Required Practices for PCards

Rates & Review Team
Planning, Consulting, & Data Solutions Team

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Why?

• As stewards of the public trust, we must be proactive, not reactive
• Assist Business Officers with PCard compliance and fraud protection
Requirements and Expectations
General Compliance

- Document a comprehensive business purpose
- Cross-reference your documentation
- Assign the appropriate object codes
PCard Compliance

• Review and adjust **PCard limits** annually
• Do not use PCard to make **payments to individuals** without an Employer ID Number (EIN)
• Ensure **separation of duties** for reconciliation and approval (including for Auto Approvals)
PCard Compliance

• Be proactive with **self-reports**
• Add **documentation** for tax exemptions
• Secure **sensitive information**
Enforcing PCard
Required Practices
Implementing Required Practices

P-Card Required Best Practice Implementation

Division-Level Internal Monitoring
- Cardholder Limits
  - Annual
- High Risk Expenses
  - Bi-Weekly
- All Unit's Auto-Approvals
  - Monthly

Unit-Level Monitoring
- Transactions to Cardholders
  - Bi-Weekly
- Near Auto-Approval Alerts to Cardholders
  - Daily / As-Needed
# Implementing Required Practices: Management Tools

<table>
<thead>
<tr>
<th>Report</th>
<th>Goals/Benefits</th>
<th>Audience/Recipient</th>
<th>Access Mode</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCard Reconciliation Reminder</td>
<td>To help business officers reconcile and approve transactions in a timely manner</td>
<td>Cardholder and Fiscal Officer</td>
<td>Agent and dashboard</td>
<td>Within 6 days of reconciliation deadline</td>
</tr>
<tr>
<td>Missing Receipts and Auto-Approve Transactions</td>
<td>To help business office personnel identify exceptions</td>
<td>Cardholder and Fiscal Officer</td>
<td>Agent and dashboard</td>
<td>Monthly</td>
</tr>
</tbody>
</table>
# Implementing Required Practices: Oversight

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<tr>
<td>Transactions by Unit and Cardholder</td>
<td>For Cardholders – To enhance separation of duty protocols</td>
<td>Cardholder</td>
<td>Agent and dashboard</td>
<td>Every two weeks</td>
</tr>
<tr>
<td>PCard Limit Analysis dashboard</td>
<td>To help PCard liaisons determine the appropriate card limits</td>
<td>Fiscal Officer</td>
<td>Agent and Dashboard</td>
<td>Annually, at the beginning of each Fiscal Year</td>
</tr>
<tr>
<td>Active Departmental Cards dashboard</td>
<td>Provides a list of active PCards and current limits</td>
<td>Fiscal Officer</td>
<td>Dashboard</td>
<td>N/A</td>
</tr>
</tbody>
</table>
PCard Compliance

Methods of Compliance Enforcement

- PCard Suspension upon third violation
- Retraining upon demonstrations of misunderstanding
- Disciplinary Action upon continual or severe violations
Enforcement of PCard Compliance

DBS will be monitoring PCard activity and partnering with units to enforce compliance
Going Forward
Utilize the Tools

Use the Analytics tools created by DBS to help with better monitoring PCards
Reference the Best Practices Document

Detailed information is available in the DBS Required Practices – ‘Required Practices for PCards’ document
Questions?