 %	E * Q GL ACCOUNT CODE (24) 000 05 514 230 31 01 * Q	Add as Favorite

Q Search

Total Allocated: 0.00 % Additional Allocation(s): 1 Add

**Save Allocations**

Selected Transaction List

Transactions that will be effected by the action taken above.

Summary  
Total Number of Transactions: 6

### Change a GL Account Code for multiple transactions

- Change the percent to 100%
- Change the GL Account Code
- Click "Save Allocations"





# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

**usbank** Are You Sure?

You have chosen to Replace all selected transaction allocations with the same common allocation(s). This will effect 6 transactions totaling \$1,820.05. The following will replace each selected transaction allocation

Prepopulated Accounting Code Selection	
Alloc %	Accounting Code
100.00%	E[000.05.514.230.31.01]

Are you **sure** you want to change these allocations?

**Yes, Save Allocations**

Detail of Changed Transactions

Trans Date	Merchant	Amount	Prepopulated Accounting Code Selection	
			Current Name	Accounting Code
07/23/2010	COMPLETE OFFICE	\$294.56	CR	E[000.05.514.230.31.01]
07/22/2010	COMPLETE OFFICE	\$294.56	CR	E[000.05.514.230.31.01]
07/19/2010	COMPLETE OFFICE	\$227.76		E[000.05.514.230.31.01]
07/19/2010	COMPLETE OFFICE	\$152.21		E[000.05.514.230.31.01]
07/16/2010	COMPLETE OFFICE	\$589.11		E[000.05.514.230.31.01]
07/14/2010	COMPLETE OFFICE	\$1,240.00		E[000.05.514.230.31.01]

### Change a GL Account Code for multiple transactions

- Verify the transaction GL Account Code changes
- Click “Yes, Save Allocations”



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

### Apply Multiple GL Account Codes to a Transaction

The screenshot shows a web browser window displaying a 'Card Account Summary with Transaction List'. The page includes a search bar, a table of transactions, and a 'Multiple' button. A callout bubble points to the 'Multiple' button with the text: 'This is how the accounting code looks after the reallocation has been done'.

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	€±	Purchase ID	Accounting Code
<input type="checkbox"/>		07/23	07/26	COMPLETE OFFICE	206-6280050, WA	\$93.21	Ⓢ		599376	E1000.05.514.230.31.011
<input type="checkbox"/>		07/23	07/26	COMPLETE OFFICE	206-6280050, WA	\$294.56	CR	Ⓢ	599376	E1000.05.514.230.31.011
<input type="checkbox"/>		07/22	07/26	COMPLETE OFFICE	206-6280050, WA	\$294.56	CR	Ⓢ	599376	E1000.05.514.230.31.011
<input type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280050, WA	\$227.76	Ⓢ		598408	E1000.05.514.230.31.011
<input type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280050, WA	\$152.21	Ⓢ		599573	E1000.05.514.230.31.011
<input type="checkbox"/>		07/16	07/19	COMPLETE OFFICE	206-6280050, WA	\$589.11	Ⓢ		599376	E1000.05.514.230.31.011
<input type="checkbox"/>		07/14	07/16	COMPLETE OFFICE	206-6280050, WA	\$1,240.00	Ⓢ		598408	E1000.05.514.230.31.011
<input checked="" type="checkbox"/>		07/15	07/16	PUGET SOUND FINANCE OFFIC	PUYALLUP, WA	\$150.00	Ⓢ			Multiple

### Apply Multiple GL Account Codes to a Transaction

- To reallocate a purchase to multiple GL Account Codes, click on the select box at the left of the transaction
- Click "Reallocate"
- OR
- Click on the unallocated Accounting Code



# Procurement Card Manual

## UPDATING THE GL ACCOUNT CODE

Transaction Management - Allocations Tab - Windows Internet Explorer

https://access.usbank.com/cpsApp1/USBConServlet

Transaction Management - Allocations Tab

By Person's Information

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	07/16	07/16	PUGET SOUND FINANCE OFFIC	PUYALLUP, WA	\$150.00			Multiple

Home  
Contact Us

Discussed Trans Detail Level Reallocated

Summary Allocations User Line Items

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required Allocation Source: User Last Changed by Zellerhoff, Craig

