Purpose

The Student Payment Card will be utilized for student travel and awards. The purpose is to define the process for procuring, editing, and posting procurement card transactions as allowed by the following regulations:

Definitions

- **Waggle**: College of Arts & Sciences’ internal ordering system; web-based and is located on A&S IBU website found [here](#). Only Arts and Sciences staff have access to this system and it requires the employee’s linkblue ID and password to access. Each request creates a “story” that the end user is associated with and will receive emails as the story is updated by the IBU, Department Managers, or other A&S staff.
- **SPV**: Accounting form used to authorize Accounts Payable to make a payment or disburse funds to students in all cases except the following: scholarships, grants, tuition remission, tuition waivers, and any portion of an assistantship, fellowship or stipend that is not considered to be compensation.
- **ZFI_PROCARD_DETAIL**: SAP t-code, report shows charges Procard ([Instructions](#))
- **Requestor**: The end user who submits the request for financial documents through either email, in person, or through Waggle.
- **Procard Holder**: recipient of a University Procurement Card.
- **Editor**: Review and edit all transactions.
- **Approver**: Reviews edited transactions for final approval to cost object and general ledger account.
- **IBU**: Integrated Business Unit, owner of all financial functions.
- **DM**: Department Managers, owner of all academic and department functions
- **Student Employee**: non work study student who is employed in the academic unit supervised by the department managers
- **Student Traveler**: travel expenses associated with student status, not for expenses incurred as an employee of the institution
- **Resource Email**: Emails for each IBU ([scienceibu@uky.edu](mailto:scienceibu@uky.edu) [potfinance@uky.edu](mailto:potfinance@uky.edu) [kasfinance@uky.edu](mailto:kasfinance@uky.edu) [aspayroll@uky.edu](mailto:aspayroll@uky.edu) [ASGrants@uky.edu](mailto:ASGrants@uky.edu))
Policy

Department Responsibility:

Department Managers or students employee will initiate request for purchase through Waggle, in person, or through resource email.

IBU Responsibility:

The IBU will check Waggle daily and make sure all requests made by specific IBU established deadlines are processed the same day. The IBU staff reviews the request for appropriate business function, sufficient budget, and procurement method according to UK’s Business Procedures. This is then noted on the Waggle story.

For Student Travel – procard transactions, the procedure will be the following:

1. The IBU staff will print the Waggle story detailing the traveler’s information.
2. A folder will be created for the traveler’s expenses and filed in the pending cart for travel.
3. The department manager or student employee will come and check out the Student Payment Procard for their travel booking. The IBU staff member who hands out the card to the DM or student employee will record this in the Control log and on the appropriate Waggle ticket.
4. The DM or student employee will bring/email the receipts from their purchase once they return the Procard.
5. IBU Staff will update the control log and ticket. A scanned copy of the receipt will be attached to the waggle ticket.
6. A copy of the receipt will be filed with the student’s travel in the manila folder and the original placed in a specific hanging file folder specified specifically for Student Travel.
7. All paperwork is placed in the central cart for editors to edit the Student Payment Procard transactions. Editors are required as part of their JAQ to edit transactions daily. This is to maintain the volume of orders and adhere to UK’s policy on force posting UK’s Procard Mass Deletion Schedule.
8. Editors prepare documents to be edited and will park transaction in Enterprise. The editors put internal control numbers in the assignment field. Editors give paperwork to approvers to post to correct cost object.
9. Approvers will conduct a final review of budget availability, accuracy, completeness, and compliance in accordance with the University of Kentucky’s Business Procedure Manual and Purchasing price contracts, AP Purchasing Guide. If errors exist, it is given back to editor to fix according to issue. If no errors exist, approver post document. Approver prints off “Procurement Card Posted Documents” that is from Enterprise. The approver and editor signs the sheet and matches to procurement paperwork to be filed in specific department folder for reconciliation process.
10. IBU staff will scan the procurement card edit along with all supporting documentation. The file will be named as follows: PO Number_Vendor Name_Account Number. The scan will be saved in a designated folder in the shared drive for the department.

a. Naming Convention Examples:
   i. 510-745342_Ricoh_1012095610
   ii. ENG-745612_Amazon_1012067020
   iii. A8E120746880_Delta_1012052670
11. Every month a copy of the ZFI_PROCARD_DETAIL report and the 2nd page of the SPV form is sent electronically to Rita Rogers in the SFA office to review.

