CitiBank Procurement Card

Cardholder User Guide

Activating Your CitiBank Procurement Card

You will need to activate your procurement card prior to use. Card verification is the last four digits of your social security number.

CitiBank Customer Service
24 hours a day – 7 days a week
1-800 248-4553
Outside the U.S. 1-904-954-7314

This is also the number you call should your card become lost or stolen. This should also be reported to the TTU Procurement Card office purchasing.pcard@ttu.edu

Browser Requirements for CitiDirect Global Card Management System (GCMS)

GCMS supports the following web browsers:

- Microsoft Internet Explorer 6.0 and higher
- Mozilla Firefox 1.5 and higher

If your browser does not support 128-bit encryption, you will have to upgrade your browser to enable the proper encryption level.

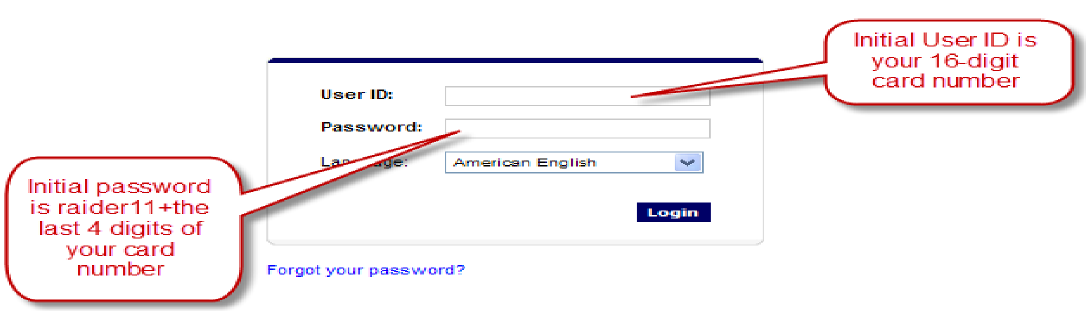
If your browser has a pop-up blocker, you must disable it.

Initial Log On to GCMS

Log on to GCMS at www.citimanager.com Click on CitiDirect Global Card Management System (GCMS) **OR** access through Raiderlink >> A&F Work Tools tab >> Procurement Services >> CitiDirect GCMS for Pcard.

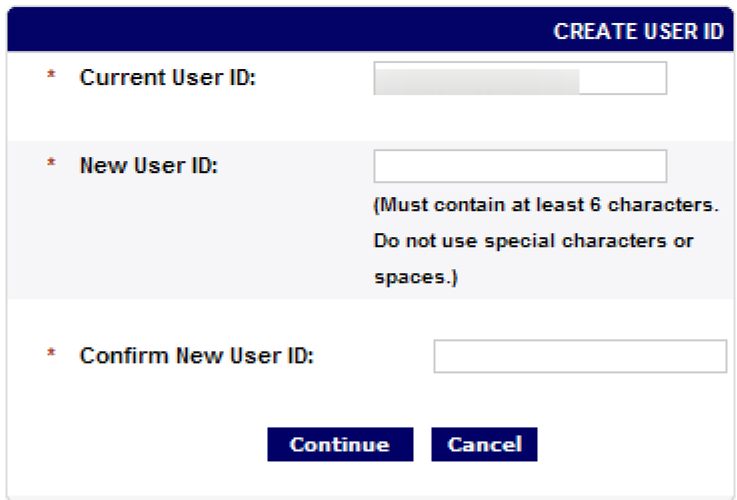
The initial **User ID** is your 16-digit card number

The initial **Password** is raider11+the last 4-digits of your card number



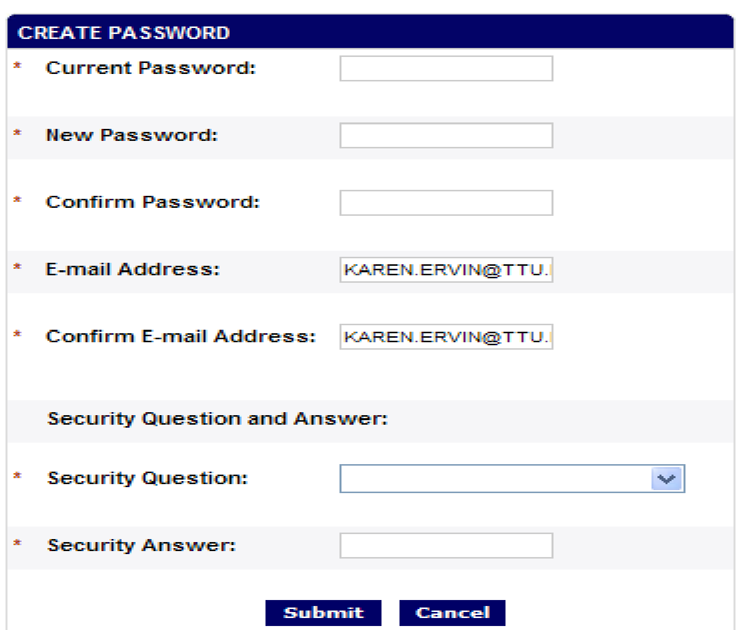
Create Your User ID

After logging in with the initial User ID and password, you will be required to change your User ID. Your new User ID cannot be your credit card number. We recommend using your eRaider ID; however, the ID must contain at least 6 characters with no special characters or spaces.

