OFFICE OF THE CONTROLLER

General Accounting - Treasury Team

Program Expense Card Training

September 2023

UNIVERSITY OF
South Carolina

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Program Expense Card Overview

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Program Expense Card Overview

- Credit cards are issued through Bank of America
- This card can be used for student programs (e.g. Study Abroad, summer programs, etc.) & research participant incentives
- Cards can only be issued to USC employees
- Program Expense cards cannot be used for individual travel or any purchase subject to procurement

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Requesting Program Expense Cards

- Complete Program Expense Card Request Form
- Email form to: cards@mailbox.sc.edu
- Attend training
- Allow 7-10 days for processing
- You will receive an email when requested card is ready to be picked up

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Controller's Office
Program Expense Card Request Form

ELIGIBILITY REQUIREMENTS:

- All expenses must be approved University program expenses
- Applicant must be a USC employee
- Department Head approval
- Training Session Attendance
- Signature on Cardholder Agreement (upon issuance of card)

Please email completed form to: Cards@mailbox.sc.edu

SECTION I. CARDHOLDER INFORMATION

LEGAL FIRST AND LAST NAME REQUIRED	
LAST NAME	CAMPUS
FIRST NAME	DEPARTMENT NAME
CELL PHONE	DEPARTMENT ADDRESS
OFFICE PHONE	
EMAIL	CARDHOLDER LIAISON(S) - NAME & USC ID
USC ID	

SECTION II. CHARTFIELDS

OPERATING UNIT	DEPARTMENT	FUND	CLASS

SECTION III. INTENDED USE OF CARD

UNIVERSITY PROGRAM	RESEARCH INCENTIVES

As cardholder, I will always treat the USC Program Expense Card with at least the same level of care as personal credit cards. The card will be maintained in a secure location and the card account number will be carefully guarded. I will be the only person entitled to use the card. I fully understand the intent of this program and will comply with all guidelines on the Program Expense Card as well as USC policies and procedures related to the expenditure of University funds. I will maintain all receipts and records for proper reconciliation of all transactions. I understand if proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department can deduct the outstanding balance from future payroll check(s) and the card may be suspended.

CARDHOLDER SIGNATURE ____________________ DATE __________

SECTION IV. Please select one Spend Profile below

☐	1. $1K Single Transaction Limit - $1K Limit/Month
☐	2. $2K Single Transaction Limit - $2K Limit/Month
☐	3. $3K Single Transaction Limit - $5K Limit/Month
☐	4. $5K Single Transaction Limit - $10K Limit/Month**
☐	5. $5K Single Transaction Limit - $15K Limit/Month**

** Requires justification for higher limit and approval by Controller's Office

I hereby delegate transaction authority to the above cardholder and agree that the department liaison responsible for the associated department will be responsible for reviewing transactions of the cardholder to ensure the appropriate use and classification for University expenditures.

DEPARTMENT HEAD PRINTED NAME ____________________

DEPARTMENT HEAD SIGNATURE ____________________ DATE __________

Controller's Office Use Only:

Card Order Date: __________ Spend Profile Assigned: __________

Card Received By: __________ Date Card Received: __________

Program Expense Card Request

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Expense Reports for Program Expense Card

- Expense Reports must be submitted and fully approved within 30 days of the end of the billing cycle
- Include all receipts and documentation (e.g. merchant receipts, list of participants in program, list of gift card recipients & amount received, etc.)
- Include IRB approval letter for all human subject research incentives
- A food memo must be submitted for all food purchases along with participants (no food purchases allowed for USC employees)

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Tracking Gift Card Distribution

- You will be responsible for providing a list of all gift card/incentive recipients and amounts received
- Participants' name, email or participant ID (for protected groups) must be provided for all gift cards or incentives purchased
- Only purchase cards that can be distributed to participants within the month. Proof of distribution is required for expense report to be approved.

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Compliance & Violations

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Compliance

- Cards will be suspended if transactions are not processed timely
- Cards will be suspended if used for unauthorized expenses
- Be sure to complete a monthly audit/review before certifying
- Expense reports are subject to external and internal audit and transactions are reported on spend transparency

Compliance

- Violations may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Program Expense Card will be required to reimburse the University of South Carolina for all costs associated with such improper use.

- If proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department can deduct the outstanding balance from future payroll check(s).

Timeline

- Expense Reports must be fully approved in PeopleSoft within 30 days of the end of the billing cycle.

Gift card purchase example:

- Gift cards purchased on October 15th would be in the October billing cycle (transactions from Sep 26th – Oct 25th).
- The expense report is due no later than November 25th.
- All cards must be distributed with names provided in expense report before 11/25.

