

# Departmental Credit Cards

## 9.2 PantherSoft Financials

The Departmental Card is designed to provide University faculty and staff the ability to place orders for supplies and services, as well as travel related expenses for their department. Depending on the Cardholders' needs, the Cardholder may apply for the Departmental Card for the following:

- **Commodities Only**—Issued only to University Employees responsible for making purchases on behalf of their departments or program. It requires the Cardholder to understand the Commodity Card rules and regulations and to provide documentation for all transactions. As part of the Cardholder Application and training process, the Cardholder will be advised of all rights and responsibilities, including the penalties for misuse of the card
- **Departmental Travel Only**—Issued only to University Employees responsible for making travel arrangements for their departments or program, **excluding travel purchases for themselves**. It requires the Cardholder to understand the University Travel Policy and Procedures and the Departmental Travel Card rules and regulations. They are required to provide documentation for all transactions. As part of the Cardholder application and training process, the Cardholder will be advised of all rights and responsibilities, including the penalties for misuse of the card
- **Dual Use**—Issued only to University Employees responsible for making travel arrangements for their departments or program, **excluding travel purchases for themselves**.

Applicants must submit a completed [Departmental Card Application](#) form, which can be found on the [Office of the Controller](#) website, attend the appropriate training session and complete a Cardholder Agreement.

Applicants wishing to become approvers or reconcilers, must submit a completed application pertaining to their desire role and attend the Dual Use Card with Approver/Reconciler training.

### Processing of Transactions

Card charges are electronically received from the bank to PantherSoft Financials on the first business day following the 1<sup>st</sup> of each month. Cardholders must provide itemized receipts and bank statements to their Approvers for reconciliation. Approver must review and approve all transactions within ten (10) business days from the day the charges post to PantherSoft. An attached receipt (step #2) and Description (step #4) should be entered for each line.

Cardholders and Approvers should log into PantherSoft Financials and navigate to:

*Purchasing -> Procurement Cards -> Reconcile -> Reconcile Statement*

*This is an outline of the Departmental Credit Cards process. To understand the full process, users should attending training and refer to the [Departmental Card Guidelines and Procedures Manual](#)*



**FIU Financials System**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

**Procurement Card Transactions**

Empl ID 1111111 Name Panther, Roary  
 Card Number \*\*\*\*\*8888 Card Provider CHASE

Run Budget Validation on Save

Bank Statement (4) Personalize | Find | View All | First 1-9 of 31 Last

Transaction	SetID	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chart Status
1	FIU01	08/25/2014	L & M ENGRAVING AND TROPH	Staged	36.00	USD	In Process	Valid
2	FIU01	10/10/2014	AVIS RENT-A-CAR 1	Staged	94.68	USD	In Process	Valid
3	FIU01	10/10/2014	AVIS RENT-A-CAR 1	Staged	64.20	USD	In Process	Valid
4	FIU01	10/14/2014	AMERICAN STAMP WORKS	Staged	54.80	USD	In Process	Valid
5	FIU01	08/04/2014	OFFICEMAX CT	Staged	874.95	USD	In Process	Valid
6	FIU01	08/04/2014	OFFICEMAX CT	Staged	93.92	USD	In Process	Valid
7	FIU01	08/04/2014	OFFICEMAX CT	Staged	298.72	USD	In Process	Valid
8	FIU01	08/05/2014	OFFICEMAX CT	Staged	546.98	USD	In Process	Valid
9	FIU01	08/06/2014	OFFICEMAX CT	Staged	202.90	USD	In Process	Valid

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template Proxies

**By approving these charges, the approver is certifying that the individual charges have been reviewed with the cardholder and that the charges comply with the university policies and procedures.**

Save Notify Refresh

1 — **Line Details** to review all charges

2 — **Comment Bubble** to attach **REQUIRED** receipts and supporting documentation for each line before the end of the month

3 — **Distribution** to review the accounting distribution for each line

4 — **Billing** tab to enter **REQUIRED** description for each line

5 — After completing Steps 1-4, click **Select All**

6 — Click **Verify** or **Approve**, depending on your role

7 — Check **Run Budget Validation on Save**

8 — **Save**

**ProCard VISA Trans Details**

Card Number \*\*\*\*\*8888  
 Posted Date 08/07/2014  
 Transaction Number 24445744217000297487288  
 Sequence Number 3288

Card Transaction - Type 5  
 Period Acquiring Bin Card Acceptor ID Supplier Name  
 1 24213 444574 4445000636779 OFFICEMAX CT

Line Item Detail - Type 7  
 Quantity Unit of Measure Unit Cost Item Description  
 1 1.0000 DZ 18.2800 PEN BALLPT PRECISE G

**ProCard Comments**

Description 0  
 Reference  
 Transaction Line Comments  
 Comments: Status Active  
 Associated Document  
 Attachment Attach View Delete

**ProCard Account Distribution**

Line 5 PO Qty 1.0000 UOM EA  
 Billing Date 08/29/2014 Billing Amount 26.73 USD Unit Price 26.73000  
 SpeedChart Transaction Unit Price 26.73000

Dist	Percent	Amount	Currency	GL Unit	Account	Alt Acct	Dept	Site	Fund	Program	Activity	lbr
1	100.0000	26.73	USD	FIU01	711999	711999	285001000	01	210	46	280002000	

**Reconcile Statement - Procurement Card Transactions**

Empl ID 1111111 Name Panther, Roary  
 Card Number \*\*\*\*\*8888 Card Provider CHASE

Run Budget Validation on Save

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collect
1	TA00000000002	08/29/2014	100.00	USD	2014082902	0.00	
2	Office Supplies Paper	08/29/2014	574.95	USD	2014082902	0.00	
3	Office Supplies Notebooks	08/29/2014	100.00	USD	2014082902	0.00	
4	Avis Rental - Dr Panther	08/29/2014	94.68	USD	2014082902	0.00	
5	Postage Stamps	08/29/2014	36.00	USD	2014082902	0.00	
6	Trophy Engraving	08/29/2014	64.20	USD	2014082902	0.00	