For Student Travel – Student Payment Voucher (SPV), the procedure will be the following:

1. The IBU staff will print the Waggle story detailing the traveler’s information.
2. A folder will be created for the traveler’s expenses and filed in the pending cart for travel.
3. The department manager, student employee, or student traveler will turn in all receipts to be reimbursed via a SPV.
4. The IBU staff will prepare the SPV form, attach receipts and submit to approver.
5. Approvers will conduct a final review of accuracy, completeness, and compliance in accordance with the University of Kentucky’s Business Procedure Manual and Purchasing price contracts, AP Purchasing Guide. If errors exist, it is given back to editor to fix according to issue. If no errors exist, IBU staff will submit to AP.
6. The IBU staff will monitor the SPV to make sure paid and update Waggle accordingly.
7. A copy of the paperwork is kept and filed in the specific department folder for reconciliation process.

For Student Awards – procard transactions, the procedure will be the following:

1. The IBU staff will print the Waggle story detailing the information.
2. The IBU staff will verify the student award on the Undergraduate Education Website.
3. Once student award verified, 2 options: 1.) The IBU staff will place the order per what’s on the award description (i.e. books, etc…) or 2.) The card can be checked out by DM or student employee to place the order. The IBU staff member who hands out the card will record this in the Control log and on the appropriate Waggle ticket.
4. The DM or student employee will bring/email the receipts from their purchase once they return the Procard.
5. IBU Staff will update the control log and ticket. A scanned copy of the receipt will be attached to the waggle ticket.
6. All paperwork is placed in the central cart for editors to edit the Student Payment Procard transactions. Editors are required as part of their JAQ to edit transactions daily. This is to maintain the volume of orders and adhere to UK’s policy on force posting UK’s Procard Mass Deletion Schedule.
7. Editors prepare documents to be edited and will park transaction in Enterprise. The editors put internal control numbers in the assignment field. Editors give paperwork to approvers to review and post.
8. Approvers will conduct a final review of budget availability, accuracy, completeness, and compliance in accordance with the University of Kentucky’s Business Procedure Manual and Purchasing price contracts, AP Purchasing Guide. If errors exist, it is given back to editor to fix according to issue. If no errors exist, approver post document. Approver prints off “Procurement Card Posted Documents” that is from Enterprise. The approver and editor signs the sheet and matches to procurement paperwork to be filed in specific department folder for reconciliation process.
9. IBU staff will scan the procurement card edit along with all supporting documentation. The file will be named as follows: PO Number_Vendor Name_Account Number. The scan will be saved in a designated folder in the shared drive for the department.
b. Naming Convention Examples:
   i. 510-745342_Ricoh_1012095610
For Student Awards - Student Payment Voucher (SPV), the procedure will be the following

1. The IBU staff will print the Waggle story detailing the information.
2. The department manager or student will turn in all receipts to be reimbursed via a SPV.
3. The IBU staff will verify the student award on the Undergraduate Education Website. A SPV form will be prepared and submitted to approver.
4. Approvers will conduct a final review of budget availability, accuracy, completeness, and compliance in accordance with the University of Kentucky's Business Procedure Manual and Purchasing price contracts, AP Purchasing Guide. If errors exist, it is given back to editor to fix according to issue. If no errors exist, IBU staff will submit to AP.
5. The IBU staff will monitor the SPV to make sure paid and update Waggle accordingly.
6. A copy of the paperwork is kept and filed in the specific department folder for reconciliation process.

Resources:

Business Procedure B-1 (Authority and Governing Regulations)
Business Procedure B-2 (General Purchasing and Contracting Authority)
Business Procedure B-3-2 (PRD Procedure)
Business Procedure E-7-14 (Payments to Students)
Business Procedure E-7-16 (Procurement Cards)
Cardholder Manual/Policies
Cardholder Editing Manual
Cardholder User Agreement
UK Travel Services
UK Student Financial Aid
UK Undergraduate Education - Admin Resources (list of student awards)
EAG Team - Procard Training Material