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	Favorite
<input type="checkbox"/>	\$ 100.00 OR 66.67 %	E = Q	000.05.514.230.49.00 + Q	Add as Favorite
<input type="checkbox"/>	\$ 50.00 OR 33.33 %	E = Q	000.04.516.200.49.00 + Q	Add as Favorite

Change either amount box or percentage box

Apply Accounting Code: [ ] [Apply]

Additional Allocation(s): 1 [Add]

Save Allocations

Done

### Apply Multiple GL Account Codes to a Transaction

The transaction can be allocated by using an amount, percentage or adding additional allocation lines up to a maximum of 99.

- **Amount** – change the amount and GL Account Code for each line item for the transaction
- **Percentage** - change the percentage and GL Account Code for each line item for the transaction
- **Additional Allocation** – Input the number of additional lines and then change the amount or percentage and GL Account Code for each line
- Click "Save Allocations" button when finished



# Procurement Card Manual

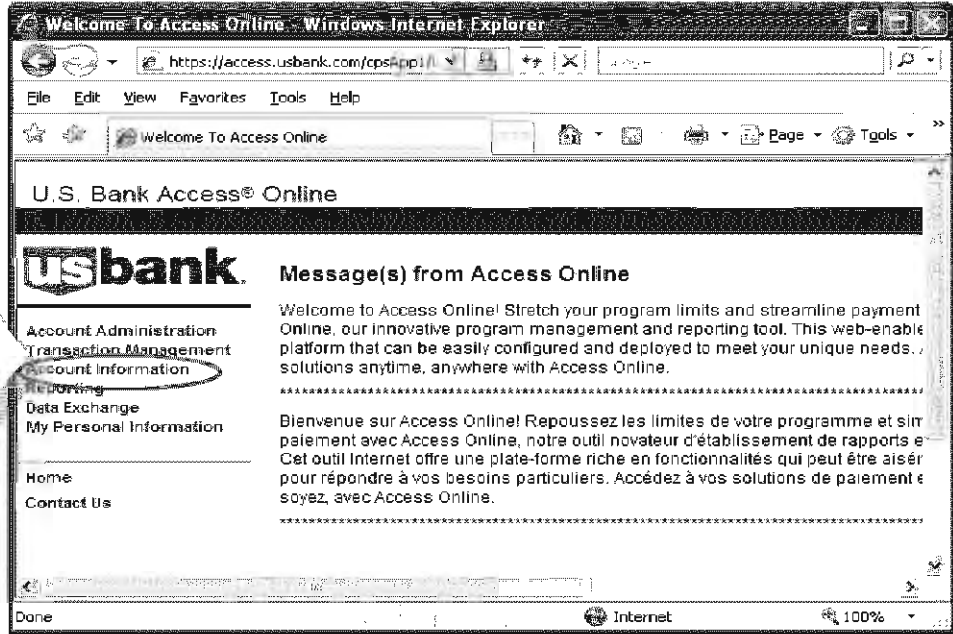
## PRINTING ONLINE MONTHLY STATEMENTS

### Printing Monthly Statement

At the end of a billing cycle, each cardholder will need to print out a statement from the US Bank website. (See appendix "E" for PCard Statement Processing Schedule) A hard copy statement will not be sent to the City of Tukwila. This statement is matched to all transaction backup and given to the department Reconciler.