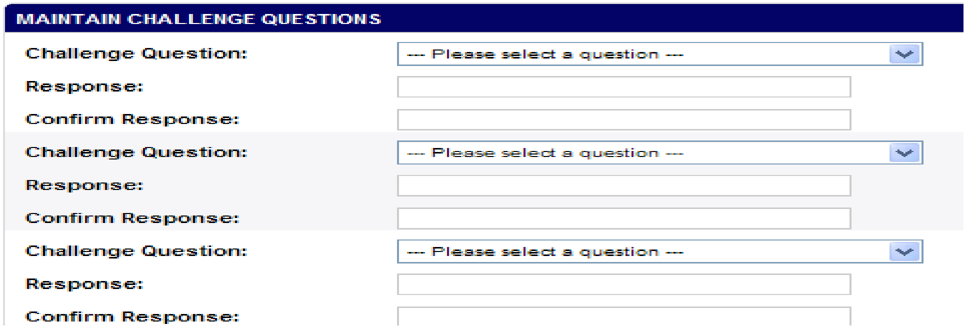


Create a New Password

After creating a User ID, you will be asked to enter your current password (raider11+last 4 digits of your card number), create a new password, enter or confirm e-mail address and answer a security question. Note: password must contain at least 8 characters, two of which must be numeric. The password cannot be the same as User ID. Click on Submit after entering this information.



Maintain Challenge Questions You will then be prompted to enter responses to three security questions. You will need to answer one of these every time you log into GCMS. Save your responses.

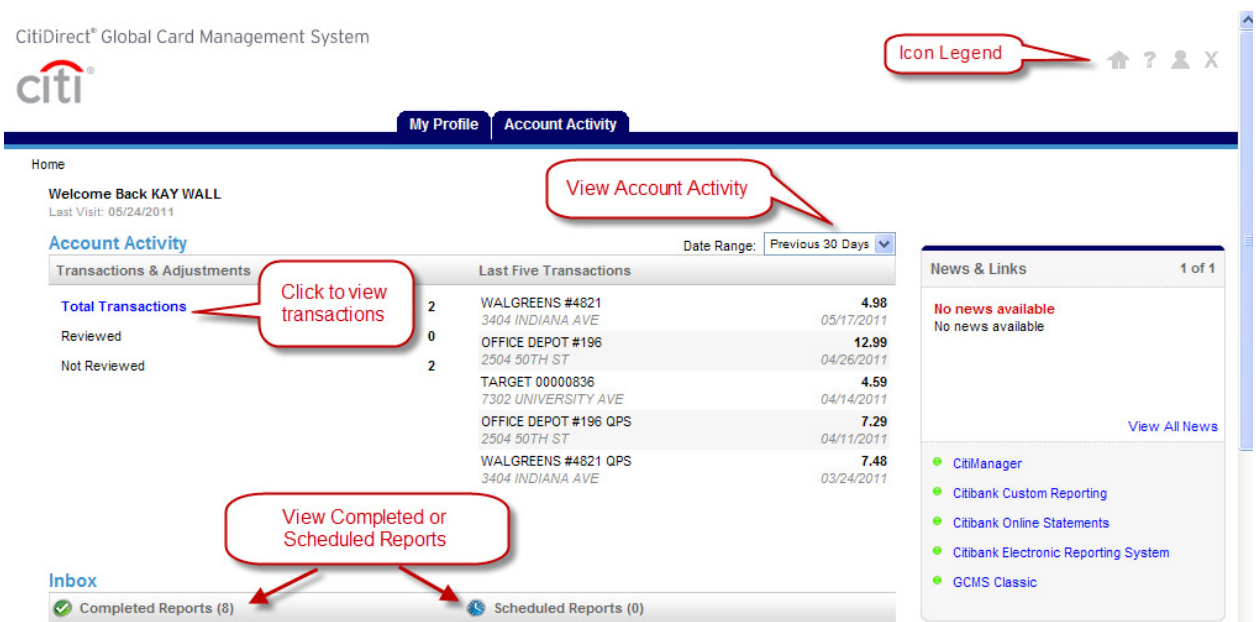


After answering the challenge questions, you will be taken to the GCMS Home Page.