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Program Expense Card Violations

Violations of policies/procedures include (but are not limited to):

- Personal or unauthorized purposes
- The purchase of alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the University of South Carolina
- The Cardholder allows the card to be used by another individual
- The Cardholder fails to provide required receipts
- The Cardholder fails to provide, when requested, information about any specific purchase
- The Cardholder does not adhere to all the Program Expense Card policies and procedures

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Program Expense Card Violations

An example of purchased NOT allowed on the Program Expense Card include (but are not limited to):

- Departmental supplies
- Software/subscription services
- Food consumed by USC employees
- Employee travel

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My Wallet

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What is My Wallet

- Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily

- Cardholders and Liaisons can use My Wallet for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement

- Please allow 1-2 additional days to interface into PeopleSoft

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How to Use My Wallet

- The following can be updated using My Wallet:
  - ✓ Entering a justification and description for each transaction
  - ✓ The Expense Type may be changed to prevent the need to change the GL account after the transaction is copied into the expense report
  - ✓ Reviewing and updating the use tax applicability
  - ✓ Attaching the receipt to the transaction

- All updates made in My Wallet carry over to the Expense Report

- Some of these requirements may be completed on the expense report page; however, updating use tax applicability must be completed on the My Wallet details page

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Use Tax

- Most purchases of tangible property are subject to sales or use tax
- If sales tax is charged on the invoice, **do not** check the "use tax" box in my wallet as this adds use tax to the purchase
- If it is necessary to apply use tax to a purchase made with your card, you can do so in my wallet by checking the "use tax" box

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Expense Report Overview

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Expense Report

- The PeopleSoft page is where all card transactions that represent the month end statement will be copied
- As a Liaison, your USC ID will default. Be sure to change if creating on behalf of the cardholder
- It is important to select the correct **business purpose**. After selecting, the business purpose can't be changed
- Use the Default Accounting for Report action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s)
- Begin your expense report early in the month and add My Wallet transactions periodically
- If your department scans all receipts as one document, this attachment may be added at the end of the month before the expense report is submitted

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Expense Report Status

Pending Status: not submitted for approval. The expense report can be modified and deleted

Submitted for Approval: the expense report is submitted, waiting for approval

In Process: the expense report is in approval workflow

Approved: approval for the expense report is complete and waiting on processing

Paid: the expense report is processed and complete. Once in a “Paid” status, the transaction is posted to the General Ledger overnight

Important Notifications

The following automated alerts are sent to the Liaisons every Wednesday:

- Listing of Expense Report Approval Reminders
- Listing of Unsubmitted Expense Report Reminders
- Listing of Unassigned My Wallet Reminders

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Upcoming Training

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GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

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SEARCH SC.EDU

Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management
- Compliance and Tax Management
- Payroll Department
- Operational Management and Reporting
- External Financial Reporting and Transparency
- Resource and Training Toolbox
  - Business Manager
  - Grant Administration
  - Principal Investigator
  - Policies & Procedures
  - Forms
  - Newsletters
  - PeopleSoft Finance Training Schedule
  - Listserves
  - Social Media
- Contact Us

PeopleSoft Finance Training Schedule

2023 Session Dates and Times

For information about a class you're interested in attending, please email the PeopleSoft Training Team at pstrain@mailbox.sc.edu.

What	When	How Long	Where
Travel and Expense Proxy Training	Wednesday, August 16 9 a.m. - 12:00 p.m.	3 hours	Online (Teams Meeting)
Depositor Training	Friday, September 8 10 a.m - 11 a.m.	1 hour	Online (Teams Meeting)
Travel and Expense Proxy Training	Wednesday, September 13 9 a.m. - 12:00 p.m.	3 hours	Online (Teams Meeting)
Program Expense Card Training	Wednesday, October 4 9 a.m. - 10:00 p.m.	1 hour	Online (Teams Meeting)
Depositor Training	Friday, October 13 10 a.m - 11 a.m.	1 hour	Online (Teams Meeting)
Travel and Expense Proxy Training	Wednesday, October 18 9 a.m. - 12:00 p.m.	3 hours	Online (Teams Meeting)
Program Expense Card Training	Thursday, October 26 9 a.m. - 10:00 p.m.	1 hour	Online (Teams Meeting)
Program Expense Card Training	Thursday, November 9 9 a.m. - 10:00 p.m.	1 hour	Online (Teams Meeting)
Depositor Training	Friday, November 10 10 a.m - 11 a.m.	1 hour	Online (Teams Meeting)
Travel and Expense Proxy Training	Wednesday, November 15 9 a.m. - 12:00 p.m.	3 hours	Online (Teams Meeting)
Program Expense Card Training	Tuesday, December 5 9 a.m. - 10:00 p.m.	1 hour	Online (Teams Meeting)
Depositor Training	Friday, December 8 10 a.m - 11 a.m.	1 hour	Online (Teams Meeting)

Upcoming Training Dates

To register, click the link for the date/time that works best for you. On the registration page, provide your first/last name and email. Once registration is complete you will receive a confirmation email and the session will be added to your calendar.