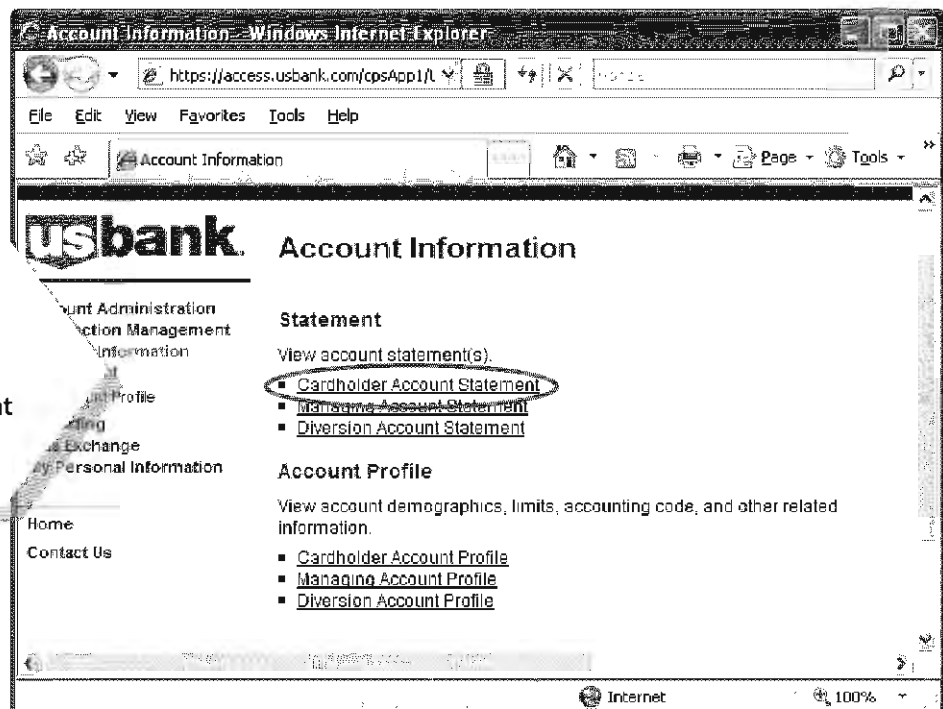
#### Login

- Click "Account Information" on the menu log



#### Cardholder Statement

- Under Statement column, click on "Cardholder Account Statement"