GCMS Home Page

Icon Legend:

- Home
- Online Help
- My Profile
- Logout

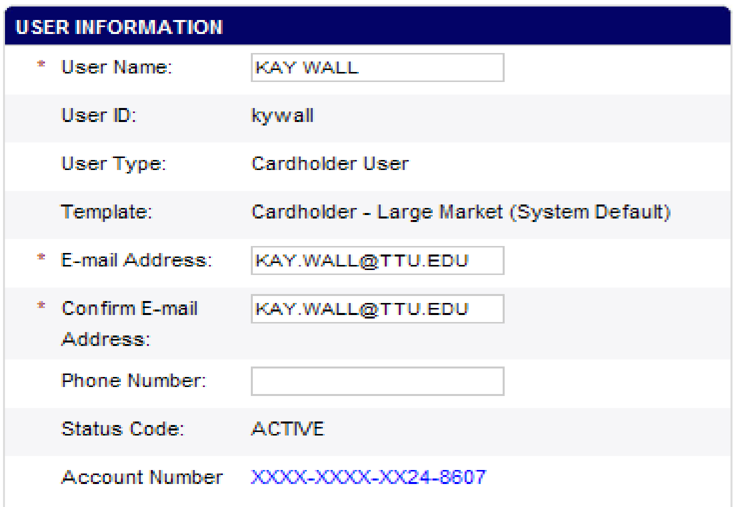


My Profile

Click on My Profile tab or icon on Home Page

Your profile contains the information and settings set up for the user. You may change some of the information shown. Clicking **Save** after making changes will process the updates.

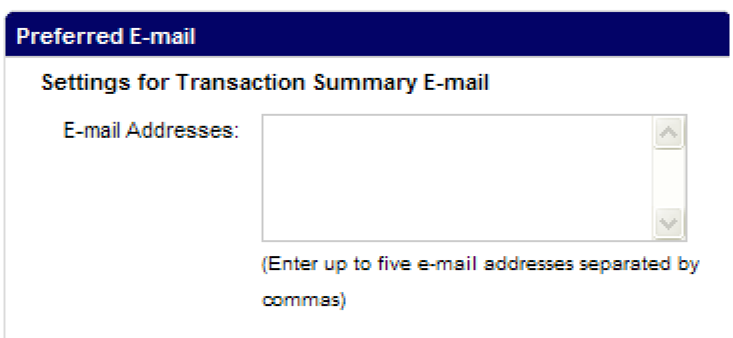
User Information allows you to change User Name, E-mail Address and Phone Number
NOTE: In order to use the Forgot your password feature on the logon page, the cardholder's email address must be populated in their profile.



USER INFORMATION

* User Name:	KAY WALL
User ID:	kywall
User Type:	Cardholder User
Template:	Cardholder - Large Market (System Default)
* E-mail Address:	KAY.WALL@TTU.EDU
* Confirm E-mail Address:	KAY.WALL@TTU.EDU
Phone Number:	
Status Code:	ACTIVE
Account Number	XXXX-XXXX-XX24-8607

Preferred E-mail allows you to enter up to five e-mail addresses (separate by commas)



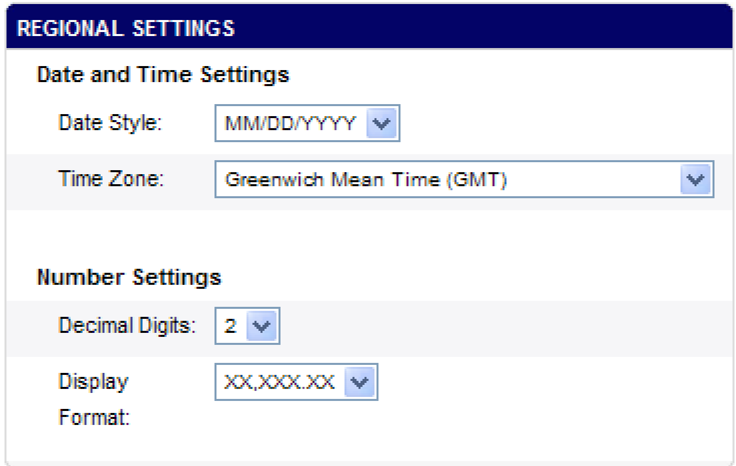
Preferred E-mail

Settings for Transaction Summary E-mail

E-mail Addresses:

(Enter up to five e-mail addresses separated by commas)

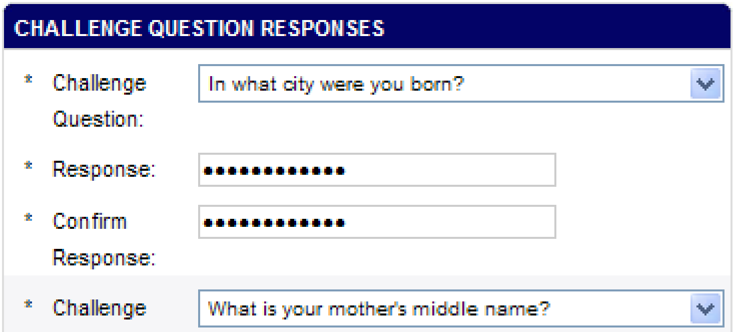
Regional Settings allows you to change date, time and number settings



<u>User Password</u> Passwords will expire every 90 days; however, you may change your password and Security Question at any time.

