Overview of District Purchase Card Submittal Process

Contents

- Monthly Statement
- > Requisition Reconciling Monthly Statement
 - Budget Code String & Definitions
 - Submitting Support Documents
 - Requisition View
- ➤ Non-Acceptable Charges
- > Reminders

Monthly Statement

Elan Financial Services website to access monthly statements

Billing Cycle from the 21st through the 20th. Statements are available on-line ONLY beginning the 21st of the month.



ACCOUNT NUMBER 0000 0000 0000 0000 0000 AMOUNT DUE \$0.00



"MEMO STATEMENT ONLY" DO NOT REMIT PAYMENT

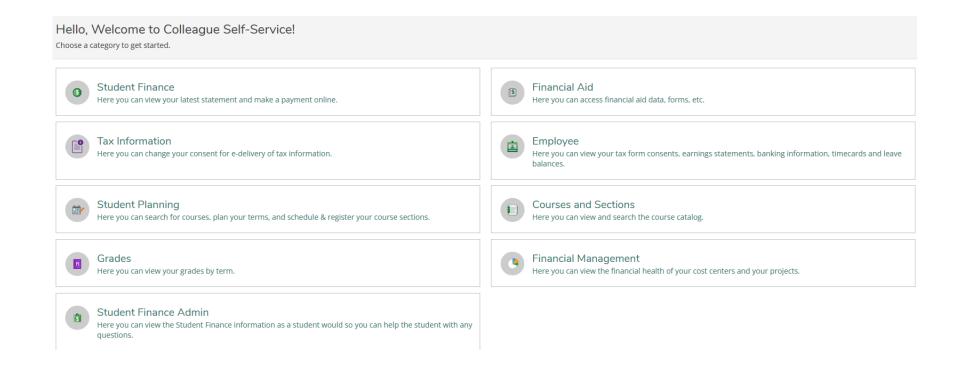
MESSAGES:

TRAN DATE	POST DATE	REF#	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
12-20	12-21	56977	USPS PO 0552860150 NAPA CA	27.90	
12-25	12-26	66825	FACEBK TWOLJKFQE2 650-5434800 CA	250.00	

ACCOUNTING CODE SIGNATURE/APPROVAL			
	CARD ACCOUNT NUMBER	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL	0000-0000-0000-0000	PURCHASES, FEES & ADJUSTMENTS	1,422.82
800-344-5696	01/20/23	CHECKS/CASH ADVANCES	.00
BILLING OFFICE ACCOUNT NUMBER 47.15-1103-0257-7866 BILLING OFFICE CONTACT AND ADDRESS NAPA VALLEY COLLEGE TEULA HUERTA 2277 NAPA-VALLEJO HIGHWAY NAPA CA 94558-6236		CREDITS	.00.
		STATEMENT TOTAL	1,422.82

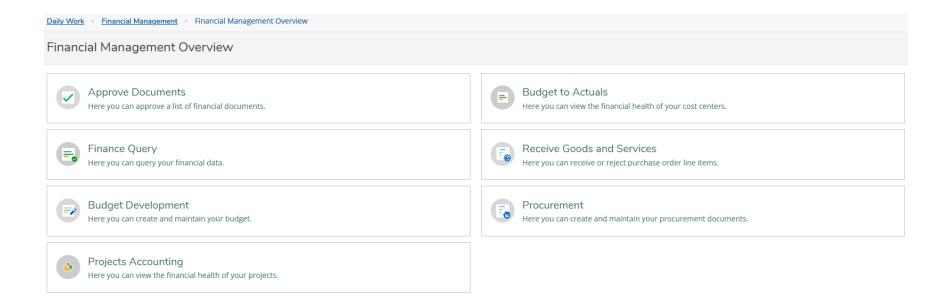
Requisition – Reconciling Monthly Statement

