

# **OFFICE OF THE CONTROLLER**

## **General Accounting - Treasury Team Program Expense Card Training**





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# Program Expense Card Overview



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# Program Expense Card Overview

- Credit cards are issued through Bank of America
- This card can be used for student programs (e.g. Study Abroad, summer programs, etc.) & research participant incentives
- Cards can only be issued to full-time USC employees
- Program Expense cards cannot be used for individual travel or any purchase subject to procurement



# Requesting Program Expense Cards

- Complete Program Expense Card Request Form
- Email form to: [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu)
- Attend training
- Allow 7-10 days for processing
- You will receive an email when requested card is ready to be picked up





Controller's Office  
Program Expense Card Request Form

ELIGIBILITY REQUIREMENTS:

- ▶ All expenses must be approved University program expenses
- ▶ Applicant must be a USC employee
- ▶ Department Head approval
- ▶ Training Session Attendance
- ▶ Signature on Cardholder Agreement & Procedures (upon issuance of card)

Please email completed form to: Cards@mailbox.sc.edu

SECTION I. CARDHOLDER INFORMATION	
LEGAL FIRST AND LAST NAME REQUIRED	
LAST NAME	CAMPUS
FIRST NAME	DEPARTMENT NAME
CELL PHONE	DEPARTMENT ADDRESS
OFFICE PHONE	
EMAIL	CARDHOLDER LIAISON(S) - NAME & USC ID
USC ID	

DESCRIPTION OF INTENDED USE:

SECTION II. CHARTFIELDS			
OPERATING UNIT	DEPARTMENT	FUND	CLASS

SECTION III. INTENDED USE OF CARD	
UNIVERSITY PROGRAM	GIFY CARDS & INCENTIVES

As cardholder, I will always treat the USC Program Expense Card with at least the same level of care as personal credit cards. The card will be maintained in a secure location and the card account number will be carefully guarded. I will be the only person entitled to use the card. I fully understand the intent of this program and will comply with all guidelines on the Program Expense Card as well as USC policies and procedures related to the expenditure of University funds. I will maintain all receipts and records for proper reconciliation of all transactions. I understand if proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department can deduct the outstanding balance from future payroll check(s) and the card may be suspended.

CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECTION IV. Please select one Spend Profile below	
<input type="checkbox"/>	1. \$1K Single Transaction Limit - \$1K Limit/Month
<input type="checkbox"/>	2. \$1K Single Transaction Limit - \$2K Limit/Month
<input type="checkbox"/>	3. \$3K Single Transaction Limit - \$5K Limit/Month
<input type="checkbox"/>	4. \$5K Single Transaction Limit - \$10K Limit/Month**
<input type="checkbox"/>	5. \$5K Single Transaction Limit - \$15K Limit/Month**

\*\* Include justification memo for higher limit to be approved by Controller's Office

I hereby delegate transaction authority to the above cardholder and agree that the department liaison responsible for the associated department will be responsible for reviewing transactions of the cardholder to ensure the appropriate use and classification for University expenditures.

DEPARTMENT HEAD PRINTED NAME \_\_\_\_\_  
 DEPARTMENT HEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Program Expense Card Request



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# Expense Reports for Program Expense Card

- Expense Reports must be submitted and fully approved within 30 days of the end of the billing cycle
- Include billing statement, all receipts and documentation (e.g. merchant receipts, list of participants in program, list of gift card recipients & amount received, etc.)
- Include IRB approval letter for all human subject research incentives
- A personal consumption memo must be submitted for all food purchases along with participants (no food purchases allowed for USC employees)



# Tracking Gift Card Distribution

- You will be responsible for providing a list of all gift card/incentive recipients and amounts received
- Participants' name, email or participant ID (for protected groups) must be provided for all gift cards or incentives purchased
- Only purchase cards that can be distributed to participants within the month. Proof of distribution is required for expense report to be approved.





# Compliance & Violations



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# Compliance

- Cards will be suspended if transactions are not processed timely
- Cards will be suspended if used for unauthorized expenses
- Be sure to complete a monthly audit/review before certifying
- Expense reports are subject to external and internal audit



# Compliance

- Violations may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Program Expense Card will be required to reimburse the University of South Carolina for all costs associated with such improper use.
- If proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department can deduct the outstanding balance from future payroll check(s).