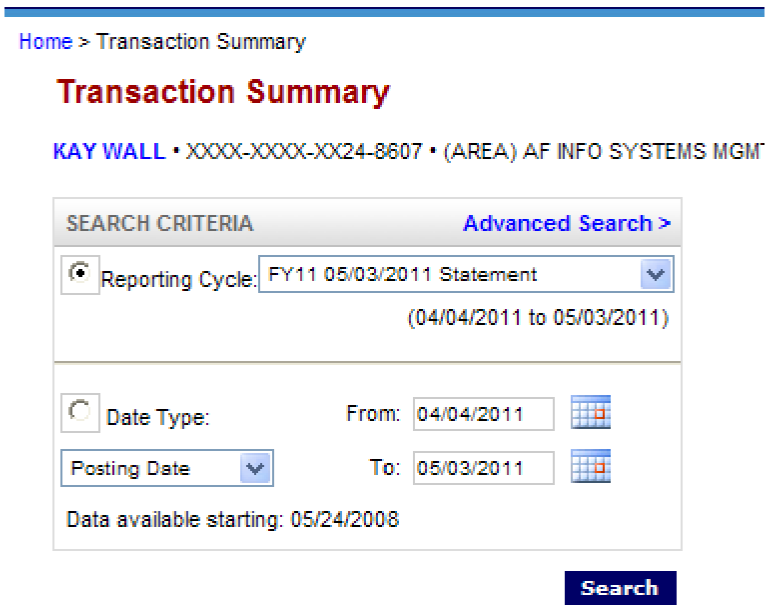
CitiBank will send a new password online to cardholder's that have forgotten their password. They may do this by clicking on the *Forgot your password?* link on the logon page. **The cardholder must have their e-mail address and security question and answer completed in their profile in order to use this feature.**

<u>Challenge Question Responses</u> are the questions and responses you provided when establishing your User ID and password. You may change your questions and responses in this section of your profile.

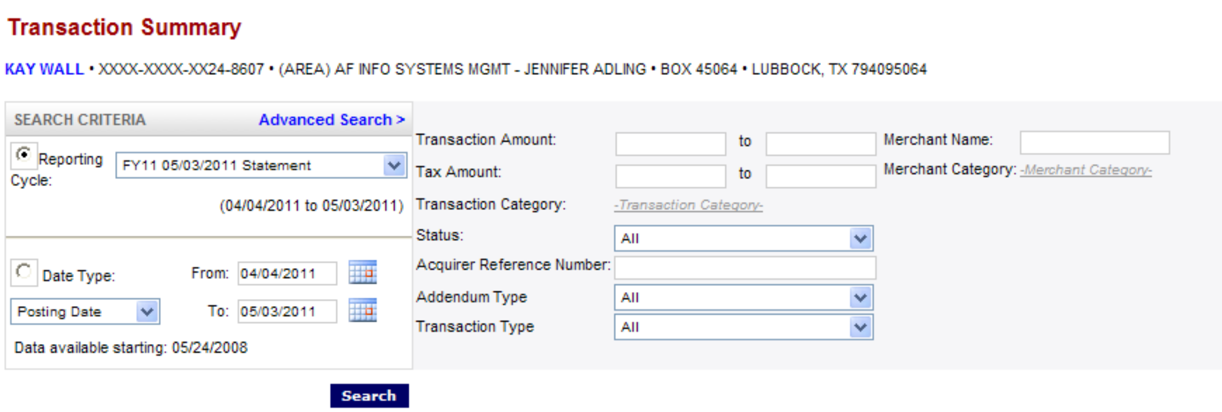


Account Activity

Transaction Summary allows transaction searches by date range or reporting cycle.

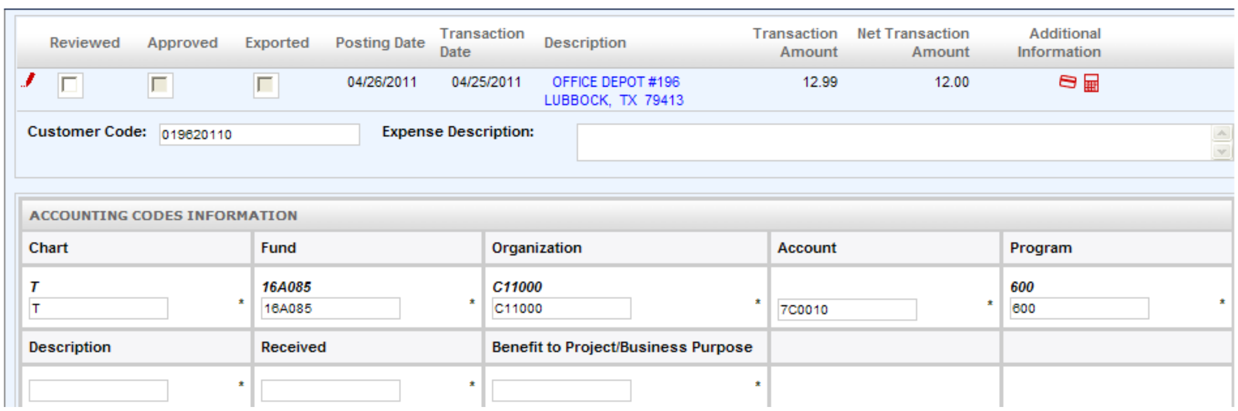


Advanced Search allows transaction searches by date range or reporting cycle and transaction amount range, merchant name, status and type.