Colleague Self-Service



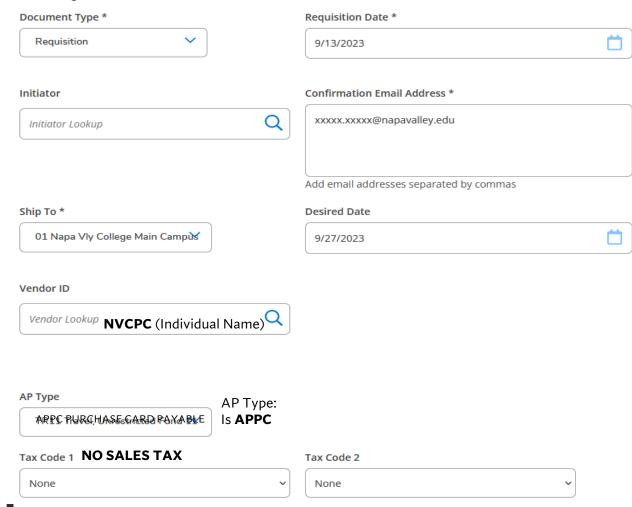
Requisition – Reconciling Monthly Statement

Colleague Self-Service



Requisition – Reconciling Monthly Statement (Create)

Colleague Self-Service



Approvers	Approval Date	
Next Approvers		
Next Approver Lookup		Q
Printed Comments MONTH YEAR statement		
Internal Comments		
MONTH YEAR statement		

Requisitions – Budget Code String & Definitions

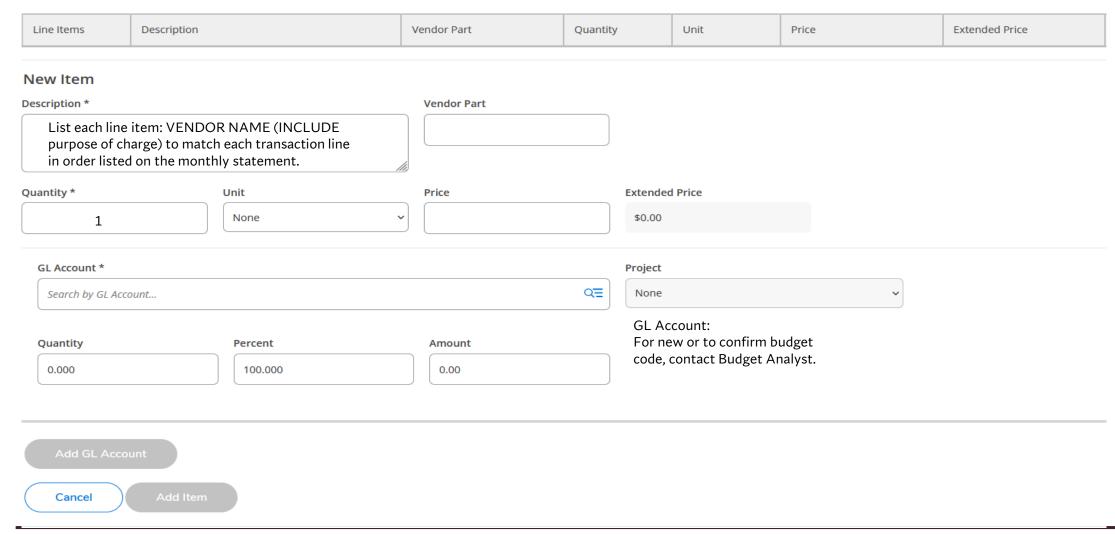
For **NEW** or to **CONFIRM** budget code, schedule mtg. w/ Controller.

FUND*	ACTIVITY	PROGRAM	OBJECT NO.	BUDGET CENTER/LOCATION
XX	XXXXXX	XXXX	XXXXX	XXXX
(2-digit)	(6-digit)	(4-digit)	(5-digit)	(4-digit)

- (A) **FC FUND** A two-character code used to differentiate between the District's accounting funds.
- (B) **ACTIVITY** A six-character code representing the instructional activities defined in the Chancellor's Office Taxonomy of Program (TOP). It also designates the administrative and support activities of the District. This field is used for the required state level reporting by activity and object set forth on form CCFS311.
- (C) **PG PROGRAM** A four-character code used to identify different special programs/projects in order to meet state, federal, and internal reporting requirements. It also designates the funding source of the programs.
- (D) **OBJECT OF EXPENDITURE** A five-character code representing the general ledger class and the object of expenditure (revenue, assets, liability, and fund equity categories) prescribed by the Budget and Accounting Manual for California Community Colleges. The first character identifies the General Ledger class; the next two characters conform to state codes; and the last two characters provide additional detail for internal use.
- (E) **BUDGET CENTER** A four-character code representing the various organizational units of the District. The first character represents the major division of organizational units; the next two characters identify the cost centers within each major division and the fourth character identifies the location associated with each budget center.

