CONCUR Procurement Card Audit Issues and Other Items

AUDIT ISSUES

Absolutely no travel is allowed on the procurement card. That means no hotel and no airfare. In limited circumstances, lodging is permitted only when combined with conference fees.

Business Purpose. A brief explanation of how the purchase benefits the University must be included in the transaction. The purpose is not necessarily a description of what was purchased. For events or official functions, please refrain from using words like “lunch”, “snacks”, “meals”, or “food” in the explanation. If you purchased meals for an approved official function, then state the name of meeting/function and date.

Card Sharing and unauthorized use. Are you protecting the card at all times to prevent unauthorized use, and not sharing or authorizing others to use the card? Cardholders shall not share their cards or card numbers with other individuals. Only the designated Cardholder is allowed to use his or her procurement card. The procurement card should not be shared with other people because it would allow the University's bank to withdraw any fraud or other protections otherwise provided for the credit card.

Illegible receipts. When itemized receipts cannot be read, be sure to write over the items in order to provide a better receipt to attach. As a last resort, you can also include a recreated order form.

Missing receipts. Cardholders need to provide complete source documentation which should include the following:
- Vendor identification (Merchant name)
- Date of purchase
- Description and quantity of each item purchased
- Cost per item
- Total cost of order
- Cardholder name and/or card number (last 4 digits)

Office Supplies are a mandatory purchase from Staples. Please avoid purchasing office supplies from any other vendor and this includes the CU Bookstore. Even though Concur does not flag mandatory warnings anymore, the cardholder is still responsible for adhering to the mandatory University Price Agreements. Toner is the only exception for office supplies and may be purchased from other vendors.

Mandatory University Price Agreements.
- Copiers – Rental (Multi-function Devices)
- Furniture
- Moving
- Office Supplies

Tax on purchases. Taxes are frequently being charged, so start making it a habit to inform vendors upfront that the University is tax-exempt.
**OTHER ITEMS**

**Naming your monthly report.** For the SOM Dean’s office, please remember to use the following format for the report name as this helps identify expenses in the financial system and on m-FIN reports.

2012-11_Last nameFirst initial-Pcard (example, 2012-11_SanfordL-Pcard)

**Beware how Concur defaults to incorrect expense types.** Occasionally, Concur will automatically default the expense type for you. For example, Concur will auto-populate “Dues and Professional Organizations” when the correct expense type should be “Registration Fees”. Another auto-default to watch for is “Office Supplies”.

**Setup a FedEx shipping account.** Avoid using FedEx waybills as these do not provide sufficient detail required for source documentation. Your credit card number can also be compromised by having it readily visible and on display on the waybill. If you have not already done so, visit the PSC’s “How to Buy Shipping” at [https://www.cu.edu/psc/purchasing/howtobuy/shipping.htm](https://www.cu.edu/psc/purchasing/howtobuy/shipping.htm) to setup your account.

**Tipping.** Please observe the maximum 10% tipping on deliveries for official functions.

**Unsubmitted transactions.** All transactions are required to be assigned to a report and submitted to the Approving Official within 30 days of the transaction date. I receive a report once a month of all unsubmitted charges. The Commercial Card program will issue violations, so please keep your transaction queue (“Available Card Charges”) cleaned up.

**Submit only 1 report per month.** The University pays for every report that is processed. Please submit only one report per month.

**LATE REPORTS.** Reports are consistently submitted late. All approvals would need to be completed by 5:00pm on the last business day of the month in order for expenses to post to their speed types. This is critical for sponsored projects so ensure reports are submitted early enough to obtain all required approvals.