# Program Expense Card Violations

## Violations of policies/procedures include (but are not limited to):

- Personal or unauthorized purposes
- The purchase of alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the University of South Carolina
- The Cardholder allows the card to be used by another individual
- The Cardholder fails to provide required receipts
- The Cardholder fails to provide, when requested, information about any specific purchase
- The Cardholder does not adhere to all the Program Expense Card policies and procedures



# Program Expense Card Violations

**An example of purchased NOT allowed on the Program Expense Card include (but are not limited to):**

- Departmental supplies  
(No containers, tape, markers, microwaves, coffee makers, etc.)
- Software/subscription services
- Food consumed by USC employees
- Employee travel



# Timeline

- Expense Reports must be fully approved in PeopleSoft within 30 days of the end of the billing cycle.

## **Gift card purchase example:**

- Gift cards purchased on July 15th would be in the July billing cycle (transactions from June 26th – July 25<sup>th</sup>).
- The expense report is due no later than August 25th.
- All cards must be distributed with names provided in expense report before 08/25.



# My Wallet



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# What is My Wallet

- Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily
- Cardholders and Liaisons can use My Wallet for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement
- Please allow 1-2 additional days to interface into PeopleSoft





# How to Use My Wallet

- The following can be updated using My Wallet:
  - ✓ Entering a justification and description for each transaction
  - ✓ The Expense Type may be changed to prevent the need to change the GL account after the transaction is copied into the expense report
  - ✓ Reviewing and updating the use tax applicability
  - ✓ Attaching the receipt to the transaction
- All updates made in My Wallet carry over to the Expense Report
- Some of these requirements may be completed on the expense report page; however, updating use tax applicability must be completed on the My Wallet details page



# Use Tax

- Most purchases of tangible property are subject to sales or use tax
- If sales tax is charged on the invoice, **do not** check the “use tax” box in my wallet as this adds use tax to the purchase
- If it is necessary to apply use tax to a purchase made with your card, you can do so in my wallet by checking the “use tax” box



# Expense Report Overview



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# Expense Report

- The PeopleSoft page is where all card transactions that represent the month end statement will be copied
- As a Liaison, your USC ID will default. Be sure to change if creating on behalf of the cardholder
- It is important to select the correct **business purpose**. After selecting, the business purpose can't be changed
- Use the Default Accounting for Report action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s)
- Begin your expense report early in the month and add My Wallet transactions periodically
- If your department scans all receipts as one document, this attachment may be added at the end of the month before the expense report is submitted



# Expense Report Status

Status	Status Description
<b>Pending Status</b>	not submitted for approval. The expense report can be modified and deleted.
<b>Submitted for Approval</b>	the expense report is submitted, waiting for approval.
<b>In Process</b>	the expense report is in approval workflow.
<b>Approved</b>	approval for the expense report is complete and waiting on processing.
<b>Paid</b>	the expense report is processed and complete.

**\*\*Note:** Once in a “Paid” status, the transaction is posted to the General Ledger overnight. Expenses are posted to your budget when the expense report is paid.\*\*



# Important Notifications

**The following automated alerts are sent to the Liaisons every Wednesday:**

- Listing of Expense Report Approval Reminders
- Listing of Unsubmitted Expense Report Reminders
- Listing of Unassigned My Wallet Reminders



# Upcoming Training



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Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserve

Social Media

Contact Us

## PeopleSoft Finance Training Schedule

### 2024 Session Dates and Times

For information about a class you're interested in attending, please email the PeopleSoft Training Team at [pstrain@mailbox.sc.edu](mailto:pstrain@mailbox.sc.edu).

**Note:** If you encounter difficulties while registering for training sessions conducted through Team's, we recommend attempting to clear your cache or utilizing Google Chrome as an alternative.

