

P-Cards for Study Incentives - Request Form and Infoporte Process

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FOR RESEARCH ADMINISTRATORS

AGENDA

- Overview of Dedicated P-Cards
- Request Process
- Form Review & Demo
- Reconciliation Processes
- Purchasing Best Practices
- Resources
- Q & A

Overview

Dedicated P-Card for Study Subject Incentives

Per [1252 – Policy on Small Order Purchase Via Purchasing Card](#), dedicated P-Cards may now be requested to be used in the procurement of **study subject incentives on sponsored projects**.

- Request for dedicated P-Cards must be authorized by the Lead PI or their designee
- Dedicated P-Cards are subject to approval by OSP
- More than one dedicated P-Card is allowed per individual and project
- *Again: Use of dedicated P-Cards is strictly limited to **gift cards** for study subject/participant incentives **on sponsored projects***

Dedicated P-Card Process


Once department has received the OSP approved form, departments work with their InfoPorte Admin and/or Access Request Coordinator (ARC) to submit the P-Card request which will be reviewed and processed by Finance Travel and Card Office that issues the card.

NEW versus Existing



OSP Request Process

Dedicated P-Card OSP Request Process

- 1) Complete OSP P-Card request form and submit to SponsoredPrograms@unc.edu.
 - 2) Request will be set-up in a [RAMTracker](#) and both the [Sponsored Programs Specialist \(SPS\)](#) and submitter will receive the RAMTracker ID.
 - 3) SPS reviews the request for completeness and allowability on the project and will communicate any questions/changes with submitter.
 - 4) If approved, the SPS will return the form to the submitter, **within 3 business days of receipt or last communication** with department.
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Dedicated P-Card Budget Load

- Once the request is approved, a **budget revision** will be processed to move requested amount from the budget pool (501000) or academic/research services (523000) to the P-Card holding account (559540). ***Required for 5- Ledgers**
 - *Exception: Ledger 3, 4 , 6 projects without budget loaded.*

Category	Budget
<u>Advances</u>	<u>307.53</u>
<u>559520: OSR Prepaid Card Advance *</u>	<u>0.00</u>
<u>559540: Pcard GCs for Study Subjects *</u>	<u>307.53</u>

- Departments can process a Budget Revision to move budget back to the budget pool or academic/research services account.

InfoPorte Request Process

When do you engage with your ARC?

You are requesting a Dedicated P-Card for Study Incentives for the first time:

- **YES!** This is considered a new request and you will need to start with OSP approval and submit all required documents to the ARC for routing to P-Card Office for processing.

You have a Dedicated P-Card for Study Incentives and are adding a New PS Project ID:

- **NO!** Only OSP approval is required.

You need Dedicated P-Card limit increased or approval to spend >\$5K on one purchase:

- **YES!** Complete the P-Card Maintenance Form and submit to ARC for processing.

You need to add Proxy Reconcilers to manage your Dedicated P-Card:

- **YES!** Complete the Proxy Reconciler Form and submit to ARC for processing.

What does your ARC need for NEW card requests?

The ARC will complete: [Campus Finance Systems Access Form](#)

The following should be submitted to the ARC as attachments for InfoPorte:

- Approved [OSP P-Card Approval Request for Study Subject Incentives](#)
- [Finance P-Card Application](#) (default P-Card limit selected is \$5,000 unless total OSP approved request amount for all projects supports a higher limit)

These additional items should also be included, when applicable:

- Certificate of [P-Card Accountholder Training](#), if applicable (new card for recipient)
- [Proxy Reconciler Form](#) – designating others who can reconcile transactions in BoA Works.

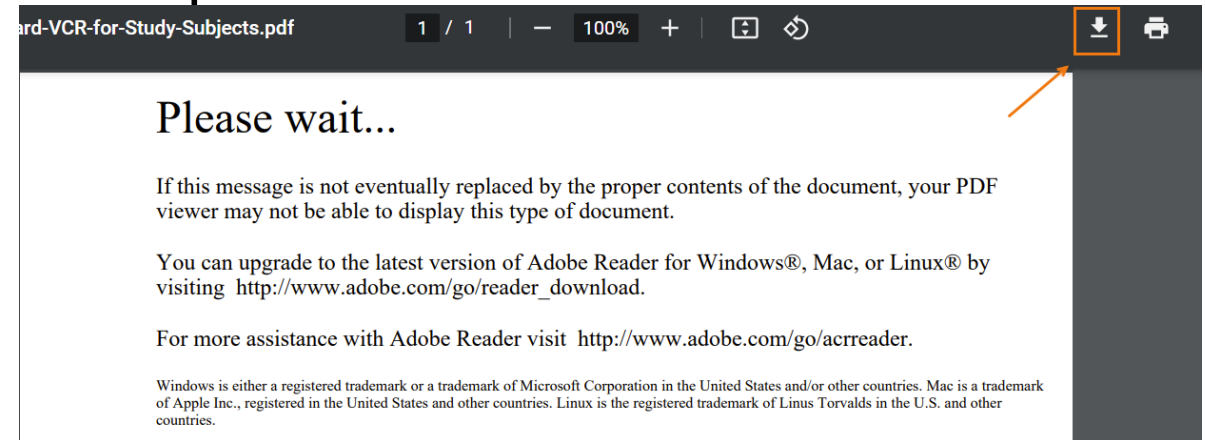
Form Demo & Reminders



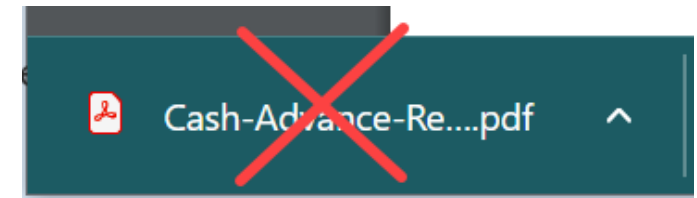
Form Demo

Tip: Getting this message? It's not an error.

