

Common ProCard Errors and Why They Matter

Errors on Transaction Log

1. Incorrect Warrant Hold Notation

What: We are trying to verify if the vendor is indebted to the state or has a tax delinquency.

When: If \$500 or more and vendor is located in Texas

Why: Notating it properly documents that we have done our due diligence.

How: Verify on this [website](#) that the vendor is not on list. If vendor is on the list, you cannot use them. If not, notate with "OK." The only responses here should be "OK" or "N/A."

2. Incorrect Billing Cycle

What: Identifies proper statement in conjunction with other identifiers

When: Each statement month

Why: UTShare does not have an unique identifier for each statement

How: Standardized notation of 4th-3rd provides the proper posting dates for a statement's transactions. Used in conjunction with name or card number allows for statements to be viewed in UTShare.

3. Abbreviating or Leaving Blank Reconciled and Support Attached columns

What: Indicates if transaction has been reconciled to a statement and proper paperwork is in the packet

When: Each transaction

Why: Identifies if transaction has been processed in the system and if proper documentation is located within the current packet

How: Yes or No. Abbreviated notations could lead to confusion.

4. Transaction Log not Signed or Dated prior to reconciliation

What: Indicates if the responsible parties have physically processed and approved the statement. Although UTShare provides an electronic approval stamp, the signature is a hardcopy approval.

When: Every statement month

Why: Signing acknowledges that proper approvers have physically reviewed the statement prior to electronic approval.

How: Cardholder, Reconciler, and Reviewer must sign and date on or before electronic approval.

5. Incorrect Last 4 of Card or Complete Card number

What: This identifies the card associated with transactions/charges. Only putting the last 4 of the number ensures this while still protecting the security of the card number

When: Each statement month for each card

Why: This allows for easy identification of charges per card, and in conjunction with the billing cycle allows for the statement to be identified properly in UTShare.

How: Look at your card and put the correct last 4 of your card on the Transaction Log each month



Department: Office of Procurement Cardholder Name: Jane Doe
 Card #: XXXX-XXXX-XXXX-1234 Billing Cycle Date: 01/04/14 to 02/03/14

Transaction Date	Vendor Name	Description of Purchase	Transaction Amount	Warrant Hold*	Reconciled	Support Attached	Controlled Asset	Comments	Cost Center/Project #	Account #
1/7/14	Home Depot	Nails	\$10.00	N/A	Yes	Yes	No	Nails for Watson Building Repair	312345	63204
1/15/14	Today's Business Solutions	Toner, Paper, Pens, Paper Clips, Coffee	\$600.00	OK	Yes	Yes	No	Office Supplies - Transaction Separated in PeopleSoft	312345	63163
2/2/14	Austin Ribbon	Projector	\$1500.00	OK	No	No	Yes	Projector for Dr. John Doe	312345	63163

Cardholder Signature: _____ Date: _____
 Reconciler Signature: _____ Date: _____
 Reviewer Signature: _____ Date: _____

*Warrant Hold check is required only if purchase is over \$500 and the vendor is located in the State of Texas. If not, put N/A. If checked, put OK.

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED

Errors not on Transaction Log

1. Purchasing Snacks or Refreshments: Not filling out Official Occasion Expense Form or Not Signing it

What: When purchasing snacks and/or refreshments, fill out and sign the [Official Occasion Expense Form](#).

When: When you purchase snacks or refreshments that are not coffee supplies, used for instructional purposes in Nursing, or food for animals in experiments.

Why: Certifies that you are not purchasing food or refreshments for personal or recreational purposes.

How: Fill it out and sign the form each time a snack/refreshment is purchased on the ProCard and place with receipt in Transaction Log.

2. Missing or Non-Itemized Receipts

What: Each purchase requires an itemized receipt showing exactly who you purchased from, what was purchased, what quantity, unit price, extended price, total including any shipping or other fees.

When: Every time you purchase something with the ProCard

Why: The University must know what is being purchased.

How: Each time you purchase something on behalf of the University make sure you get an itemized receipt. A payment confirmation is not an itemized receipt.

3. Sales Taxes Charged to ProCard

What: As a state institution, we are tax exempt.