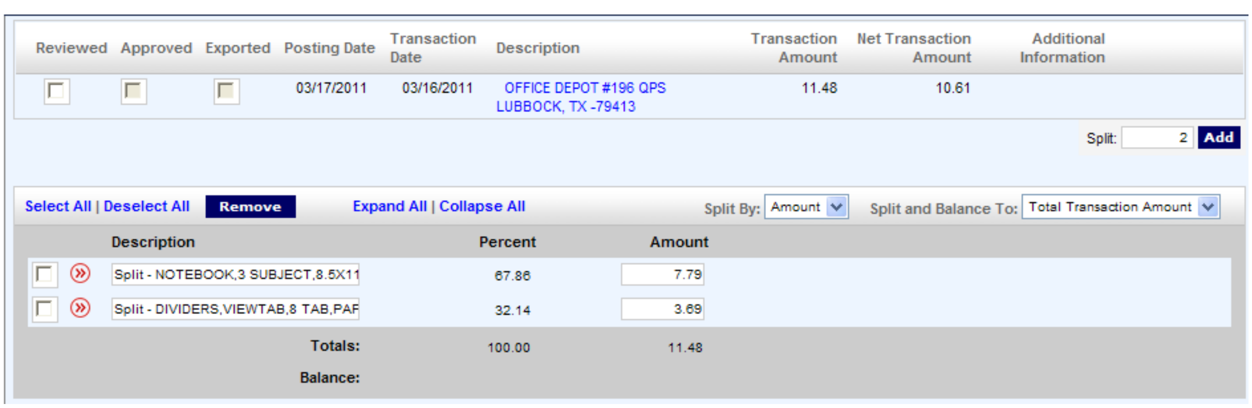


Search Results are then provided in a list format.

<u>Transaction</u> Clicking on the transaction icon allows you to view FOAP information that has defaulted in if the reconciler has not already reconciled the transaction. If the transaction has already been reconciled, you will see the description, received information and benefit to project/business purpose. You may also view merchant and financial information underneath the transaction. Note: If cardholder is a reconciler, they may reconcile the transaction from this screen. (See Reconciler's Guidelines)

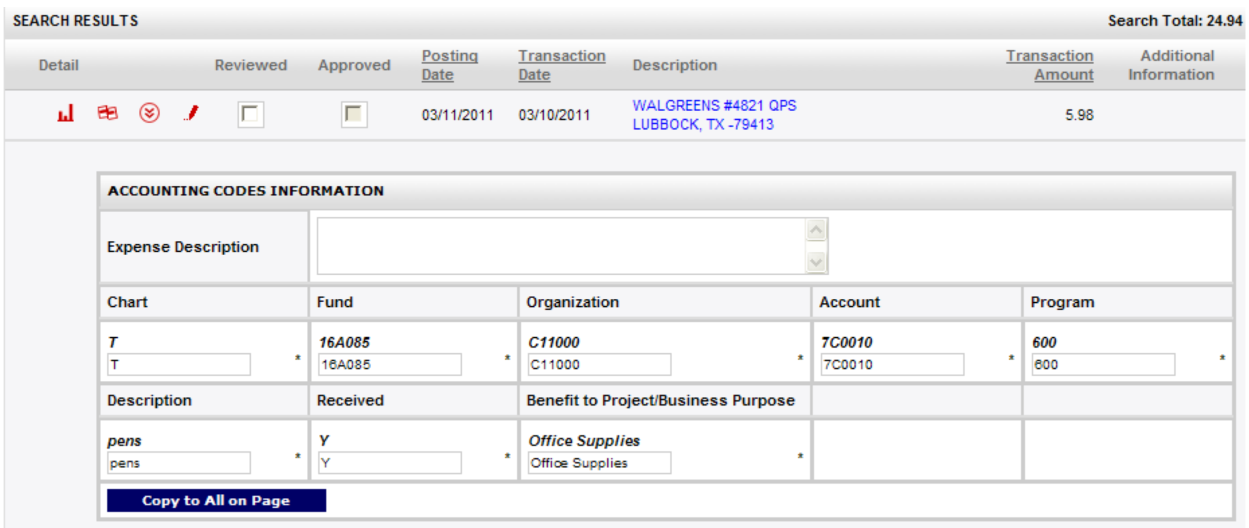


<u>Split Transaction</u> Clicking on the split transaction icon allows you view transactions that have been split into more than one FOAP when reconciled. Note: If cardholder is a reconciler, they may reconcile the transaction and allocate more than one FOAP from this screen. (See Reconciler's Guidelines)



Accounting Detail

Clicking on the accounting detail icon provides the FOAP detail and reconciliation entries. Note that this icon will not appear on your search results page if the transaction has been split. Click on the split transaction icon to get to the accounting detail icon for split transactions.



SEARCH RESULTS — Search Total: 24.94

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	☐	☐	03/11/2011	03/10/2011	WALGREENS #4821 QPS LUBBOCK, TX -79413	5.98	

ACCOUNTING CODES INFORMATION

Expense Description

Chart	Fund	Organization	Account	Program
T	16A085	C11000	7C0010	600

Description	Received	Benefit to Project/Business Purpose		
pens	Y	Office Supplies		

Copy to All on Page

Line Item Clicking on the line item icon shows a description of the item purchased if the vendor supplies this information. Note that the CitiBank system automatically estimates tax on each transaction. This does NOT mean that tax was charged.

