

P-Card Certification Instructions

Rev 1/30/2024

Bill Kephart will notify Grad students when they need to take the university's P-Card Certification course. If you have NOT been notified by Bill, do NOT take the certification course. Ask Bill if you are unsure when to take the certification.

P-Card Certification is required for:

- **NEW cardholders BEFORE they get their P-Cards.** P-Card applications will NOT be processed until Card Services verifies your certification course is complete.
- **ALL cardholders AT LEAST once a year.** This becomes available in the late fall/early spring and is essentially a re-certification for EVERYONE who has a P-Card (Students AND Staff). Unfortunately, this includes all NEW cardholders who just took the certification a couple months prior. In short: New cardholders take it TWICE their first year; everyone else takes it once.

What is P-Card Certification?

Unlike the training documents Bill Kephart provides, this course covers university policies. It consists of a training module and test. If you do not pass this test, the university's P-Card department, Card Services, will not issue or renew your P-Card. *Upon completion, Bill will need proof of your certification - more on that below.*

Is it difficult?

Yes, because the answers to most of the test questions are not found in the training module, rather, the test questions require you search the university's P-Card policies for answers. BUT, instructions on the following pages should help significantly, **AND you can retake the test until you pass.** Currently there are a series of interactive slides with mini quizzes after each section. It's okay if you get the wrong answer in the slide portion of the training; it's not scored. Once the training portion is complete, you are allowed to start the test when you are ready. If you do not pass, each time you retake it, the questions shuffle, so either take screenshots of your answers, or rely on those I've provided. Assume 1 full hour to complete the certification.

To start the Certification

Under "P-Card Certification" on the P-Card Resources page, click the button labeled "Click here to start P-Card Certification." The button is just a link to the login page for the AbilityLMS system. Click the sign-in button on that page, and you'll login with your usual university credentials. At the bottom of that page, click the "Launch" button to start the training section. After training is complete, you'll be taken back to that main page where a "Take Test" button will appear. Once you click that button, you start the actual certification test. Upon completion, remember to send proof to Bill Kephart per the instructions below.

After you successfully complete the Certification:

STAFF: You're done.

GRADS: Bill Kephart needs to see proof of your completion, so he can stop tracking who has/hasn't done the training. At the bottom of the final screen which verifies your certification (see below), choose the "**PRINT a certificate**" option and save as a PDF or screenshot. You can try the Email option, but I've heard it doesn't always work. EMAIL a copy of the image (in whatever form) to Bill Kephart (kephrt@illinois.edu). Once he sees that, he'll stop bugging you to take the certification!

To Print/Email a Certificate	Screenshot of Certificate
<p>Post-Training Activities Step 1: You must complete a post-course assessment with a pass grade. - Completed</p> <p>You can Review or Retake this skill or lesson. Click the appropriate button below, as required.</p> <p>Review Retake</p> <p>PRINT a certificate EMAIL a certificate</p> <p>Back To Home</p>	<p>Screenshot of Certificate</p> <p>CERTIFICATE of COMPLETION</p> <p>THIS ACKNOWLEDGES THAT</p> <p>William Kephart</p> <p>HAS SUCCESSFULLY COMPLETED Purchasing Card (P-Card) Certification Course</p> <p>ON THIS DAY January 12, 2024</p> <p> UNIVERSITY OF ILLINOIS SYSTEM</p>

***** See Page 2 for tips on successfully passing your P-Card Certification *****

Tips for Passing the P-Card Certification Test

Open the following pages in your browser and keep them open while you to take the test:

ALL policies and Procedures [OPTIONAL]

<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91757>

The above is optional because most questions will involve sub-policies within Sections 7 and 8, but if a multiple choice question mentions another policy #, this is a good place to check whether it's relevant.

Section 7 - Purchasing (includes all sub-policies, 7.2, 7.6, etc.)

<https://www.obfs.uillinois.edu/bfpp/section-7-purchasing>

- **Section 7.2 - Purchase of Goods and Services**
<https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-2>
- **Section 7.6 - The University Purchasing Card**
<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=92162>

Section 8 - Payments and Reimbursements

<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/>

CORRECT ANSWER NOT FOUND IN POLICY:

Question: *How long should the detailed, itemized P-Card receipt be kept on file?*

Correct Answer: *Current fiscal year plus 1 year*

The *Keeping Payables Records* policy does not exactly match this answer, so don't bother searching for it. The answer above is verified correct.

You can search for specific answers across multiple policies by using the search bar at the top of each page and selecting the "OBFS Policy Manual" sub-search:



Or, you can search within policies by simply using Ctrl+F

Also be aware that some answers may only be located by using the side menu on a given policy page:



On the following pages are test questions/answers from someone who scored 100%!

I'm only including them here to prove that YOU CAN PASS the test!

Yep. That is the ONLY reason I would ever show you ALL of the questions and correct answers.

