

CSU Extension

P-Card Process - How To

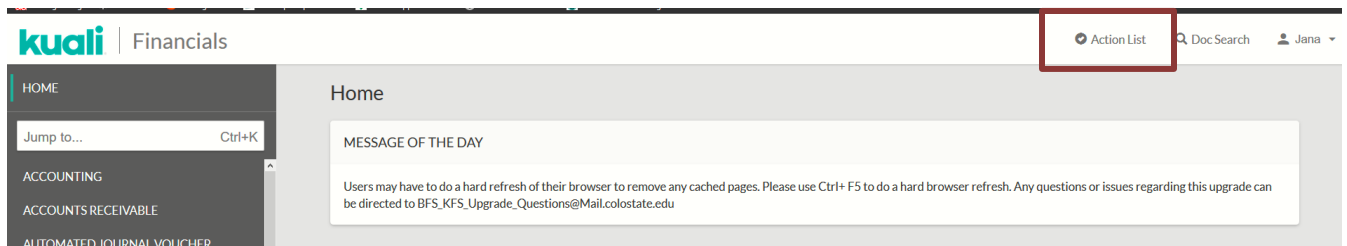
Important Information before you start:

Re-allocation is “open” for each transaction for 21 days from the date of purchase. Suggested Best Practice is to reallocate once a week, to ensure that all purchases are reallocated within that time frame.

Process:

P-card holder receives authorization/request to makes purchase (*if needed - [PLEASE NOTE THE PI OR PROJECT MANAGER MUST APPROVE ALL GRANT RELATED EXPENSES](#)*), and then does the following AND/OR has their reallocator/administrative support staff do the following:

- 1) Obtain/retain receipt for purchase - please note, need itemized receipts
- 2) Scan receipt, save in location easy to find for upload into Kualu Financial System
 - The purchase will automatically route to the reallocators’s action list in the Kualu Financial System, and send an e-mail notification that there is an item in the reallocator’s action list which needs attention.
- 3) Reallocate in Kualu Financial System
 - Log Into Kualu and go to your Action List



- 4) In Kualu Action List:
 - Click on the ID number of your Procurement Card item to open the transaction. *Note all procurement card transactions generate an e-mail which contains a link to access Kualu, but you still must login remotely if you are off-campus.*

Id	Type	Title	Route Status	Action Requested	Delegator	Date Created	Group Request	Log
20067166	Account	Edit Account - account expired FY19 - new acct 1702001	ENROUTE	APPROVE		01:39 PM 08/05/2019	DIV-TZ	
20068460	Account	Edit Account - account expired FY19 - new acct 1730001	ENROUTE	APPROVE		02:42 PM 08/05/2019	DIV-TZ	
20659046	Account	Edit Account - Account to be closed, end dating	SAVED	COMPLETE		02:19 PM 10/01/2019		
21088317	Requisition	Requisition - 2019-08-05 LBARRERA@COLOSTATE.	ENROUTE, In Process	APPROVE		03:47 PM 11/11/2019		
21116358	Procurement Card	Procurement Card - SHARAL FOSS	ENROUTE	APPROVE		03:07 PM 11/13/2019		
21236820	Travel Reimbursement	Travel Reimbursement - Meyer, Heather Ann 10/23/2019 JEFFERSON	ENROUTE, Awaiting Fiscal Officer Review	APPROVE		12:28 PM 11/25/2019		

- 5) Reallocate purchase in Kualu to correct obj. code & account (within the reallocation window)
 - Edit Accounting Lines: the default account number and the obj. code for general supplies auto-populates (6201) total amount for the charge.
 - Edit account/replace with correct account - if needed

- Add any sub-account you want the charge to be posted to - (optional)
- Edit the Object - Change Object Code number to correct one depending on the type of purchase (can use the magnifying glass icon next to object to search for an object code, or the object code quick reference list on the finance resources page)
- Add Line Description to provide info. On your transaction reports for what the purchase is
- **SPLIT CHARGES:** If you want to split the charge amount multiple accounts,
 - Edit the amount to be charged to the original transaction line. *Note - all lines must total to the original purchase amount.*
 - Add additional account lines by completing the account, sub-account (if desired), obj. code and amount on the blank accounting line above the original transaction, as listed above, and click the ADD BUTTON, to add the line to the transaction.

SPLIT CHARGES
ADD Line:

Edit Existing Line:

- 6) **NOTES AND ATTACHMENTS:** Attach Receipt/proof of purchase, AND any approval to make purchase, such as e-mail request from account supervisor. An account supervisor is generally the County/Area Director, or Specialist who is responsible for the funds.
- Receipts/proof of purchase is required.
 - Hospitality Form must be included if food/beverages have been purchased, unless food is for educational activities (form is available on Ext Finance Resources website - <https://extension.colostate.edu/staff-resources/#finance>. If food is purchased but not consumed, such as ingredients to provide a cooking class, then please add a note stating this in the Notes section below and also include a written note with the receipt.
 - Attach Documentations:
 - Scroll to bottom of transaction, **UNDER NOTES & ATTACHMENTS TAB** -
 - Input description of attachment in notes field and any additional notes necessary in the Note Text field - *TIP- notes can be very useful to convey any information about purchase that might be unusual and help expenses route through approvals more quickly!*
 - **Click Browse button** under Attached File & upload documents, and click the add button to attach the file.

7) Submit reallocation transaction, by clicking Submit

8) When monthly p-card statement is received (this will come from Campus):

- Review, Print out and sign statement
- Send statement to Supervisor to sign as the Approving Official Signature
- E-mail fully signed statement to: ext_monthly_p-card_backup@Mail.colostate.edu

Fiscal Office will:

- continue to review and approval transactions in Quali;
- retain all signed monthly p-card statements for audit purposes.