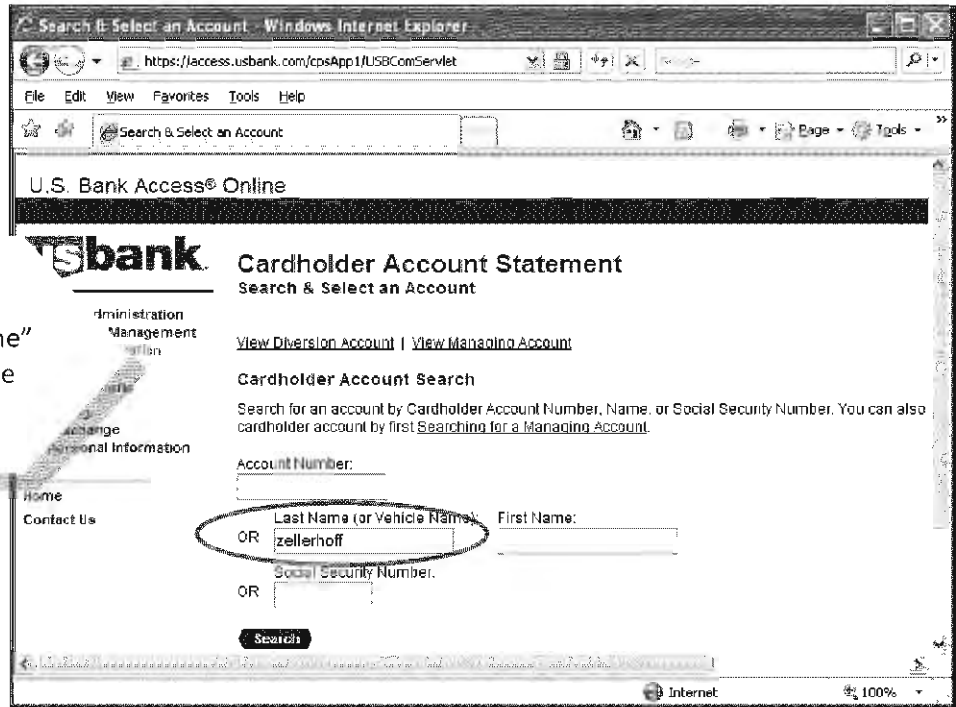


# Procurement Card Manual

## PRINTING ONLINE MONTHLY STATEMENTS

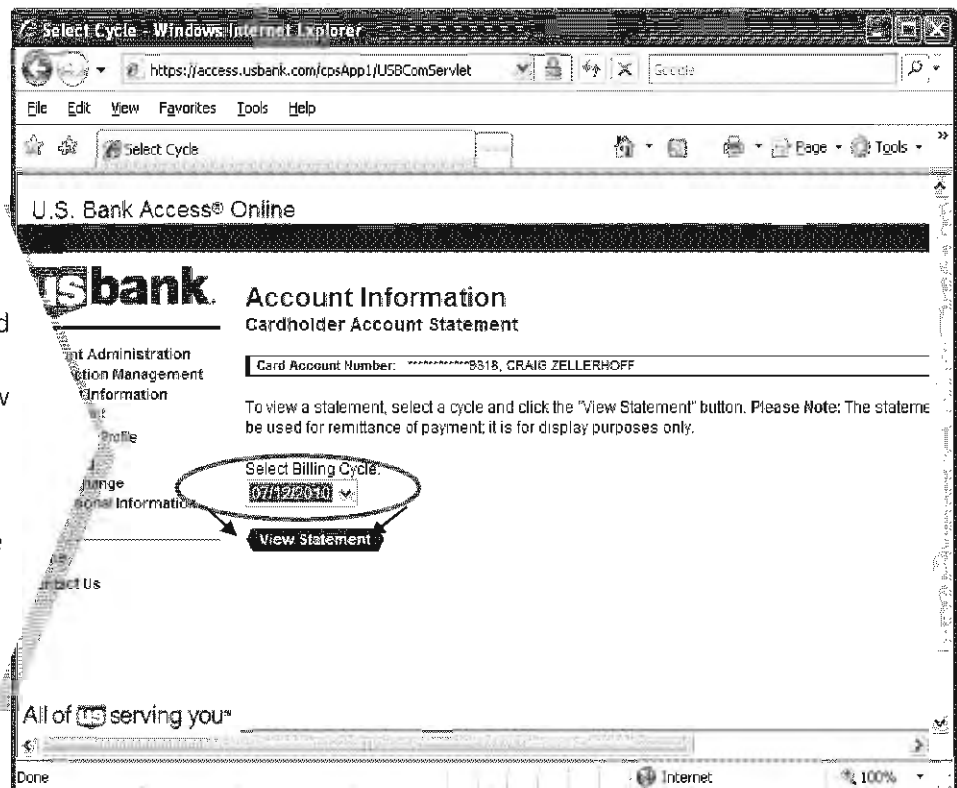
### Search for Account

- Insert the “last name” of the person whose statement is to be viewed/printed.