TARGET 00000836 • 7302 UNIVERSITY AVE LUBBOCK, TX 79423 TRANSACTION DATE: 04/13/2011 TRANSACTION AMOUNT: 4.59 KAY WALL, XXXX-XXXX-XX24-8607

Expand All | Collapse All

Line Item Information (1)

Description	Quantity	Product Code	Unit Of Measure	Unit Amount	Tax Amount	Extended Item Amount
UP SANITIZER 32OZ HAND SANITIZER	1	072785098244	EAC	4.59	0.00	4.59

Tax Information (1)

Tax Rate	Location	Tax Type	Tax Amount
0.0825			0.35 (Tax Amount)

Click on the merchant name to view details such as address, MCC, tax ID.

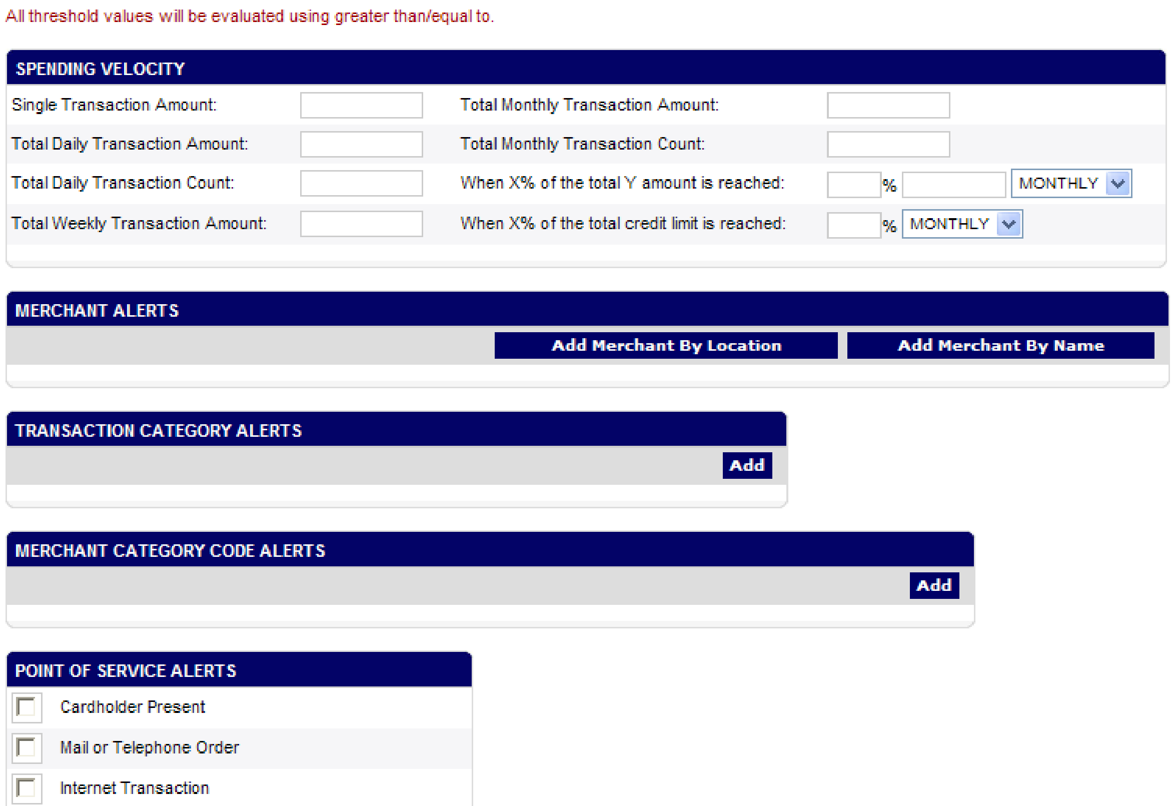
Spending Alerts

A spending alert indicates that spending exceeds specified thresholds. A spending alert is triggered when transaction amounts or amount totals are equal to or greater than any of the defined thresholds.

Spending alerts can be based on a variety of thresholds:

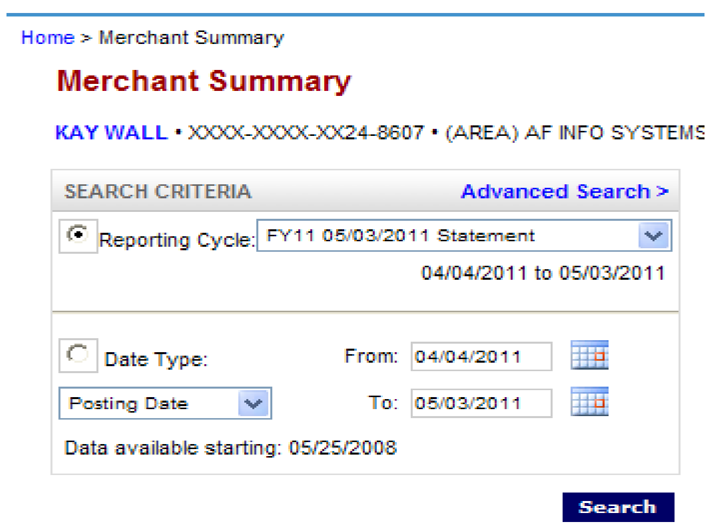
- Transaction amount
- Total transaction amount per day, week, or month
- Total transaction count per day or month
- Percentage of a specified amount

