

PROCARD PROGRAM CHANGES

OCTOBER 30, 2018

Summary of Changes

The full policy and process was reviewed and massive changes were made to the FMOG resulting in a more abbreviated version. Some of the more extensive revisions were:

- Cardholder and department manager responsibilities
- Limits and restrictions
- Applicant eligibility
- Reconciliation and payment process
- Compliance

Summary of Changes

To make the audits more transparent and more risk-based the following changes were incorporated into Compliance:

- Updated listing of non-compliance issues and consequences
- Capped penalty score for multiple low-level issues
- Larger penalty score for repeated issues post-audit

The revised non-compliance levels are listed on the following slides.

Level One

Level One includes but is not limited to first instance of :

- Late UTShare transaction approvals
- Incomplete/unsigned transaction log
- Missing itemized receipt
- Supplier hold not checked
- Missing ORI approval for foreign vendors
- Texas sales tax charged

Consequence: Non-compliance notification email from PTCA to cardholder's Department Manager and immediate supervisor.

Level Two

Level Two includes but is not limited to:

Two Level One occurrences within a two-year period and first instance of:

- Unsecured/shared card
- Restricted business/commodity
- Payment of past due invoices
- Missing or unsigned BEF
- Lost/stolen card not reported
- Personal or unauthorized purchases: self-reported and resolved within statement cycle
- Non-compliance with other University Policy or Procedures

Level Two, cont.

- Cardholder not full-time benefits eligible employee
- Repeated findings cited in previous audit
- No internal control questionnaire

Consequence: Mandatory Procard Compliance Refresher Course, non-compliance notification email from PTCA to Department Manager with copy to respective Dean/Associate Vice President and AVPFA/Controller. Special Event cardholders will also be required to retake the Business Related Hospitality and Entertainment course.

Level Three

Level Three includes but is not limited to:

- Two Level Two occurrences within a two-year period
- Four or more Level One occurrences within a two-year period

First instance of:

- Split purchase to circumvent single transaction limit
- Personal or unauthorized purchases

Consequence: Suspension of Procard and/or Special Event privileges for ninety days, mandatory Procard Compliance and Business Related Hospitality and Entertainment training, and letter from AVPFA/Controller to respective Vice President.

Level Four

Level Four includes but is not limited to:

- Three Level Two occurrences within a two-year period
- Two Level Three occurrences within a two-year period
- Continued late UTShare transaction approvals after card has already been suspended.

Consequence: Cancellation of Procard, and letter from AVPFA/Controller to respective Vice President.

Level Five

Procard related fraud

Procard-related fraud is intentional misrepresentation or deception related to the use of the Procard and the reporting of Procard transactions.

Consequence: Suspected fraud will be reported to UTSA and other authorities as applicable and investigated as appropriate. Consequences for fraud will vary depending on the outcome of the investigation and the nature of the offense, and may result in disciplinary measures up to and including termination of employment and criminal prosecution.

Other Changes

Citibank Credit Card Statements

Citibank will **no longer mail** paper statements beginning with the **January 3, 2019** statement for **all credit card programs**. To access your statement activity, please register your card account on CitiManager so you can download the statement in PDF format.

The instructions for registering your card account can be found at http://www.utsa.edu/financialaffairs/training/docs/PTCA/CActivation_CitiMgr_Cholder_SelfReg.pptx.