What	When	How Long	Where
<a href="#">Program Expense Card Training</a>	Monday, March 4 9 a.m. - 10 a.m.	1 hour	Online (Teams Meeting)
<a href="#">Program Expense Card Training</a>	Tuesday, March 5 9 a.m. - 10 a.m.	1 hour	Online (Teams Meeting)
<a href="#">Travel and Expense Proxy Training</a>	Wednesday, March 13 9 a.m. - 12 p.m.	3 hour	Online (Teams Meeting)
<a href="#">Depositor Training</a>	Friday, March 15 10 a.m. - 11 a.m.	1 hour	Online (Teams Meeting)
<a href="#">Program Expense Card Training</a>	Monday, April 8 3 p.m. - 4 p.m.	1 hour	Online (Teams Meeting)
<a href="#">Program Expense Card Training</a>	Tuesday, April 9 9 a.m. - 10 a.m.	1 hour	Online (Teams Meeting)
<a href="#">Travel and Expense Proxy Training</a>	Wednesday, April 10 9 a.m. - 12 p.m.	3 hour	Online (Teams Meeting)
<a href="#">Depositor Training</a>	Friday, April 12 10 a.m. - 11 a.m.	1 hour	Online (Teams Meeting)
<a href="#">Program Expense Card Training</a>	Monday, May 6 9 a.m. - 10 a.m.	1 hour	Online (Teams Meeting)
<a href="#">Program Expense Card Training</a>	Tuesday, May 7 9 a.m. - 10 a.m.	1 hour	Online (Teams Meeting)
<a href="#">Travel and Expense Proxy Training</a>	Wednesday, May 15 9 a.m. - 12 p.m.	3 hour	Online (Teams Meeting)
<a href="#">Program Expense Card Training</a>	Monday, June 3 3 p.m. - 4 p.m.	1 hour	Online (Teams Meeting)

# Upcoming Training Dates

To register, click the link for the date/time that works best for you. On the registration page, provide your first/last name and email. Once registration is complete you will receive a confirmation email, and the session will be added to your calendar.

**Registration Tip:** If you have trouble registering, you may need to clear cache or use a different browser.





# Resources & Contacts



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## University Controller's Office Card Program Matrix

Card Need	Description	Examples	Recommended Card Program	Resources	
<b>Prizes/Awards</b>	To pay a one time, nominal amount for a prize/award program		Program Expense Card		
<b>Educational Programs</b>	To pay for approved meals/expenses for educational programs (meals only allowed for program participants)	Summer programs, outreach programs, etc.	Program Expense Card		
<b>Study Abroad</b>	To pay for approved meals/expenses for study abroad trips		Program Expense Card		<a href="#">Program Exp Card request form</a>
<b>Electronic Participant Payments</b>	To provide research participants with an electronic gift card incentive	Amazon, Walmart, Target, etc.	Program Expense Card		<a href="#">Program Exp Card Procedures</a>
<b>Cash Equivalent Participant Payments</b>	Payments to participants through mobile payment services	Venmo, PayPal, etc.	Program Expense Card		<a href="#">Program Exp Card Agreement</a>
<b>Non-monetary participant payments</b>	Nominal non-monetary payments to participants	Small toys, sercies, greeting cards & other tangilble incentives	Program Expense Card		<a href="#">Program Exp Card Update Form</a>
<b>Crowdsourcing Research</b>	Services through a crowdsourcing website to obtain participants	M Turk, Prolific, Lucid, Cloud Research	Program Expense Card		
<b>Physical Card Participant Payments</b>	To provide research participants with a physical gift card incentive from a specific merchant of your choice	Amazon, Target, Walmart, Starbucks, etc.	Program Expense Card		





## Office of the Controller

## Office of the Controller

## General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds  
ManagementCompliance and Tax  
Management

## Payroll Department

Operational Management  
and ReportingExternal Financial Reporting  
and TransparencyResource and Training  
Toolbox

## Contact Us

## Treasury Management

Treasury Management is responsible for the University's banking relationships. We manage the cash balances and investments for operating and endowment funds and ensure reconciliations of all financial records with bank accounts.

## Card Programs

Expand all

## Program Expense Card

The Program Expense Card is a credit card used for educational programs (eg. Study Abroad, Summer Programs, etc.) and participant incentive payments. The cardholder must be a USC employee. The Program Expense Card cannot be used for individual travel or any purchase subject to procurement. Please email questions to [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu).

- [Program Expense Card Procedures \[pdf\]](#)
- [Program Expense Card Request Form \[pdf\]](#)
- [Program Expense Card Update Form \[pdf\]](#)
- [Program Expense Cardholder Agreement \[pdf\]](#)

## Team Cards

The Team Card is used to make purchases for athletic team related expenses (e.g. hotel, transportation, meals, etc.). Please email questions to [teamcard@mailbox.sc.edu](mailto:teamcard@mailbox.sc.edu).

Contact Treasury  
Management

For questions about any Treasury Management services, please contact us directly:

1600 Hampton Street, 6th floor  
Columbia, SC 29208

Email: [treasury@mailbox.sc.edu](mailto:treasury@mailbox.sc.edu)

# Where to Find the Resources

For Program Expense Card resources, visit the Card Program section on our [Treasury Management](#) page.