Requisition – Reconciling Monthly Statement (Create)

Items



Requisition – Reconciling Monthly Statement (Create) – SAMPLE of Line Items

List each line item:
VENDOR NAME
(INCLUDE purpose of charge) to match each transaction line in order listed on the monthly statement.

MESSAGES:

TRAN DATE	POST DATE	REF#	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
12-20	12-21	56977	USPS PO 0552860150 NAPA CA	27.90	
12-25	12-26	66825	FACEBK TWQLJKFQE2 650-5434800 CA	494.92	
01-16	01-16	49076	FACEBK L8ZAYL7RE2 650-5434800 CA	900.00	

Items

1	USPS (Notary Services)	1.000	\$27.9000	\$27.90 🔗 🛑
2	Facebook (PIO-Advertising)	1.000	\$250,0000	\$250.00 🔗 😑
3	Facebook (HR-Advertising)	1.000	\$300,0000	\$300.00

Requisition – Submitting Support Documents

Upload Support Documentation <u>as a packet</u> named REQ0000000 NVCPC Smith, John – October 2023) in Self-Service:

- Statement
- ☐ Receipts in transaction order listed and NEED to match the amount on monthly statement.
- ☐ If charges are related to travel besides receipts, MUST include Travel Authorization Form, Travel Budget Worksheet, and copy of P.O.
- ☐ Missing a receipt, for each transaction, MUST complete the "Lost/Missing Receipt" form

Users are assigned to a staff member in the Business & Finance Office who will be monitoring the submission of the monthly reconciled district purchase card requisitions and support documents.

RESOURCES:

Lost/Missing Receipt Form https://www.napavalley.edu/about/administrative-services/business-finance/documents/lostmissrcptfm2018.pdf

Requisition (View)

Requisition Status

- Not Approved awaiting approval tree (prompt next in line approver to approve requisition)
- Outstanding awaiting review and P.O. creation
- PO Created requisition has been created to a PO #

MUST do periodic checks on status to follow-up on requisition process.

Purchase Order Status

- Outstanding awaiting receiving and invoicing
- Accepted items have been received
- Invoiced invoice has been received and voucher to pay has been created by Accounts Payable
- Paid check has been issued
- Reconciled check related to this has been reconciled within Colleague once cleared with bank
- Closed P.O. has been closed
- Void PO, has been voided

District Purchase Card – Non-Acceptable Charges

So far . . . DON'T USE PURCHASE CARD FOR:

- ODP
- Amazon
- Travel Related Expenses (follow the District's travel process)
- Meals (follow the District's per diem amounts)
- Entertainment Expenses
- Tips
- Individual membership dues or fees
- Transportation to and from places of travel
- Fuel
- Traffic or parking citations

RESOURCES:

AP 6390 https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=CVDTPU777800

Business Forms & Guidelines – Travel Reimbursement Info & Forms https://www.napavalley.edu/about/administrative-services/business-finance/forms-guidelines.html

District Purchase Card – Reminders . . .

The District Purchase Card should ONLY be used as a last option, when all options have been attempted.

- Monthly Statement Billing Cycle from the 21st through the 20th. Statements are available on-line ONLY beginning the 21st of the month.
- Reconcile monthly statement and submit requisition with support document packet through Self-Service by the last working day
 of the month.
- Consult with your assigned Business & Finance Office staff member who will be monitoring the submission of the monthly reconciled district purchase card requisitions and support documents.
- Keep the hardcopy packet with original receipts together for your files.
- District Purchase Card requisition may remain in "Not Approved" status until reviewed and audited by Business & Finance Office staff member.