

Fort Hays State University

Activity Account Credit Cards

10/21/04

Updated: 10/29/04; 11/02/04; 07/29/05; 03/09/06 rd; 04/07/06 rd

- To check out a credit card, the organization must submit a PR
 - The vendor is where they plan on using the credit card
 - A separate PR must be submitted for each vendor
 - If travel, list vendor as “To be determined”
 - If there ended up being more than 1 vendor, the organization must submit additional PRs when they return
 - Terms=CC
 - End Use=Person authorized to pick up the credit card
- Note: The submitter is responsible for making sure there is enough money in their account for their purchase prior to submitting the PR.
- Once Purchasing approves the PR an e-mail notification is sent to SFS, who then can print a Credit Card check out form on IFAS
 - This form is to be signed by the organization member who is checking out the credit card
 - Person picking up the credit must provide a picture ID
 - A return time is established with this form
 - If the student arrives at Student Fiscal Services prior to the PR being approved, Student Fiscal Services should contact Purchasing to find out where the PR is help up.
- Once the organization has made their purchase, they are to return the card with the original receipt to SFS
 - If the member spent more than was authorized, the individual must justify on the credit card check out form why they went over the PR amount
 - If over spent less than \$5 no explanation is needed
 - SFS will send a copy of the credit card check out form with the explanation to the faculty sponsor and AP
 - ❖ the faculty sponsor is responsible for taking appropriate action to reclaim funds due to the activity account
 - At that time the credit card check out form is signed
 - If the member went to a different vendor than the original PR, SFS will have the student document the new vendor why they went somewhere else on the credit card check out form
 - If the member went to more than 1 vendor, the organization must submit additional PRs
 - Additional PRs will not be “CC” PRs
 - SFS will hold the receipts until all PRs are submitted
 - SFS will refer the member to Purchasing to submit additional PRs
 - Purchasing or organization must notify SFS with PR & PO #s
- SFS will file the credit card check out form
 - If the vendor changed a copy of the form will be sent to Accounts Payable giving them authority to change the vendor in APOHBTUB
- SFS will write the 2 character IFAS code on the receipt along with the PR# and PO# and send to Accounts Payable
- If organization is needing to return an item
 - A PR needs to be submitted
 - The vendor is where they plan on using the credit card
 - Terms=CC
 - End Use=Person authorized to pick up the credit card
 - Amount=negative amount
- Accounts Payable will enter the transaction in APOHBTUB with the actual expenditure object code

- The batch name will start with B (only SFS credit card transactions will be processed in the batch)
- AP will pay the invoice as long as the items on the PO are similar to the receipt (ie. PO=food, receipt=ice cream)
- The PO should be paid as a full payment
- If the vendor on the receipt does not match the vendor on the PO, AP should have a copy of the credit card check out form from SFS to document the correct vendor and why the vendor changed, authorizing AP to change the vendor
- AP will initial the lower right hand corner of the receipt as they are entered
- AP will write the assigned IFAS invoice # on the credit card receipt or highlight the actual receipt # to help SFS in reconciling
- If vendor is not found or needs to be updated in database:
 - Do not save the information in IFAS
 - Submit the IFAS Vendor form via Lotus Notes Workflow
 - Keep invoice separate from unprocessed invoices (Awaiting FEIN Envelope?)
 - Enter the invoice after receiving notification that the vendor has been added/updated
- If receiving a reimbursement for an expenditure (personal, Sternberg, etc)
 - Organization sends the money with a deposit slip to AP (The organization org key of the transaction and object code 53990 should be used on the deposit slip)
 - AP will post entire transaction in OH with organizations org key and object 53999
 - AP will send the deposit slip to SFS
 - SFS will post deposit as lonesome cash with expenditure object code to reverse reimbursement portion
- To correct a duplicate credit card receipt that has been processed in a BPC batch
 - AP will enter a negative transaction in a third BPC batch
 - The same object code, org key, and credit card code must be used
- If a receipt is missing
 - Shirley will call the organization for the receipt
 - Organization must hand carry the receipt to the Business Office for AP to enter immediately
 - Shirley will then finish her reconciliation so AP can pay the statement
 - If organization cannot be reached, AP will enter information in OH based on statement so statement can be paid timely (SFS will communicate these with Accounts Payable)
- Accounts Payable will place receipt in the designated envelope and batch distribution reports in the designated envelope and put the envelopes in SFS tray in the Business Office. SFS will pick up the envelopes daily
- SFS does NOT print these with batch
- SFS files receipts by Bank ID (card holder)
- Once statement is received, SFS selects invoices to pay by using APOHPPSP
 - Choose bank ID (credit card)
 - Click test
 - If amount matches statement, click update now
 - If amount does NOT match, click update now THEN
 - Run report APOHPPRP of all transactions selected for pay by bank ID
 - Go back to APOHPPSP
 - Those that are not on statement type invoice # and change status from WP to DS
 - If the vendor ends up with a negative balance for the statement period
 - Select transactions for pay and mark as PD
 - Submit JE using Lotus Notes Workflow IFAS JE form
 - Debit SA30020500-23990
 - Credit org key-20210
 - Enter the following description: Use CCRF for MISC. Bank ID, PE ID, Amount
- SFS runs the check process for the credit card bank IDs

- AP pays statement once SFS has the log sheets reconciled—no PR is required
 - AP will use the org key SA30020500 and object 23990