Post-Course Assessment for Purchasing Card (P-Card) Certification Course

Instructions: Please enter all questions as presented. Click the **Submit Answers** button at the bottom of the page to review your answers and submit for final scoring

Question	Answer
Exceptions must be approved prior to using the PCard for the intended expense.	<input checked="" type="radio"/> True <input type="radio"/> False
The correct C-FOAPAL information must be entered for each transaction.	<input checked="" type="radio"/> True <input type="radio"/> False
Who can set lower limits on a PCard, making it important for Cardholders to know what their single transaction and monthly cycle limit is?	<input type="radio"/> The Charge Code Reviewer <input checked="" type="radio"/> The Department Card Manager (DCM) <input type="radio"/> The Manger Reviewer
It is allowable for a Cardholder to split a single purchase into several payment transactions for one activity or occurrence, such as a deposit, progress payment and/or balance payment	<input type="radio"/> True <input checked="" type="radio"/> False
Who should you contact with questions regarding PCard training, compliance, and PCard use?	<input type="radio"/> The Bank <input type="radio"/> The Manager Reviewer <input checked="" type="radio"/> UPAY Card Services
Which Card role may enter or correct the ER details in Chrome River?	<input type="radio"/> The Cardholder <input type="radio"/> The Manager Reviewer <input type="radio"/> The Charge Code Reviewer <input checked="" type="radio"/> All of the Above
UPAY Card Services and auditors conduct periodic reviews of PCard transactions.	<input checked="" type="radio"/> True <input type="radio"/> False
Who is responsible to report non-compliant or inappropriate purchases to UPAY Card Services?	<input type="radio"/> The Department Card Manager <input type="radio"/> The Cardholder <input type="radio"/> The Manager Reviewer <input type="radio"/> The Charge Code Reviewer <input type="radio"/> A Delegate <input checked="" type="radio"/> All of the above
It is required to thoroughly document information about a PCard transaction in Chrome River.	<input checked="" type="radio"/> True <input type="radio"/> False
Who is responsible for resolving disputed transactions?	<input type="radio"/> The Department Card Manager <input checked="" type="radio"/> The Cardholder <input type="radio"/> The Manager Reviewer <input type="radio"/> The Charge Code Reviewer

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It is appropriate to give your PCard or the number to another employee to use.

- True
- False

Restricted purchases may be purchased using the PCard if the corresponding requirements of the policy are met.

- True
- False

Who is responsible for monitoring a credit for returned items?

- The Cardholder
- UPAY Card Services
- The Department Card Manager

What is the U of I System's maximum allowable single transaction limit and monthly cycle limit?

- \$4,999 & \$10,000
- \$2,000 & \$25,000
- \$7,500 & \$35,000
- None of the above

What day of the month does the PCard billing cycle begin?

- The 1st
- The 25th
- None of the above

All credits for returns MUST be processed on the PCard used for the original purchase.

- True
- False

PCard Exceptions can be requested to purchase items normally prohibited or above a PCard limit.

- True
- False

You are allowed to use the PCard when a contract, terms and conditions, or deposit is required.

- True
- False

How long do Manager Reviewers have to reconcile a transaction once it appears in Chrome River?

- 7 business days
- 25 calendar days
- 60 business days
- None of the above

In what section of the OBFS Policies and Procedures manual would you find information on allowable expenses?

- OBFS Policies and Procedures manual, section 7.2
- OBFS Policies and Procedures manual, section 8
- OBFS Policies and Procedures manual, section 7.4

It is allowable for a Cardholder to have a vendor split a single purchase into multiple payments to circumvent the PCard single transaction limit if the purchase exceeds \$4,999.00.

- True
- False

The PCard may be used for onsite repairs on University owned or leased property.

- True
- False

Who should receive the detailed, itemized receipt for a PCard transaction from the Cardholder?

- The Bank
- The Manager Reviewer
- His/Her supervisor

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Cardholders who misuse or fraudulently use the PCard will be subject to investigation. What could be a potential outcome?

- Disciplinary action
- Termination of employment
- Criminal prosecution
- All of the above

What PCard violations may result in a review of your PCard privileges?

- Using the PCard for unallowable purchases
- Unacceptable or late documentation of purchases
- Allowing others to use your PCard
- All of the above

The PCard may be used to purchase gift cards and gift certificates.

- True
- False

In what section of the OBFS Policies and Procedures manual can you find the PCard Prohibited and Restricted purchases list?

- OBFS Policies and Procedures manual, section 8
- OBFS Policies and Procedures manual, section 7.2
- OBFS Policies and Procedures manual, section 7.6

The Cardholder should inform the vendor that the purchase is on behalf of the University of Illinois, which has a tax exempt status with the Illinois Department of Revenue.

- True
- False

How long should the detailed, itemized PCard receipt be kept on file?

- 6 years
- Indefinitely
- 3 years
- Current fiscal year plus 1 year

When should a PCard charge be disputed?

- Vendor charged incorrect price
- Received incorrect item or quantity
- Goods returned and vendor has not issued credit
- All of the above

What are the consequences if you violate the policies related to PCard use?

- First incident - a written warning
- Second incident - a written warning and the PCard will be suspended for the remainder of the current billing cycle through the next full cycle
- Third or more noncompliant activity, a written warning and the PCard will be suspended for up to one year or may be canceled
- All of the above

Who should be contacted if a PCard is lost or stolen?

- The Charge Code Reviewer
- The Bank
- The Manager Reviewer

When activating a new PCard, what is the Verification Code?

- My office phone number
- Last four digits of my Social Security Number
- My University Identification Number (UIN)

Who can the Cardholder contact for information on a declined transaction?

- The Charge Code Reviewer
- The Bank
- The Department Card Manager

END of Questions