Registration Tip: If you have trouble registering, you may need to clear cache or use a different browser.

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Resources & Contacts

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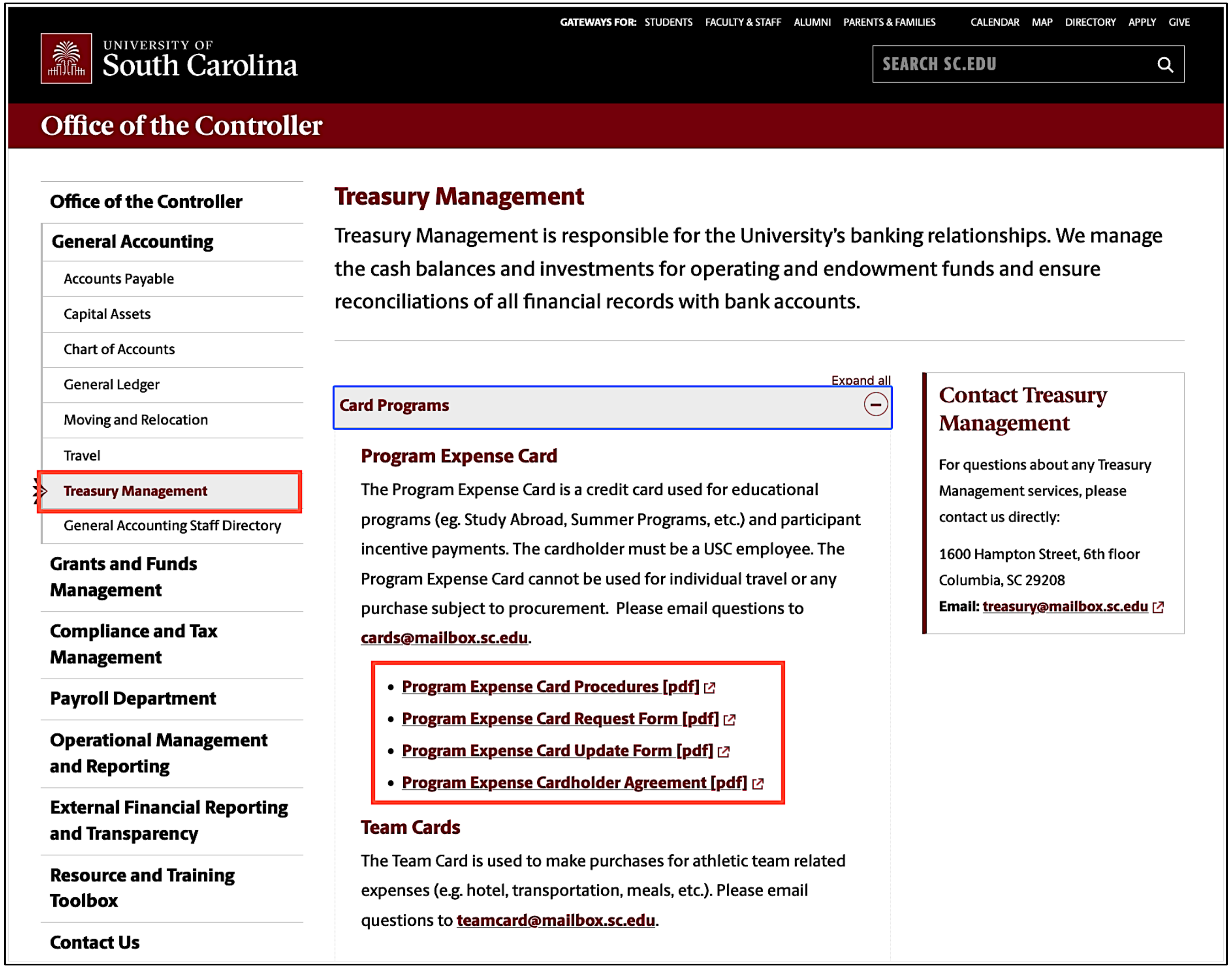

Where to Find the Resources

For Program Expense Card resources, visit the Card Program section on our Treasury Management page.