### Select Billing Cycle

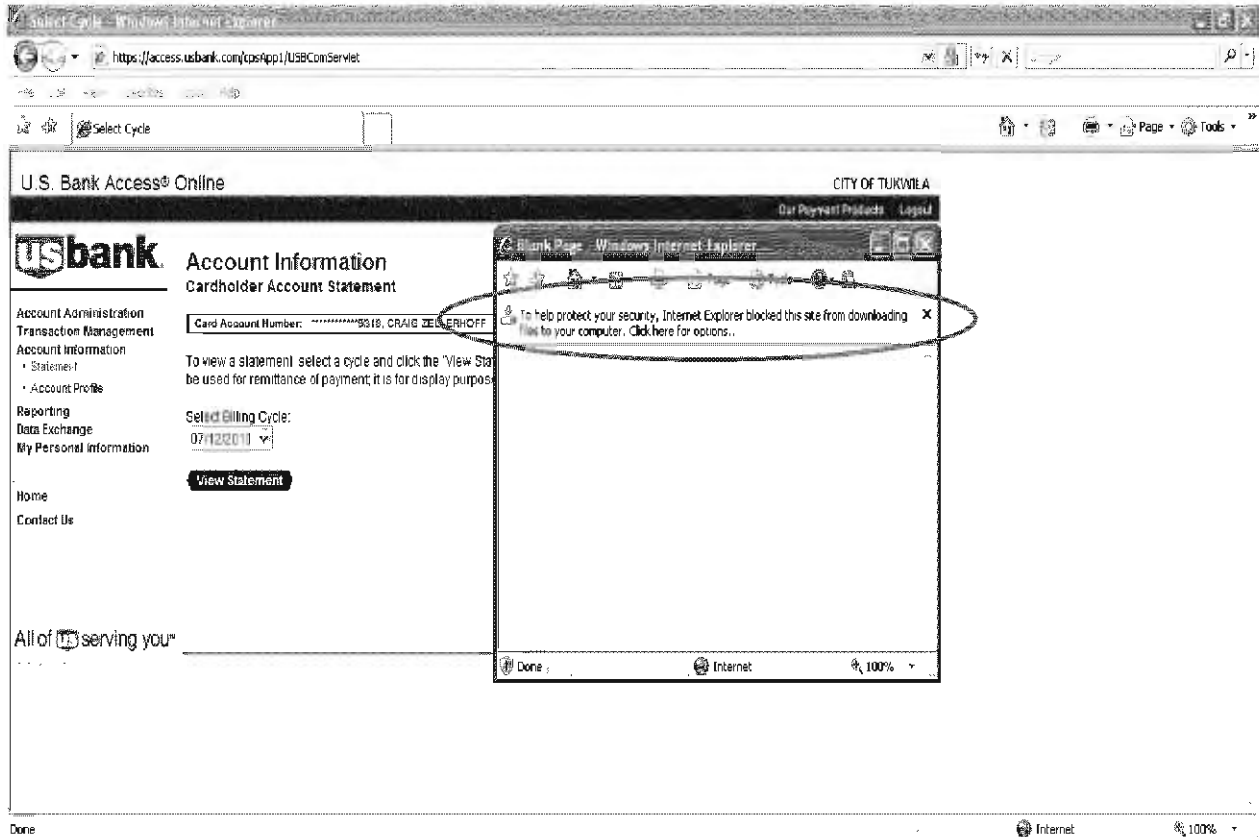
- Go to the “Select Billing Cycle” box and select a billing cycle
- Use drop down arrow for a list of all billing cycles
- Once billing date is selected, Click on the “View statement” button





# Procurement Card Manual

## PRINTING ONLINE MONTHLY STATEMENTS



### Windows Internet Explorer message

- When you click on the “**View Statement**” button, a pop up message appears
- Right click on the message for options
- Pick the option “**download file**” and do not close message screen
- Click on “**View Statement**” one more time to view the actual statement





# Procurement Card Manual

## PRINTING ONLINE MONTHLY STATEMENTS

**Card Account Summary**

Account Number: .9318  
 Account Name: CRAIG ZELLERHOFF

Billing Cycle Close Date: 07/31

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**Search Criteria** [Return to top](#)

---

**Transaction List** [Return to top](#)

Records 1 - 8 of 8

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

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	+	Purchase ID	Accounting Code
<input type="checkbox"/>		07/23	07/26	COMPLETE OFFICE	206-6280059 WA	\$93.21	Ⓢ		599376	E1000.05.514.230.31.01
<input type="checkbox"/>		07/23	07/26	COMPLETE OFFICE	206-6280059, WA	\$294.56	CR	Ⓢ	599376	E1000.05.514.230.31.01
<input type="checkbox"/>		07/22	07/26	COMPLETE OFFICE	206-6280059, WA	\$294.56	CR	Ⓢ	599376	E1000.05.514.230.31.01
<input type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$227.76	Ⓢ		598408	E1000.05.514.230.31.01
<input type="checkbox"/>		07/19	07/21	COMPLETE OFFICE	206-6280059, WA	\$152.21	Ⓢ		599573	E1000.05.514.230.31.01
<input type="checkbox"/>		07/16	07/19	COMPLETE OFFICE	206-6280059, WA	\$589.11	Ⓢ		599376	E1000.05.514.230.31.01
<input type="checkbox"/>		07/14	07/16	COMPLETE OFFICE	206-6280059 WA	\$1,240.09	Ⓢ		598408	E1000.05.514.230.31.01
<input type="checkbox"/>		07/15	07/16	PUGET SOUND FINANCE OFFIC	PUYALLUP, WA	\$150.00	Ⓢ			Multiple

### Tips/Reminders for Statement processing

- Maintain transactions weekly to ensure timely processing of monthly statements.
- See the PCard Statement Processing Schedule for dates when online statements are available to print.

