Procurement Card Program

Quick Start
Full documentation available at
www.luc.edu/finance/procard.shtml

PNC ActivePay Login Information

www.pncactivepay.com

User Name: _______________________
Password: _______________________
Organization ID: ________________  
loyola

Description
The Procurement Card is designed to provide an efficient way to obtain business related goods and services and to directly pay for business related travel and expenses.

Benefits
- No waiting for reimbursement of payments
- Greater control over purchases
- Used anywhere that VISA is accepted
- Purchases can be made 24 hours a day, 7 days a week
- Timely (48 hours) posting to statement

Things to Remember
- Cardholders are responsible for following Payment Card Industry Data Security Standards (PCI-DSS). Please see Procurement Card Policy and Procedure Manual for more details.
- Transactions made with a ProCard have ONLY been processed by the person to whom the card was issued.
- Sales Tax Exemption Status: E9989-4408-06
- Procard Billing/Business Address for all cardholders is 820 N Michigan Ave, Chicago, IL 60611
- Travel & Business Expense Policy and per diem rate:
  http://luc.edu/finance/policies.shtml

Monthly Spending Limits
Limits are based on the cardholders estimated need. Limit changes can be adjusted by the budget administrator/supervisor through written (email) request to the Procard Administrator.

Contact Information
If Procard is lost, stolen, or compromised contact:

PNC Bank Customer Service
(24 hours 7 days a week)
800-685-4039

Questions or Concerns

Procurement Card Administrator
procard-admin@luc.edu
312-915-8750

Purchasing Manager
Sam Perry
312-915-8781

Senior Purchasing Agent - WTC
Vicci Tennant
312-915-8783

Senior Purchasing Agent - WTC
Robin Schultz
312-915-8786

Senior Purchasing Agent — SSOM/NSON
Geraldine Lechantre
708-216-6254
Unique Purchases

Certain types of purchases have limitations. If a cardholder anticipates the following types of purchases, please seek assistance, before using the procard.

Office Furnishings & Furniture
Susan Yanek, LUC
312-915-8782
www.luc.edu/purchasing

Office Equipment — consult purchasing
312-915-8780, LUC
708-216-6254, SSOM/NSON

Office Supplies — Warehouse Direct — consult purchasing
312-915-8780, LUC
708-216-6254, SSOM/NSON

Non-Standard Computer Purchases — visit website
www.luc.edu/its/purchases.shtml

Photocopiers & Maintenance
312-915-8780, LUC
708-216-6254, SSOM/NSON

Typesetting, Printing, Binding, Office Forms — contact Printing Services
773-508-7744

Restrictions
- Personal purchases or expenses
- Cash advances
- Aramark Catering
- Contracts or Leases (reoccurring payments)
- Employee Recognition of faculty & staff

Reviewing Transactions

1. Verify the legitimacy of transactions (vendor, amounts, sales tax)
2. Select the appropriate accounting information (Accounting Unit, Account, Travel Category)
3. Provide detailed transaction notes — description of purchase, business purpose, if applicable a list of participants
4. Check the reviewed box and click SAVE
5. Retain itemized receipts, invoices, or confirmation documentation for each purchase, regardless of the dollar amount

Disputing a Transaction — When to use?

A cardholder must complete a Transaction Dispute Form if a vendor is recognized when overcharged, orders are incomplete, shipments are not received or charges are unauthorized. Before a transaction is placed in dispute status, the cardholder must first attempt to resolve the issue with the vendor.

This option should NOT be used for fraudulent or unrecognized vendor activities. If a charge is fraudulent, contact PNC Bank or the PCA immediately.

Obtaining Supervisor Approval

1. The budget administrator/supervisor can approve electronically AFTER a cardholder reviews his/her transactions
2. Transactions are approved only if they are in accordance with University Policy and appropriateness of activity and accounting unit are verified.

ProCard Accounting

Important Dates

- Cardholders will receive an email reminder to review transactions in ActivePay on or around the 15th and 27th of every month.
- Transactions posted to ActivePay from the 28th through the 15th must be reviewed and approved by the 17th of that month.
- Transactions posted from the 16th through the 27th must be reviewed and approved by the 30th of the month.
- Note that these dates are approximate and will be adjusted accordingly by taking into consideration weekends and holidays. Please see the ProCard Calendar of Events for more information.
- On the 1st of each month, cardholders are required to print their monthly statement and complete a ProCard Monthly Reconciliation and Approval Form. The statement and legible copies of all supporting documentation are attached to this form and must be submitted to ProCard Administration by the 2nd Friday of the month.

Preparing people to lead extraordinary lives