- Download the form to your desktop to complete.



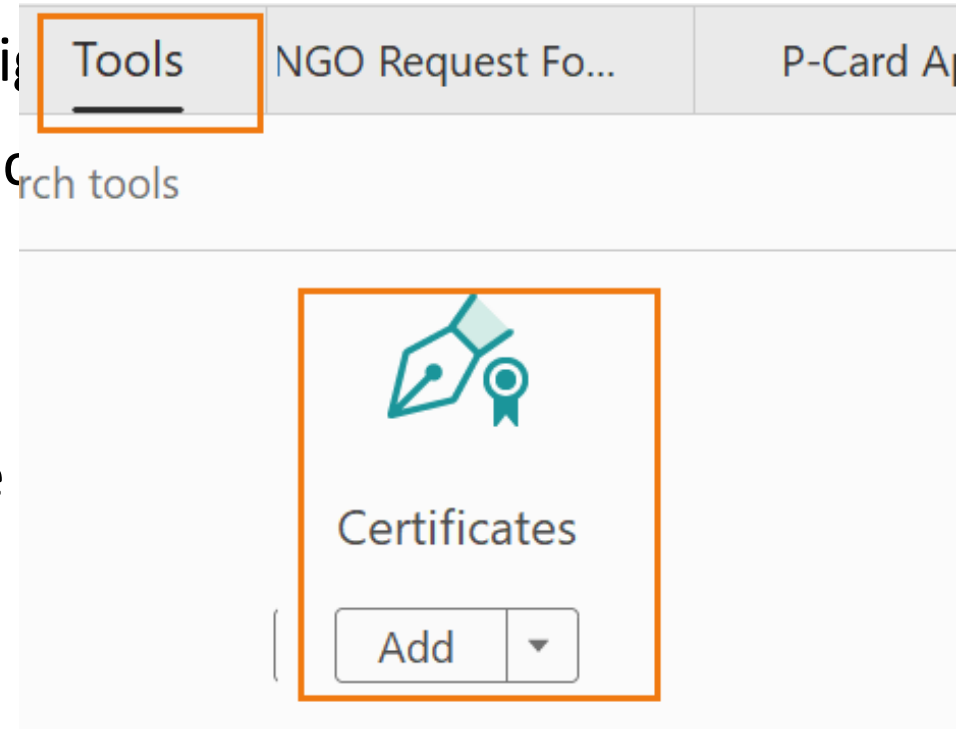
- Do not open the download from web browser window



Tip: Having trouble signing the form?

If Fill & Sign is not available, follow these steps to digitally sign the form:

- Print the form to Adobe PDF and save it on your computer
- Open the saved form from your computer
- In Tools tab, click Add Certificates
- On the form, click on digitally sign and select the certificate
- Follow prompts to add digital signature



**Form will no longer be dynamically editable after adding a certificate and placing digital signature.*

Reconciliation Process

Works Reconciliation Timeframes

All purchases posting to BoA Works on or before the **15th of the month** must be reconciled on account **559540** to the project by the **20th of that month**.

**Failure to do so will post the expenses to the department's default/suspense chartfield.*

Purchase Amount	Vendor	Uploaded Receipt	Comp Val Auth	Comments	Allocation
600.00	TARGET 00020693	<input type="text" value="All"/> ▾	<u>Yes</u>	reconciled to project (more)	UNCCH-25210-495005595404290015125628

ConnectCarolina Reconciliation Timeframe

Once the Works reconciled expense has posted to the project, reconciliation must occur by the **15th of the following month** in ConnectCarolina.

Example:

On 9/8, purchase posts to expense line of the project on account 559540.
By 10/15, a journal should be processed to move the holding expense to the applicable expense account (i.e., 523150 or 523160)

P-Card Reconciliation Process

- Create the appropriate reconciliation journal in ConnectCarolina
 - JOT – Other Campus Journal
- Complete and attach the following documents to the journal:
 - [OSP Advance Reconciliation Form](#)
 - Copy of receipts, invoices, & distribution list
- OSP Pre-Audit Technician reviews the journal for completeness and allowability; transactions are subject to rejection without all required documents.
- If there is an unspent balance or unused gift cards on a project, a check payment for the total amount of unspent and/or gift card balances should be sent to OSP with the [OSP Deposit Memo](#), noting the appropriate project to reimburse. ****Cash or gift cards will not be accepted.***



Resources

- [OSP Study Subject Payments webpage](#)
- [OSP Advance Reconciliation Form](#)
- [OSP P-Card Request Form](#)
- [Finance Purchasing Card webpage](#)

OSP Email: SponsoredPrograms@unc.edu

P-Card Email: pcard@unc.edu

Find Your ARC:

https://ccinfo.unc.edu/wp-content/uploads/sites/219/2017/03/Infoporte-Admin_Access-Request-Coordinator-list.pdf

Questions





THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL