P- Card Training

Basics of purchasing at WLU

- Purchase Requests must be approved BEFORE the purchase is made.
- Purchases of $999.99 or less can generally be done without the business office, but there are some exceptions.
- Purchases over $1000.00 require Business Office approval and at least one quote.
- Purchases at $5000.00 - $49,999.99 require three quotes.
- Purchases at $50,000.00 or above must be put out to public bid or be bought from an already awarded public contract.
- Purchase request forms must be signed by the budget manager(s) or a verification from the manager that the request is approved.

What is a quote?

- A quote must have several pieces of information in order to qualify as a quote.
  - Information identifying the individual or company we are buying from.
  - What are we buying and in what quantities.
  - Cost of what we are buying, this should include taxes/freight/fees.
- Quotes can be formal or informal such as an email, provided all the information is present.
- If vendors require us to sign the quote, they are also required to sign, this usually is limited to service contracts but could be for goods. Electronic signature is okay.
- If vendors have terms and conditions, a WV-96 is required.

Purchasing process

- Once paperwork is sent to the Business Office, it is generally reviewed within two business days.
  - If there are issues, we will reach out to resolve them.
  - Code items to the budget line they are not where you have money, as long as you have money in the overall budget, we will approve.
- Approval is sent to whomever sent the original request, i.e. if an admin sent us the request we will respond to the admin, not the end user.
- If the Business Office needs to place the order, the purchase request should clearly state this, and any special instructions need to be included. Generally, the department using the item will place the order.

Purchasing process

- The state will always pay in arrears.
- If a check is required for payment, this should be indicated on the purchase request.
- If the item or service must be paid for by check or by the Business Office with a higher limit P-Card, we will require the requesting department to send us a receiving report, or an email stating that the service is complete and satisfactory before payment will be made.
- The Business Office will process the payment and if a check needs to be cut, it will be processed by the State Auditor's Office. We cannot cut checks locally.
- Checks are cut by the State on a weekly basis.

Special Purchases

- Reimbursements should only be done in emergency circumstances.
- All memberships must be paid through the Business Office.
  - If this is a new membership, it must be approved by the President before we will pay the membership fee.
- All computer/printer purchases require IT approval.
- Grant purchases require the approval of the Grant Manager.
- Foundation purchases require the approval of the Foundation.
  - Foundation purchases must follow WLU purchasing guidelines.

Contracts

- WV-48 is a WV approved contract; use of this form simplifies the purchasing process for services.
  - If you use this form, you do not need a WV-96.
- If we use a vendor contract and it has terms & conditions, a WV-96 will be required.
- Vendor should sign before the contract is submitted to WLU; we will never sign first.
- Contracts must be signed by BOTH sides BEFORE work begins/product is delivered.
- Only WLU's President, CFO, or Director of Purchasing can sign contracts/quotes.

WV-96

- We cannot use the old version of the form.
- We cannot use an old copy with a new contract.
  - It must be signed and dated the same day or after the contract to be acceptable.
- Can only be altered with AG Office approval, and there are certain clauses that will never be altered due to state code.

Purchasing Dos & Don’ts

- Do contact the purchasing office early in the procurement process to see if we have an existing contract or easy method to buy something.
- Don’t split a purchase to get it under a threshold, this is called stringing and is fraud.
- Do check your budget before submitting a request, if you don’t have the money, the request will be rejected.
- Don’t assume because “we used to have a contract” or “we have used this vendor before” there won’t be issues that delay purchasing.

Violation Point System

- Implemented July 1, 2024 due to the results of our audit.
- Modeled from Fairmont State's System
- Progressive system – emphasis is on education, not punishment.
  - **We do not want to take anyone's P-Card**.
- Some violations do call for automatic suspension of P-Cards
  - Restricted Item Purchases
  - Stringing
  - Fraudulent Purchase
  - Card Delegation
  - Failure to Cooperate with an Audit

Points System

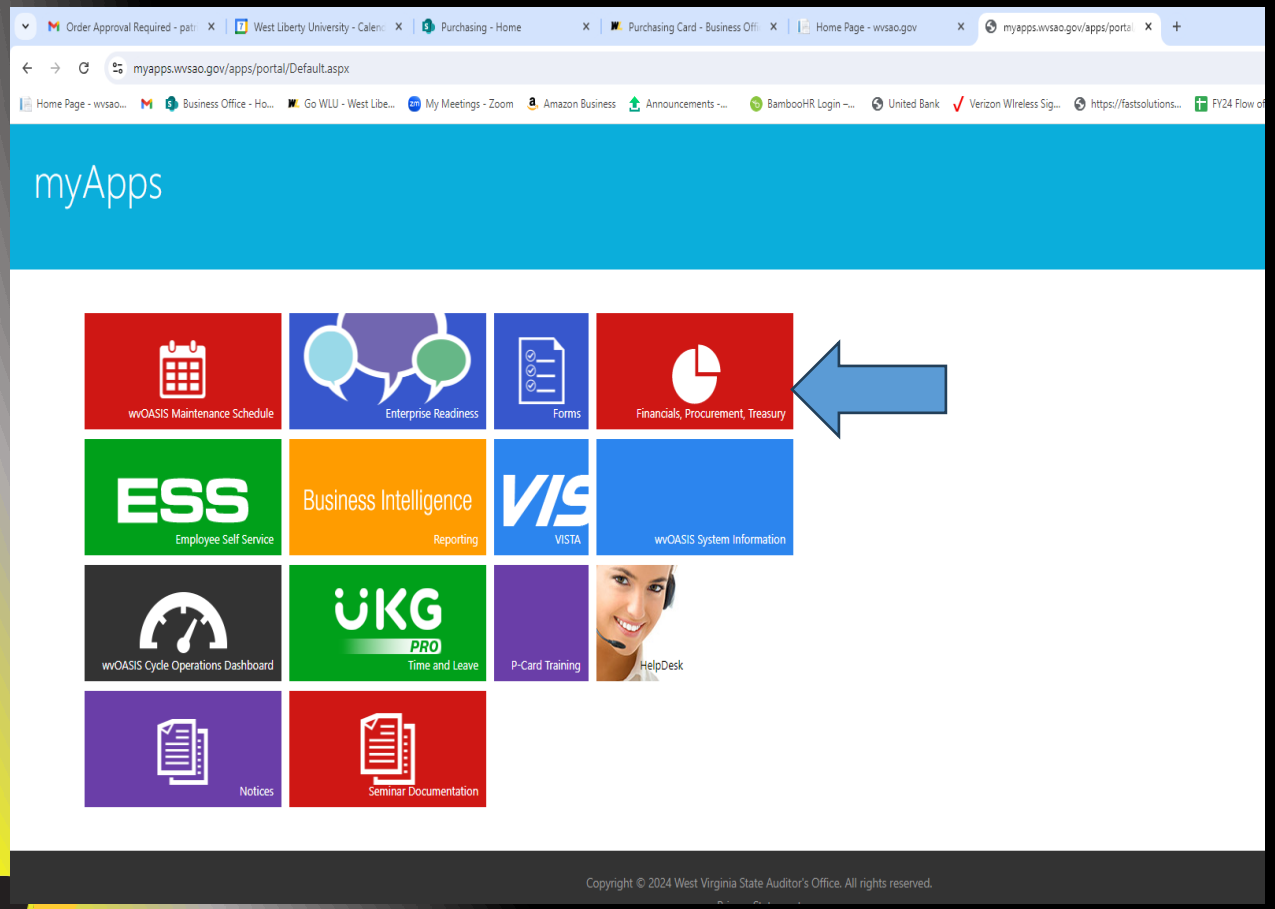
Total Points (1-Year Rolling Total)	Action(s) Taken	Parties Involved
<50	Corrective notice by email to cardholder and their supervisor	Cardholder, Supervisor
100*	Formal memo forwarded to VP Possible card suspension (3-months) Mandatory retraining	Cardholder, Supervisor, Appropriate VP
150**	Formal memo forwarded to VP Temporary card suspension (3-months or 6-months) Mandatory retraining	Cardholder, Supervisor, Appropriate VP
200	Formal memo forwarded to VP Temporary card suspension (6-months) – Reactivation only upon request from VP Mandatory retraining	Cardholder, Supervisor, Appropriate VP, HR
251 +	Formal memo forwarded to VP and HR Permanent cancelation of P-Card Privileges	Cardholder, Supervisor, Appropriate VP, HR

* Repeated violations that add up to 100 points may result in loss of P-Card

** Repeated violations that add up to 150 points will result in a minimum 3-month suspension; a single violation worth 150 points will result in a 6-month suspension

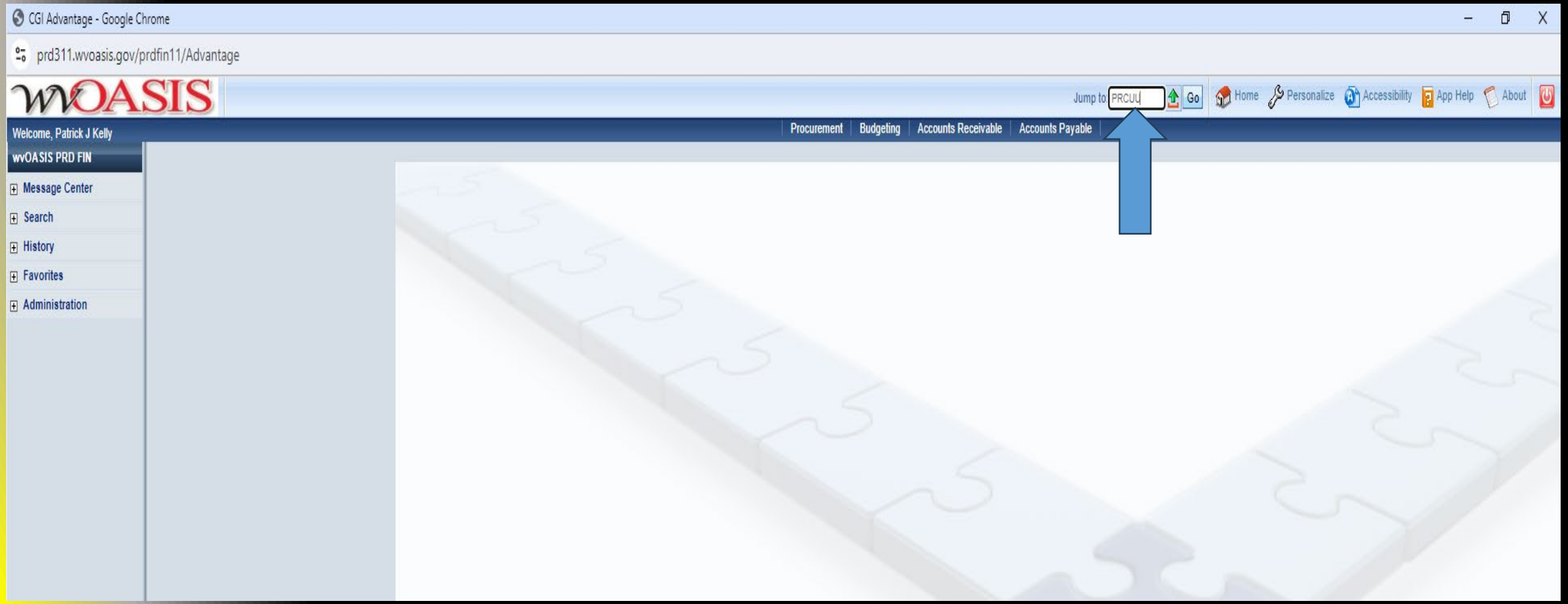
Reconciling Your P-Card

How to Reconcile



You will reconcile your P-Card though your myApps Site.

Click Financials, Procurement, Treasury



Type PRCUU in the “Jump to” box
Then click “Go”

CGI Advantage - Google Chrome

prd311.wvoasis.gov/prdfin11/Advantage

wvOASIS

Jump to: PRCUU Go | Home | Personalize | Accessibility | App Help | About

Welcome, Patrick J Kelly

wvOASIS PRD FIN

Procurement | Budgeting | Accounts Receivable | Accounts Payable

- Message Center
- Search
- History
- Favorites
- Administration

Unprocessed Procurement Card Activity

Menu Back

Total Number of Transactions : 1
Total Transaction Amount : $71.00

Administrator ID	Card Number	Department	Unit	Master Account	4-Digit Card #	Cardholder Name	Merchant ID	Merchant Name	Vendor Name	Transaction Date	Bank Posting Date	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
✓ 45903	**********0231	0488	0488	**********1370	**********0231	PATRICK J KELLY	372181910889	AMAZON.COM RV4P46B91		07/31/2024	07/31/2024	$71.00		No	Valid Transaction	Yes

First Prev Next Last | My Transactions | Coordinator Transactions | Attachments | Related Attachments

Details

Save Undo Search

General Info

Administrator ID : 45903
PCard ID : 55107
Card Number : **********0231
4-Digit Card # : **********0231
Cardholder Name : PATRICK J KELLY
Master Account : **********1370
Merchant ID : 372181910889
Merchant Name : AMAZON.COM RV4P46B91
Vendor :
Transaction Date : 07/31/2024
Transaction Time :
Bank Posting Date : 07/31/2024
Taxpayer ID Type : EIN
Taxpayer ID : 000000000
Amount : $71.00
Reconciliation Status : Valid Transaction
Dispute Reason Code :
Dispute Reason Description :
Dispute Comments :

Pay : ☐
Reviewed : ☑
Delete : ☐
Unprocessed Reason ID : 3
Transaction ID Number : 5577262
Transaction Reference Number : 24431064213028072530701(
Billing Cycle Start Date : 07/16/2024
Billing Cycle End Date : 08/15/2024
Schedule Payment Date : 08/29/2024
MCC Code : 5942
MCC Code Description : Book Stores
Receipt Date : 07/31/2024
Receiver :
Receiver Name :
Department : 0488
Unit : 0488
Traveler ID :
Last Modified On : 08-06-2024 10:30:01
VCA Card Number :

Hierarchy Levels

View Audit

Commodity Lines

Total Number of CL : 1
CL Transaction Grand Total : $71.00

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Contract Amount	Amount	Accounting Profile	Accounting Template	Transaction Type
✓ 1	00000000	PCard Default Commodity	1.00000	$71.00	EA	$0.00	$71.00		WL0488	O

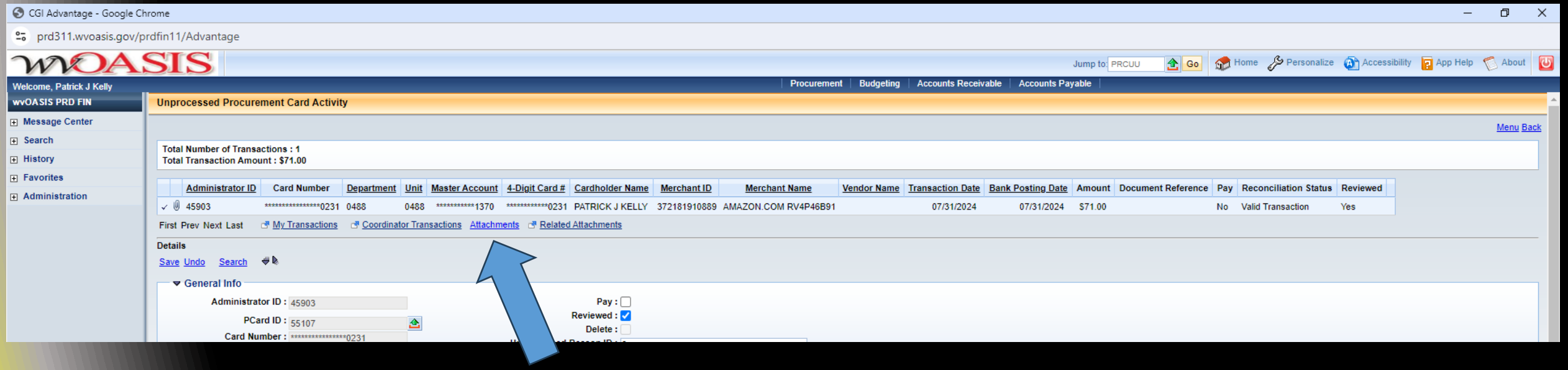
First Prev Next Last

Save Undo Delete Insert Copy Paste | Edit With Grid

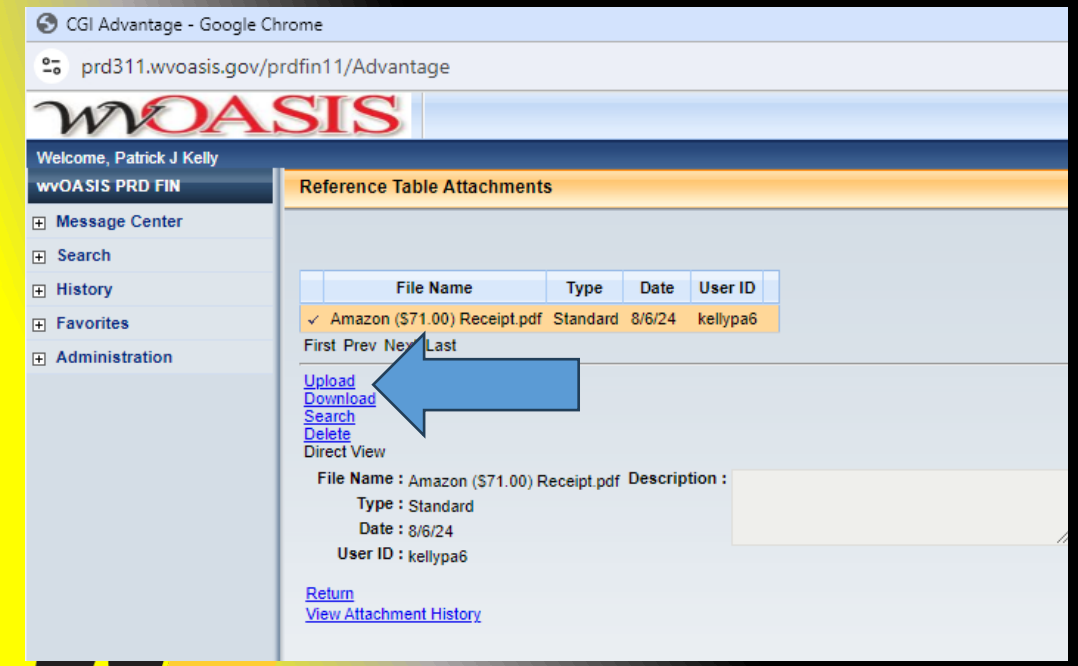
Commodity Line Information

javascript:STARTPG_OpenPageWithdata()

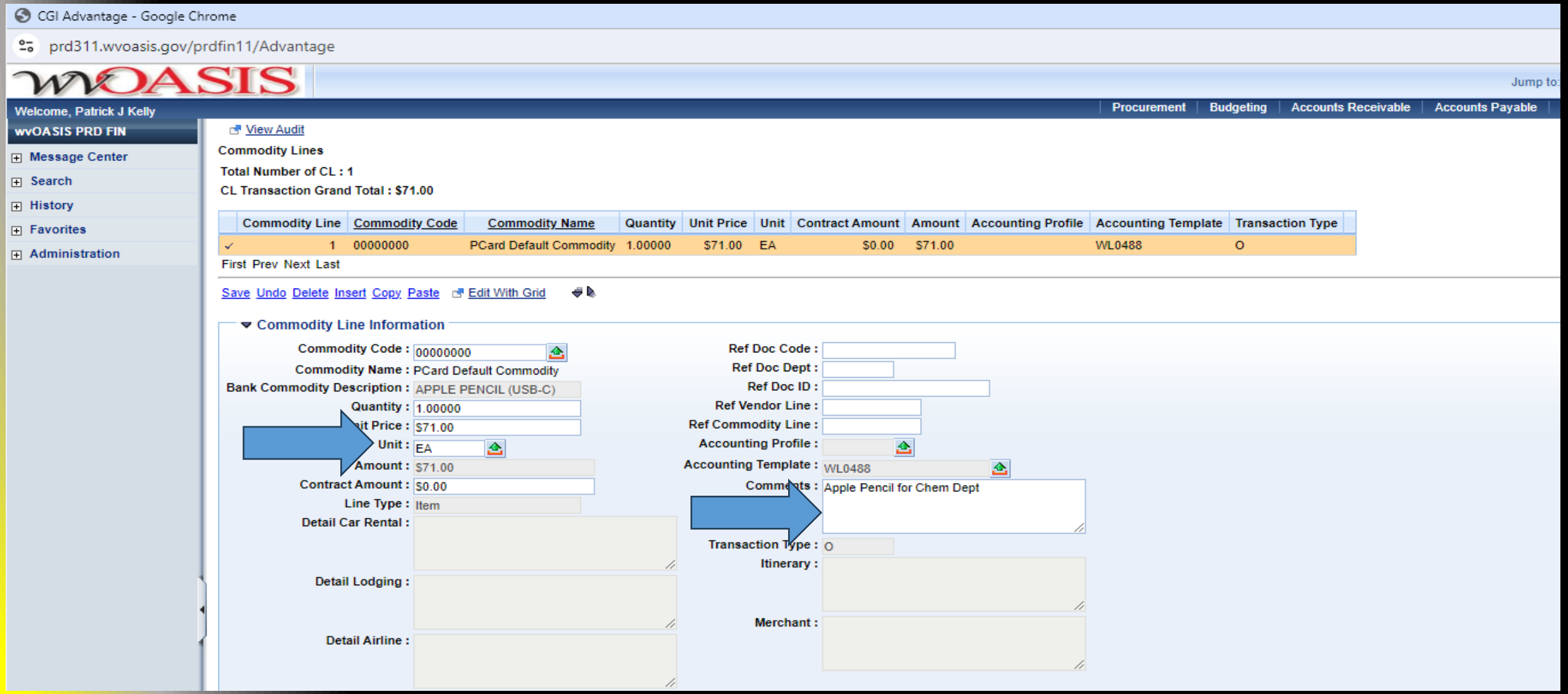
1:22 PM
8/7/2024



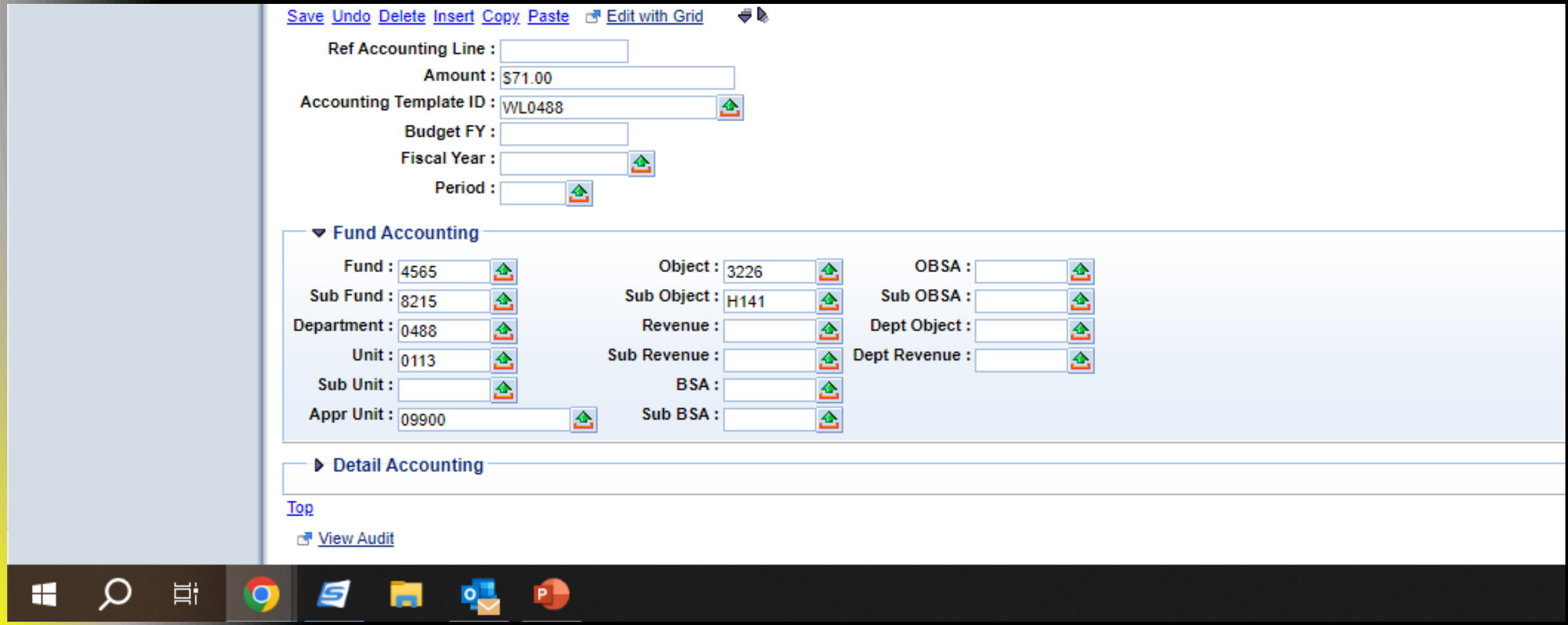
Click the attachments link to upload receipts, purchase requests, hospitality requests or other relevant documents.



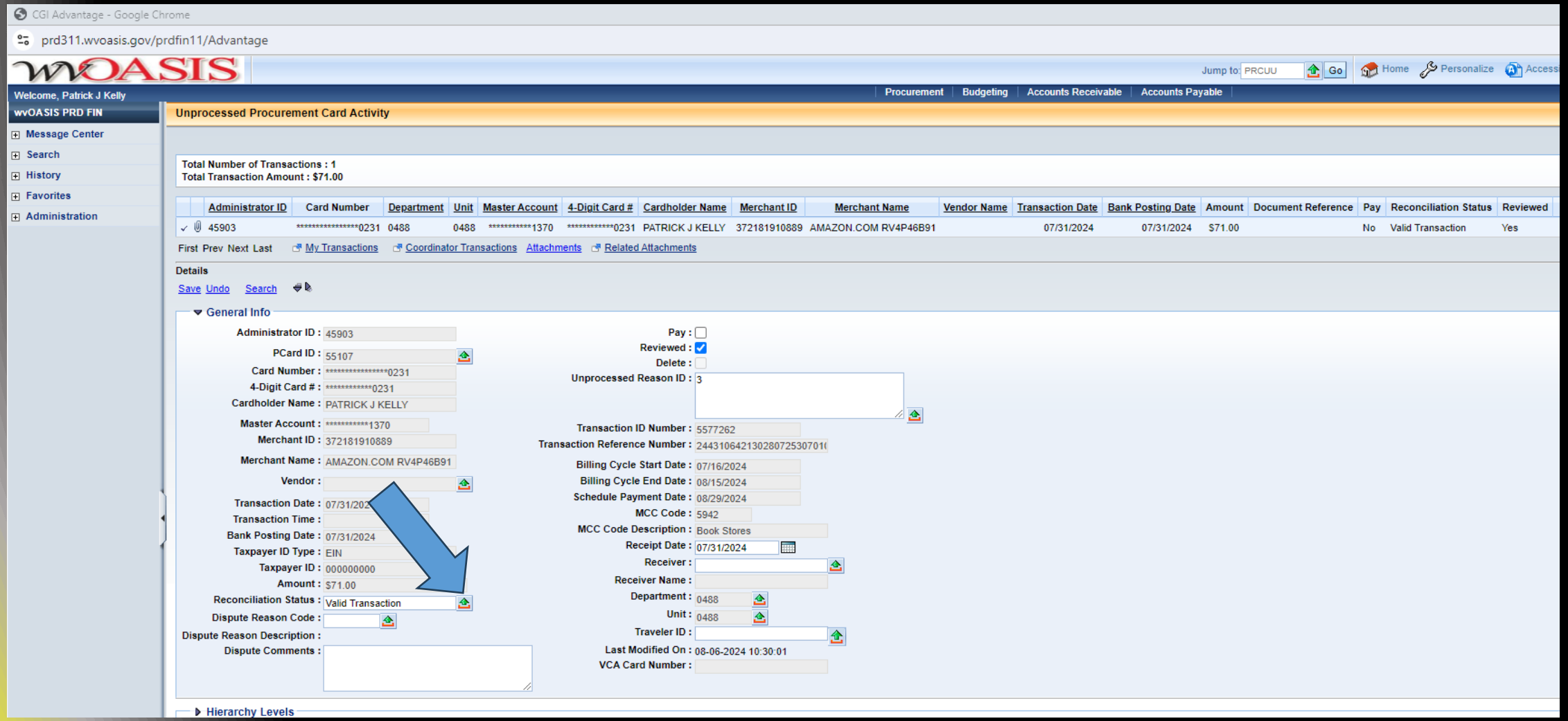
Click the “Upload” link and upload the file(s)



In the “Comments” box, type what you are buying and the reason for buying the item.
If the “Unit” is not “EA”, change it to say “EA”.
Make sure you save your work.



Click the “Fund Accounting” Tab and fill out the accounting information
Save your work



Go back to the top and click the dropdown for the “Reconciliation Status tab
Choose a status (usually “Valid Transaction”)
Click the Reviewed box
Save your work

- If you do not do the reconciliation in order, wvOasis will not save your progress. Make sure you go in order.
- If you have an error, wvOasis will tell you at the top of the page, but it is easy to miss, but you won’t be able to go to a different purchase until you fix the error.
- If you cannot undo the error, you will need to exit Oasis and go back in and start over.
- If you have a question, please refer to the Handbook or call the business office for help.

FAQ for Reconciliation

- I am paying for something I bought and received, do I need to do a receiving report?
  - Not if you are the buyer and you received the item.
- Can I split a purchase between two payment sources?
  - Yes, you need to insert a line in the commodity line and manually adjust the funds.
- What if I need to dispute a purchase?
  - You still need to reconcile the purchase and when we have a refund you then code that to where the original charge was coded.
- I need to buy something that exceeds my limit, what do I do?
  - Contact the Business Office and we will come up with a plan.

Travel

Travel Basics

- Travel requests must be approved before travel occurs.
- Mileage will not be paid if a state vehicle is available.
- Travel settlements must be submitted within 15 calendar days from the end of travel, or they can be rejected.
- Only one trip per settlement.
  - If you slept in your own bed, the trip is over.
- It is the responsibility of the traveler to do the settlement, the business office will review and explain any issues but will not make the corrections.
- Keep a copy of your travel settlement and all receipts.

Travel Basics Continued

- Travel that is paid for by grants must be approved by the Grant Manager BEFORE they will be approved by purchasing.
- Post Season Budgets (Athletics Only) are for travel expenses only, this cannot be used to purchase equipment or used for a budget shortfall.
- Food for individual travelers must be paid for by the traveler and expensed upon their return using a travel settlement form.
- When a group is traveling, we need a list of everyone traveling.

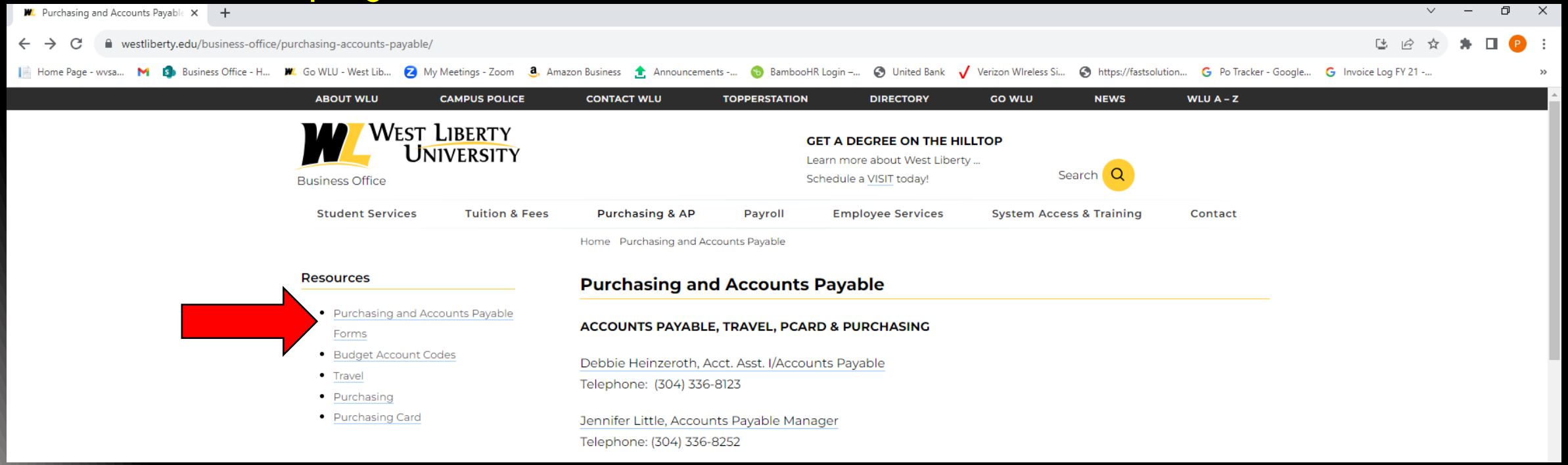
HOSPITALITY

Hospitality Requests

- We will accept a blanket request for hospitality either for the whole year or per semester.
- Aladdin has been instructed to not allow people into the Bear's Den without getting a name.
  - You must provide the names of everyone who eats if the group is 20 persons or less, or we cannot pay the bill (State Rules). This impacts our commissions and University budgets.

Resources

- Business Office is located on the third floor of Shaw Hall
- https://westliberty.edu/business-office/purchasing-accounts-payable/



Business Office POC

- CFO – Lori Hudson: 304-336-8990, lori.hudson@westliberty.edu
- Director of Purchasing – Pat Kelly: 304-336-8510, patrick.kelly@westliberty.edu
  - Travel/P-Card Coordinator – Bella Skobel: 304-336-8205, bella.skobel@westliberty.edu
  - AP Manager – Jennifer Little: 304-336-8252, jennifer.little@westliberty.edu
- Grants Manager – Laura Musilli: 304-336-8226, laura.musilli@westliberty.edu
- Budget Manager – Traci Closser: 304-336-8272, traci.closser@westliberty.edu