Overview of District Purchase Card Submittal Process

March 5, 2025

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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.

Requisition – Reconciling Monthly Statement

Colleague Self-Service

Requisition – Reconciling Monthly Statement

Colleague Self-Service

Requisition – Reconciling Monthly Statement (Create)

Colleague Self-Service

Document Type *

Requisition

Requisition Date *

9/13/2023

Approvers	Approval Date

Next Approvers

Next Approver Lookup

Initiator

Initiator Lookup

Confirmation Email Address *

xxxxx.xxxxx@napavalley.edu

Add email addresses separated by commas

Printed Comments

MONTH YEAR statement

Ship To *

01 Napa Vly College Main Campus

Desired Date

9/27/2023

Internal Comments

MONTH YEAR statement

Vendor ID

Vendor Lookup **NVCPC** (Individual Name)

AP Type

APPC PURCHASE CARD PAYABLE

AP Type:
Is **APPC**

Tax Code 1 **NO SALES TAX**

None

Tax Code 2

None

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

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price

New Item

Description *

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

Vendor Part

Quantity *

1

Unit

None

Price

Extended Price

$0.00

GL Account *

Search by GL Account...

Project

None

GL Account:
For new or to confirm budget code, contact Budget Analyst.

Quantity

0.000

Percent

100.000

Amount

0.00

Add GL Account

Cancel   Add Item

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 <u>in transaction order</u> 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 . . .

- Monthly Statement Billing Cycle from the 21st through the 20th. Statements are available on-line ONLY <u>beginning the 21st of the month</u>.

- Reconcile monthly statement and submit requisition with support document packet through Self-Service <u>by the last working day</u> 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.