- Percentage of credit limit
- Merchants
- Transaction Categories
- Merchant Categories

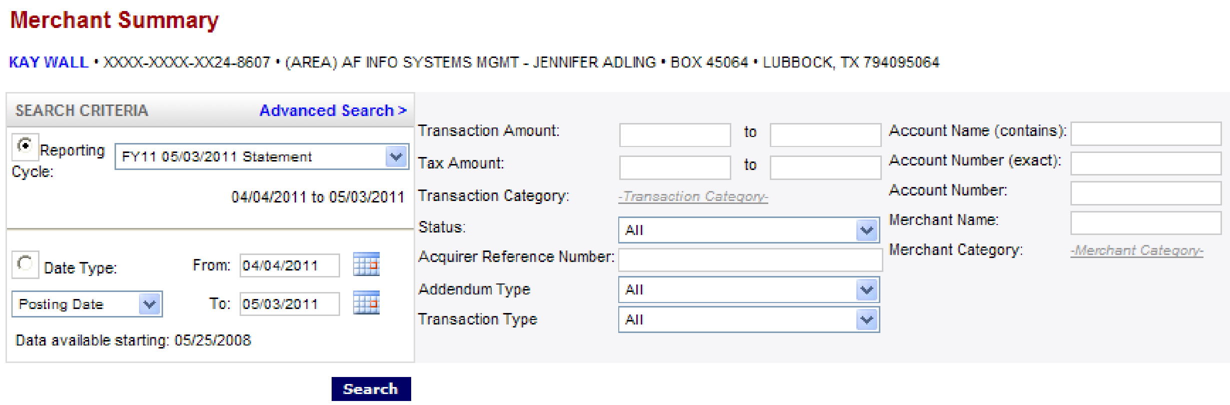


Account Information provides cardholder address, phone, e-mail, user ID, credit limits, and default FOP information.

Merchant Summary allows searches by date range or reporting cycle.



Advanced Search allows merchant searches by transaction amount ranges, cardholder name or number, merchant name, status and type.



Search Results are then provided in a list format. You may drill down to transaction detail by clicking on the merchant name.

SEARCH RESULTS					Search Total: 24.87
Merchant Name	Merchant Address	City	State / Province	Country	Total Transaction Amount
OFFICE DEPOT #196	2504 50TH ST	LUBBOCK	TX	USA	12.99
OFFICE DEPOT #196 QPS	2504 50TH ST	LUBBOCK	TX	USA	7.29
TARGET 00000836	7302 UNIVERSITY AVE	LUBBOCK	TX	USA	4.59
SEARCH RESULTS					Search Total: 24.87

Reports

Generating a report involves selecting the required report and scheduling it. The system provides a variety of reports to choose from.

Schedule Report Choose the report that you wish to run by clicking on the name. Fill in the parameters on each screen. Click Save to schedule the report.

Completed Reports Download reports from Completed Reports page. You may also delete reports from this site. The system deletes completed reports after 30 days.

Scheduled Reports You can schedule your reports to run daily, weekly, monthly, etc.

Cardholder Responsibilities

- Is the purchase allowable on the associated funding type?
  The Cardholder, Reconciler, and Financial Manager/Approver should all verify that the purchase is allowed on the particular funding type. For instance, food is not allowed on State-appropriated funds. A listing of restrictions is available at http://www.depts.ttu.edu/procurement/purchasingContracting/Training%20and%20Work%20Aids/index.asp
- Is the vendor in good standing with the State of Texas (cardholders are required to verify prior to using the pcard with the vendor)? https://cpafmprd.cpa.state.tx.us/tpis/search.html
- Cardholders need to make a good faith effort to use Historically Underutilized Businesses (HUBs). Contact techbuy.purchasing@ttu.edu for any assistance needed with identifying HUB vendors that provide the goods you wish to purchase.
- Be very careful to whom you give your credit card and/or credit card number. Don't give out your account number over the phone unless you initiate the call and you know the company is reputable. Legitimate companies don't call you to ask for a credit card number over the phone.
- Never respond to emails requesting your credit card information or to emails that ask you to go to a website to verify personal (and credit card) information. These are called "phishing" scams.
- It is not advisable to include your 16-digit Card number on email correspondence. This is not secure, and the PCard Office, for example, does not need the account number to research your account.
- Never provide your credit card information on a website that is not a secure site. To know if a site on the internet is secure, browsers will display a closed padlock in the status bar, located at the very bottom of the web browser.
- If you have to fax an order, don't include the three-digit security code from the back of the credit card.
- If you don't recognize a charge, call the PCard Office for guidance as soon as possible. You may be advised to either dispute the charge with the bank or have the Card blocked and a new Card number issued.
- Pay attention to emails you receive from the PCard Office because they contain important information to help departments manage their program.
- Be sure to notify the PCard Office, via email, of any changes to the Cardholder's phone # or work email address, so the bank can contact the Cardholder in the event they suspect suspicious activity on the card.
- Always notify the PCard Office, via email, if a Card needs to be cancelled. The Card should then be destroyed. The Reconciler is always notified when a card is closed; the PCard Office should be contacted if the Reconciler does not receive notification of the closure.