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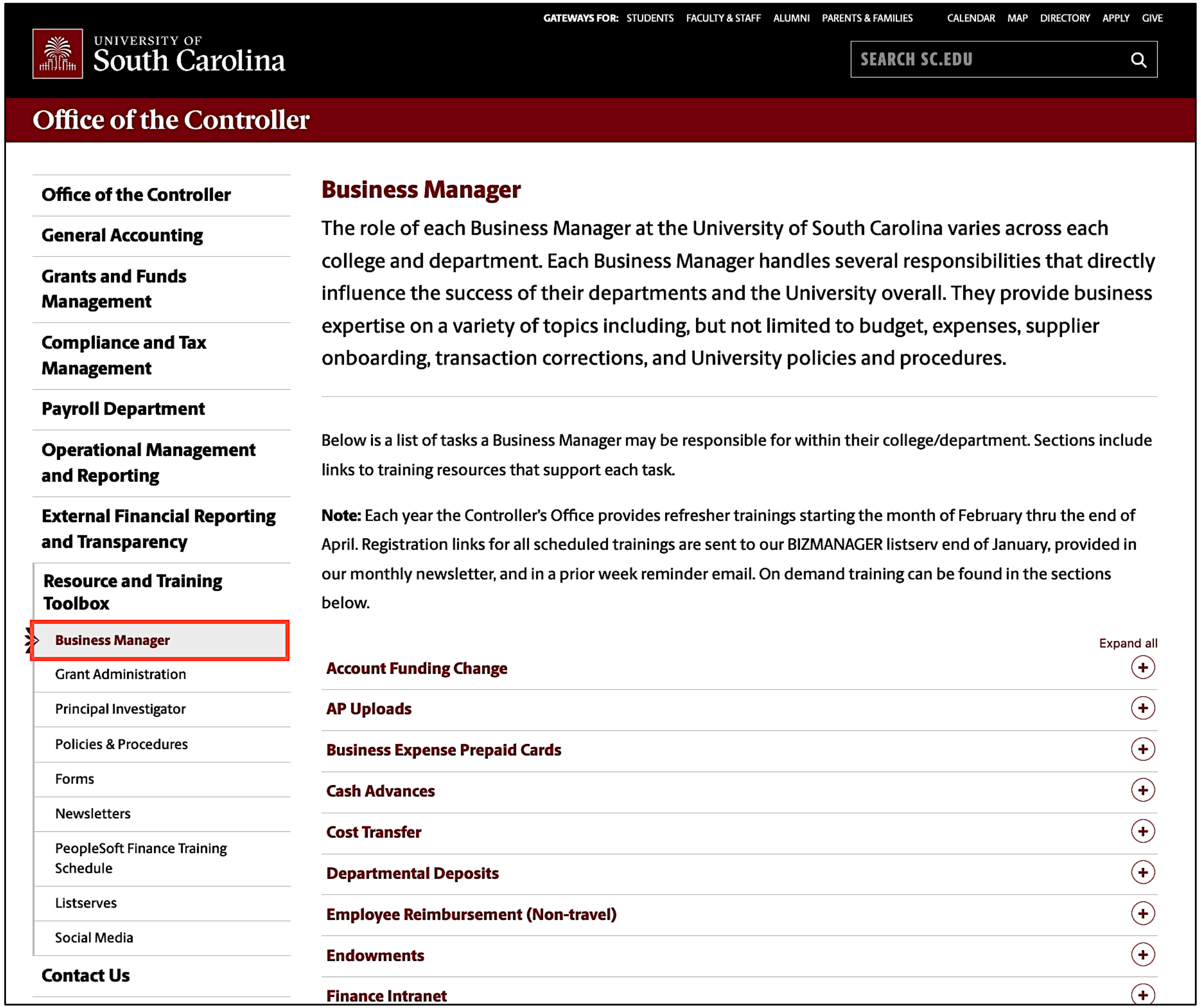

Where to Find the Resources

For Program Expense Card training resources, visit our Business Manager page.

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Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.ed

Controller’s Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Payroll	
General Email Address	payroll@mailbox.sc.edu

Questions

THANK YOU!

Office of the Controller

Alone, we can do so little; together, we can do so much.

Address:
1600 Hampton Street
Columbia, SC 29208

Contact Number:
Phone: 803-777-2602
Fax: 803-777-9586

Email Address:
controller@sc.edu

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