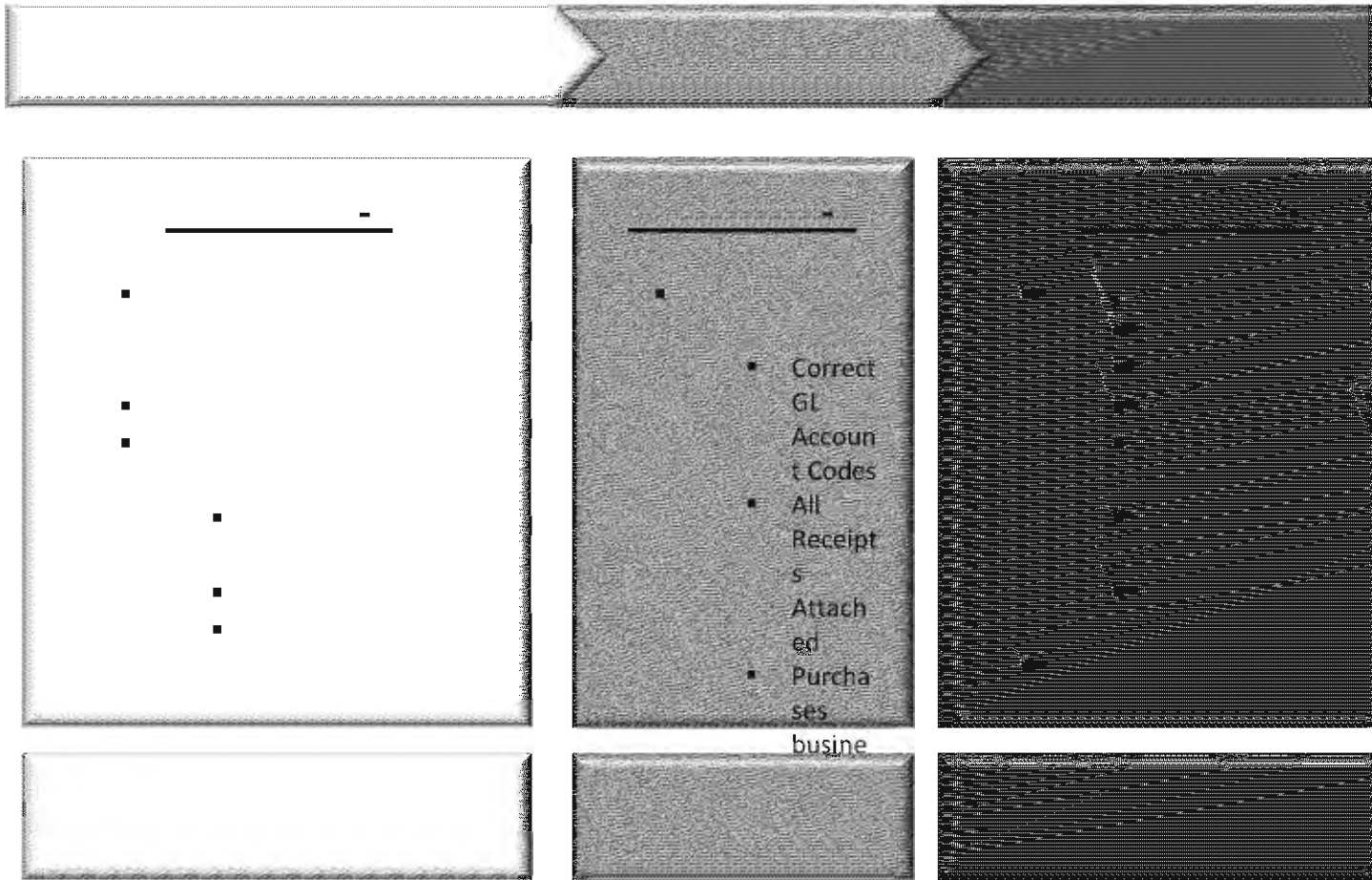




# Procurement Card Manual

## RECONCILIATION PROCESS

The reconciliation process consists of three stages over 8 working days. The process begins with the reconciliation of the statement, then approvals and followed by audit and review. The PCard statements will close on the 27<sup>th</sup> of each month. See the PCard Reconciliation schedule on Tuknet for the reconciliation processing dates by month (see appendix "E" for 2010 Process Calendar).