When: Every time you make a purchase ensure that the transaction does not have tax. The University's tax information can be found on [Form 2-5](#).

Why: We are a state institution and should not be charged sales tax

How: Before purchasing, present the University's tax information to the vendor. They should not charge sales tax. If you have a reoccurring payment, it may take 2-4 billing cycles to receive a tax credit and the account to be coded as tax exempt.

4. Fully Approving Statement in UTShare by the Deadline

What: Although cardholders do not directly do this, they are responsible in making sure it is completed. The Reconciler and Reviewer must reconcile and correctly allocate the transactions to the correct cost center/project ID, and Account Code. Final step, approve them for payment in UTShare

When: Once the billing cycle is complete, the transactions are uploaded into UTShare for processing. The deadline is sent out on the [BATraining ListServ](#).

Why: Correct and timely approvals allow Disbursements to pay the bill on time to Citibank. Proper allocations also allow for timely posting to the correct cost center or projects. In turn, that leads to a more accurate account of spending throughout the fiscal year.

How: Reconcilers and Reviewers must make sure they are properly reviewing each transactions and approving. Once approved, make sure the "Save" button is clicked on. This process records the approval.

The University of Texas at Arlington
Official Occasion Expense Form Exhibit 2-08
 Rev. 06 June 2009

Personal tax liability, each occurrence must be documented by receipts for expenses and the following written information (to accompany the payment voucher for processing within 60 days of the occurrence.)

Department Account Number _____

What Official Occasion Expenses were incurred as follows:

Date of Event: _____

Location/Place: _____

Names of Participants (required if 10 or less; if more than 10, indicate total number)	Title	Affiliation

Group Attending: _____

The purpose of this meeting was: _____

The benefit to the University is stated as follows: _____

Payee/Departmental Official Certification (printed): _____ Work Phone: _____

Payee/Departmental Official Certification (signature): _____ Date: _____

You may be entitled to know what information U.T. Arlington collects concerning you. You may review and have U.T. Arlington correct this information according to procedures set forth in U.T. System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

	Amount
Previous balance	
Balance last statement	97.80
Total previous balance	\$97.80
Payments	
03/04 Credit Card Payment	-97.80
Total payments	-97.80
Monthly services	
03/11 Commerical Expnd Basic Basic Tier	52.50
	31.45
Total monthly services	\$83.95
Surcharges	
Franchise Fee	4.90
TWC Regulatory Recovery Fee	0.09
PEG Capital Fee	1.03
TWC State Cost Recovery Fee	0.59
Total surcharges	\$6.61
<i>TWC imposes surcharges to recover costs of complying with its governmental obligations. Specifically, TWC chooses to impose the State Cost Recovery Fee to recover the cost of TWC's Texas Marginal Surcharges.</i>	
Taxes and fees	
State and Local Sales Tax	7.24
Total taxes and fees	\$7.24
Total due by autopay	\$97.80

You sent a payment of \$1,500.00 USD to

Charge will appear on your credit card statement as payment to PAYPAL

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

[Sign Up Now](#)

Shop with confidence
 We keep your financial information secure.

Transactions monitored 24/7
 Our fraud specialists help protect your account.

You're protected
 Zero fraud liability for eligible unauthorized purchases. [See eligibility](#)

Merchant information: None provided

Shipping information: Not specified

Description	Unit price	Qty	Amount
Order Number: 14352	\$1,500.00 USD	1	\$1,500.00 USD
Total:			\$1,500.00 USD

Please keep this receipt number for future reference. You'll need it if you contact customer service at

	Amount
ESHIPGLOBAL INC Staged	7.50 USD
ESHIPGLOBAL INC Approved	10.71 USD
ESHIPGLOBAL INC Approved	10.19 USD
ESHIPGLOBAL INC Approved	7.71 USD
ESHIPGLOBAL INC Approved	7.71 USD
ESHIPGLOBAL INC Approved	10.71 USD
ESHIPGLOBAL INC Approved	4.71 USD
ESHIPGLOBAL INC Approved	4.71 USD
ESHIPGLOBAL INC Approved	7.71 USD