## Office of the Controller

### Office of the Controller

### General Accounting

### Grants and Funds Management

### Compliance and Tax Management

### Payroll Department

### Operational Management and Reporting

### External Financial Reporting and Transparency

### Resource and Training Toolbox

#### Business Manager

[Grant Administration](#)
[Principal Investigator](#)
[Policies & Procedures](#)
[Forms](#)
[Newsletters](#)
[PeopleSoft Finance Training Schedule](#)
[Listserves](#)
[Social Media](#)

### Contact Us

## Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

**Note:** Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

#### Account Funding Change

Expand all



#### AP Uploads



#### Business Expense Prepaid Cards



#### Cash Advances



#### Cost Transfer



#### Departmental Deposits



#### Employee Reimbursement (Non-travel)



#### Endowments



#### Finance Intranet



# Where to Find the Resources

For Program Expense Card training resources, visit our [Business Manager](#) page.



# Controller's Office Contact List

<b>General Accounting (JEs, JVs, Apex, GL issues/Questions)</b>	<b>Email Address</b>
General Email Address	<a href="mailto:genacctg@mailbox.sc.edu">genacctg@mailbox.sc.edu</a>
Cash Advance Settlement	<a href="mailto:cashadvc@mailbox.sc.edu">cashadvc@mailbox.sc.edu</a>
Payroll Retro Journal Entries	<a href="mailto:retroje@mailbox.sc.edu">retroje@mailbox.sc.edu</a>
Chartfield Maintenance	<a href="mailto:cfmaint@mailbox.sc.edu">cfmaint@mailbox.sc.edu</a>
Moving Mailbox	<a href="mailto:moving@mailbox.sc.edu">moving@mailbox.sc.edu</a>
PeopleSoft Finance Security Requests	<a href="mailto:pssecure@mailbox.sc.edu">pssecure@mailbox.sc.edu</a>
<b>Accounts Payable</b>	<b>Email Address</b>
General Email Address	<a href="mailto:ap@mailbox.sc.edu">ap@mailbox.sc.edu</a>
AP Uploads	<a href="mailto:apupload@mailbox.sc.edu">apupload@mailbox.sc.edu</a>
Supplier Maintenance	<a href="mailto:apsupplr@mailbox.sc.edu">apsupplr@mailbox.sc.edu</a>
<b>Travel Office</b>	<b>Email Address</b>
General Email Address	<a href="mailto:teoffice@mailbox.sc.edu">teoffice@mailbox.sc.edu</a>
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	<a href="mailto:tesubmit@mailbox.sc.edu">tesubmit@mailbox.sc.edu</a>

# Controller's Office Contact List

<b>Capital Assets</b>	<b>Email Address</b>
Physical Inventory	<a href="mailto:physinv@mailbox.sc.edu">physinv@mailbox.sc.edu</a>
<b>Cash Management and Treasury</b>	<b>Email Address</b>
General Treasury Email Address	<a href="mailto:treasury@mailbox.sc.edu">treasury@mailbox.sc.edu</a>
Program Card	<a href="mailto:cards@mailbox.sc.edu">cards@mailbox.sc.edu</a>
Team Card	<a href="mailto:teamcard@mailbox.sc.edu">teamcard@mailbox.sc.edu</a>
Travel Card	<a href="mailto:trvcard@mailbox.sc.edu">trvcard@mailbox.sc.edu</a>
<b>Compliance and Tax</b>	<b>Email Address</b>
General Compliance Email Address	<a href="mailto:concp1@mailbox.sc.edu">concp1@mailbox.sc.edu</a>
General Tax Email Address	<a href="mailto:tax@mailbox.sc.edu">tax@mailbox.sc.edu</a>
Research/Development Sales/Use Tax Exemptions	<a href="mailto:rdequip@mailbox.sc.edu">rdequip@mailbox.sc.edu</a>
<b>Payroll</b>	<b>Email Address</b>
General Email Address	<a href="mailto:payroll@mailbox.sc.edu">payroll@mailbox.sc.edu</a>

# Questions



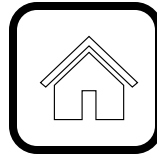
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**South Carolina**

# THANK YOU!

## Office of the Controller



Alone, we can do so little; together,  
we can do so much.



**Address:**

1600 Hampton Street  
Columbia, SC 29208



**Contact Number:**

Phone: 803-777-2602  
Fax: 803-777-9586



**Email Address:**

[controller@sc.edu](mailto:controller@sc.edu)



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