### Statement Reconciliation

During the open statement period, the cardholder or reconciler should frequently monitor all cardholder transactions online to maintain their personal online account in a timely fashion.



## Procurement Card Manual

Not maintaining the GL Account Coding online within the reconciliation period in a timely manner may result in the PCard being revoked.

### **GL Accounting Codes**

GL Account Code changes are required to be corrected by the end of the day on WD2 after the statement closes. If the default GL Account Code is not correct, follow the directions for online [Updating the GL Account Code](#), previously covered in this manual. Failure to change the GL account before the deadline will mean the cardholder or reconciler will need to request Finance to complete a journal entry to move the charge. Such request must be approved by the Department Director and PCard Administrator.

### ***RECONCILIATION PROCESS***

### **Statement**

The City of Tukwila PCard monthly statement closing date is the 27<sup>th</sup> of the month. When the last day of the month falls on a weekend or banking holiday, the last posting day for transactions is the next business day. The morning after the statement closes; the online statement is available for printing.

### **PCard Packet Preparation**

The cardholder or reconciler prepares the PCard Packet, which includes the PCard Transaction Log, PCard Statement and Supporting Documentation. The PCard Packet is to account for purchase transactions made by a cardholder, obtain approval and provide documentation to Finance. The PCard Packet includes:

- **PCard Transaction Log** –distributed by the Finance Department on WD3. (see appendix “C” for sample)
- **PCard Statement** - printed online statement from the US Bank website for each cardholder. A hard copy via U.S. mail will not be provided. (See Monthly Statement section of manual for example on how to print out statement)
- **Supporting Documentation** – includes a receipt or confirmation for each transaction listed on the US Bank online statement. Examples include:
  - Receipts
  - Invoices
  - Email receipts or confirmations
  - A copy of the “Training Attendance Request” (TAR) form needs to be attached for registration and travel receipts
  - All meal receipts for meetings must include where the event took place, who attended and an agenda



## Procurement Card Manual

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### **Approval**

The completed PCard Packet is given to the Designated Approver or Department Director for signature (see roles and responsibilities). The approved PCard Packet is forwarded to the Finance department by the end of WD5.



### Finance Review

Finance will review cardholder PCard Packets for:

- Use tax
- Acceptable receipts
- Correct account coding
- Correct splitting of charges
- Appropriate use of card
- Fraud
- Personal use
- Approval signatures, etc...

Purchase transactions are uploaded to Eden and posted to the transaction month in which the purchase took place.

### PCard Payment

Payment for purchases made by PCardholders is processed by US Bank through automatic withdrawal from the City bank account two days after the statement close date (27<sup>th</sup> of each month). The payment time frame is supported by the reconciliation and review process ensuring each purchase is supported by an invoice or receipt and reviewed by the Department Director.

### Random Physical Audit

Random physical audits are to ensure items purchased with the PCard remain on City of Tukwila property and used for business purposes. On a periodic basis the Fiscal Coordinator Payroll and Accounts Payable is responsible for performing a physical audit based on a random selection of purchased items. Results of the audit are documented and reported to the PCard Administrator.

### Lost Receipt

An "Affidavit of Lost or Destroyed Receipts" need to be completed by the cardholder and signed by a Department Director and PCard Administrator for any lost or stolen receipt. Multiple lost receipts will result in cancellation of the PCard. The affidavit form is available on TukNet, under the Finance department. See appendix "D" for sample of form.



## **Procurement Card (PCard) Administrator email**

[pcardadmin@ci.tukwila.wa.us](mailto:pcardadmin@ci.tukwila.wa.us)

## **Procurement Card (PCard) online *HELP!***

- PCard User Manual
- PCard Application
- PCard Affidavit
- PCard Training Slides

## **Finance Department Contacts**

### **Peggy McCarthy – PCard Administrator**

Finance Director

206-433-1839

[peggy.mccarthy@tukwilawa.gov](mailto:peggy.mccarthy@tukwilawa.gov)

### **Craig Zellerhoff – PCard Administrator**

Fiscal Coordinator – Payroll & AP

206-433-1836

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### **Diane Jaber**

Fiscal Specialist – Accounts Payable

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