CitiBank Pcard and New Pcard Guideline Summary

Card Limits

CitiBank individual pcards have a $5,000 monthly limit and $1,000 single transaction limit. Statement cycles end on the 3rd of each month unless the 3rd falls on a weekend or a Monday holiday then it is the previous Friday. The transaction limit includes the purchase price plus tax (if physically out of state), freight, and installation.

Departmental Cards

There is a new option to get a Departmental Card. The Card will be issued in the name of the department. Each department is allowed to have up to two (2) Departmental Cards. Departmental Cards must be approved by the Chancellor, Vice Chancellor, Assistant Vice Chancellor, President, Vice President, Assistant/Associate Vice President, Dean, Assistant/Associate Dean, Provost, or Vice Provost before they will be issued.

Restricted Items

Certain purchases are restricted because additional documentation is needed, additional approvals may be needed (EH&S, Communication Services, etc.), or the purchase is prohibited (fuel must be purchased on the ComData card so that we receive discounted pricing, therefore it should not be purchased on the PCard).

List of Restricted Items

- Advertisements for staff employment
- Alcoholic beverages
- Ammunition
- Apple Inc. products
- Automotive fuel
- Cameras ($500 or more)
- Cash
- Cash-like transactions (gift cards)
- Chemicals, gases, toxins, controlled substances
- Computers ($500 or more)
- Donations or charitable contributions
- Electronic gadgets ($500 or more) (Kindle, MP3, eBooks)
- Foreign purchases
- Gifts, awards, and prizes
- Insurance
- Leases
- Network equipment
- Personal items
- Printers ($500 or more)
- Projectors ($500 or more)
- Rentals
- Services
- Software from foreign vendor
- Stereo systems ($500 or more)
- Telephone services and equipment
- Temporary personnel
- Travel and related services
- Used or refurbished equipment
- Utilities
- Video recorders/players ($500 or more)
- Weapons

Exception Policy

Written approval will need to be obtained from the Section Manager of PCard and Travel Services or Managing Director of Purchasing and Contracting for any exception to purchasing items that are listed on the Restricted Purchases list in the Procurement Card Guidelines. Any exception to the policy will require completion, signature, and approval of the PCard Exception Form *prior to making any purchase.* The PCard Exception Form will be signed by the Reconciler, Financial Manager/Approver and the Section Manager for PCard and Travel Services or Director of Procurement Services. If an increased credit limit is requested then the PCard Exception Form shall also be signed by the appropriate Chancellor, Vice Chancellor, Assistant Vice Chancellor, President, Vice President, Assistant/Associate Vice President, Dean, Assistant/Associate Dean, Provost, or Vice Provost.

Policy Violations

The University will start enforcing the rules by using a policy violation system. The following constitute policy violations:

- Split purchases (splitting items or making multiple purchases to avoid dollar threshold rules);
- Sales tax on purchases (the State is exempt from Texas sales tax and this is repeatedly an audit finding for the University);
- Failure to provide evidence of documentation (original receipts are required, again this is an audit finding);
- Purchase of prohibited good or service without an exception granted;
- Purchase from a prohibited vendor (Texas prohibits us from purchasing from a debarred vendor);
- Personal purchases (all purchases require a clear business purpose);
- Card abuse/fraud (may result in immediate revocation of the PCard);
- Noncompliant sponsored program purchases (purchases not allowed on a specific grant).

Failure to Comply with Guidelines

- First violation of failure to comply with PCard Guidelines will be a notification to the Cardholder, Financial Manager, Audit and the Vice Chancellor, Assistant Vice Chancellor, Vice President, Assistant/Associate Vice President, Dean, Assistant/Associate Dean, Provost, or Vice Provost.
- Second violation will be a suspension of Cardholder privileges for thirty (30) days and a second notification to the individuals listed above. The Cardholder shall develop a plan of compliance.
- Third violation will be a suspension of Cardholder privileges for six (6) months and a third notification to the individuals listed above. The Cardholder shall develop a plan of compliance and will be required to take the PCard Cardholder Training Class prior to reinstatement of card.
- Fourth violation will be permanent revocation of PCard privileges.

Resources

- Visit the Procurement Card site for Guidelines, FAQs, Training Materials, etc. http://www.depts.ttu.edu/procurement/pcard/index.asp
- Pcard Forms are available at http://www.depts.ttu.edu/procurement/pcard/pcardforms.asp
- Contact the pcard office at purchasing.pcard@ttu.edu or 742-3260
- Contact the Pcard Administrator kay.wall@ttu.edu or 742-3260