Overview of SEAS Purchasing Card Review Process

1. At the time a transaction occurs, PCard holders are responsible for saving all digital receipts locally and collecting backup information for a complete business purpose (guidance below).

2. PCard holders access HRVD^PCard^Reviewer tab within Oracle and reconcile ***all*** transactions* with a complete business purpose, gather receipts, and apply appropriate billing code for the upcoming weekly sweep no later than the end of the day on Monday (Best practice: set up a weekly calendar reminder, so you don't forget).

3. After reconciling transactions, save corresponding weekly sweep report as a PDF to be included as a summary page for the "PCard sweep package" to be compiled.

4. Scan each receipt and include a digital copy within the PCard sweep package in the order as they appear on the summary report (Best practice: if there are many transactions, please add page numbers to tie the receipts to the individual transactions easily).

5. After generating PCard sweep package, save using the naming convention "yyyy-mm-dd**CardHolder" to your desktop and upload a copy to ***Dropbox: Harvard University>>SEAS_PCard>>Cardholder Folder. Multiple reports will be required if managing multiple PCards. If using your PCard for multiple faculty, include initials of faculty member at the beginning of the business purpose. Best practice: you can save the link on your desktop that will bring you right to your Cardholder folder(s), instructions below). Share Dropbox folders with Financial Operations PCard Administrator.

6. After uploading to Dropbox send an email notification to all relevant assigned reviewers to initiate the review process.

7. Assigned reviewers will be responsible for reviewing the PCard sweep package by noon on the day prior to the sweep. If the PCard package is incomplete, the reviewer will communicate to the PCard holder. The PCard holder is responsible for uploading the complete package to Dropbox.

8. Once the receipts have been reviewed, assigned reviewers will log in to the HRVD^PCard^Reviewer tab in Oracle and officially mark the transaction as approved in the settlement system completing the weekly review process.

*Best practice: reconcile ***all transactions*** at the time of review, to prepare for upcoming sweeps
**Sweep date
*** Contact HUIT to set up a Harvard DropBox account

Deadlines

PCard Holders: All reports and receipts should be uploaded to Dropbox no later than by the end of day Monday.

Assigned reviewers (RPMS, ADRAFs, ADs): Reports should be reviewed, and feedback provided no later than noon on Wednesday (or the day prior to pcard sweep) to the cardholder.

Financial Operations will monitor un-reviewed transactions and communicate to preparers and approvers who have not fulfilled their obligations.

HARVARD
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Business Purpose Guidance

Employees who prepare transactions are, at a minimum, responsible for ensuring a detailed business purpose for each transaction and must include who, what, where, when, and why with the appropriate supporting documentation. Character limits are not an issue be as descriptive as possible. (Best practice: include initials of faculty member at the beginning of the business purpose).

Business Purpose Requirements:

Who incurred the expense or who benefitted; specific names of individuals/groups are required
What the expense entailed (e.g., item purchased or activity conducted)
Why this is a Harvard expense (i.e., specific reason, purpose)
Where the event or activity took place (if not apparent in transaction detail or receipts)
When the event or activity occurred (if not apparent in transaction detail or receipts)

Acceptable examples:

Sponsored accounts:

1.) DW: Scientific tubing, from Walmart, for Weitz BASF research (Inv: CIN/00051 Dated: 9/4/18)

Non-sponsored faculty accounts:

1.) DW: Catering for Weitz Squishy Physics Group meeting 9/12/18 (~50 attendees)

Area accounts:

1.) Refreshments from Wholefoods for SEAS Applied Physics Colloquium 9/21/18
2.) Sam Jones and Kris Doe business lunch at John Harvard's to discuss Oracle project 1/2/18
3.) Flowers for Jane Smith retirement gift after 25 years of service 3/14/18

Appendix
Oracle Login: https://finapps-prod.huit.harvard.edu:8888/gateway.shtml

Setting up Dropbox folders on your desktop

1. Log in to Dropbox and navigate to one of your cardholder folders.
2. Once in the cardholder's folder page, click on the bookmarks tab at the top of the screen.
3. From the drop-down menu, select add bookmark.
4. Name the folder accordingly in whatever format will help you distinguish it from other saved Dropbox links.
    a. Note that when adding the bookmark to the cardholder's folder, the default suggested name is "Cardholder – Dropbox" so it seems that bookmarking the folder will automatically suggest "Folder Name – Dropbox" (ie. for the ABC cardholder folder, it will suggest "ABC cardholder, – Dropbox" and so forth). However, the admin can change the text to whatever they find to be most useful for distinguishing one link from another.
5. When opening a new tab in your browser, the list of bookmarks should appear, and should now include the saved Dropbox link click the icon for the page you want to visit.
6. Share the folder with your local and Finance PCard Administrator

For Google Chrome, the process is the same, except the drop-down Bookmark menu, has the option of "Bookmark the Page" and is otherwise identical. Firefox uses the same language as Chrome.