

Members present: Tina Altenhofen, Cindy Ash, Tom Barnett, David Bauer, Chris Bowling, Tiffany Budd, Christopher Charnegie, Jeff Chesnut, Sara Conwell, Megan Cowherd, Quentin Daniels, Christopher Dolhancryk, Dave Groeschel, Mike Irvin, Erika Jay, Katy McBryan, Beth McCubbin, Sue Murphy-Angel, Donna Neace, Josh Neumeyer, Krista Rayford, Kimberly Sanders, Steve Slone, Terri Smith, Ryan Straus, Lori Thaxton, Collette Thompson, Mary Ann Trumble, Chris Witt

Members absent: Rebecca Cox, Deanna Karam, Katie Lovold, Amberly Nutini, Dennis Sickinger, Pam Wagar

Guests: Kim Baker, Janel Bloch, Jane Bratton, Betty Castle, Lindsey Christian, Lauren Franzen, Grace Hiles, Lisa Horney, Jennifer Moeves, Dionna Sholler, Arnie Slaughter, Lori Southwood, Holly Vasquez

- I. Call to Order – 1:04pm
- II. Approval of February 8, 2018 minutes: Motion to approve minutes as submitted made by Steve and seconded by Lori; approved by voice vote with no opposition or abstention
- III. Vacancy Replacement: Beth McCubbin, academic coordinator in the Department of Teacher Education, to replace Jennifer Gonzalez, who has left the university; approved by voice vote with no opposition or abstention
- IV. Guests
 - A. Procurement Card Administrator Holly Vasquez provided basic information, helpful hints, best practices, and information about frequently asked questions related to use of NKU Visa cards by employees (see attached slide presentation).
 1. Jeff Chesnut asked if Procurement Services approves the messages Barnes & Noble sends to students – a recent email regarding a sales push for Office 365 to students (who already receive it for free while enrolled) was odd. Jeff followed up with Andy Meeks, and Lori Southwood will as well. Chris Bowling also noted there are some examples of times when B&N messaging implies students may “need” to do or buy particular things which aren’t necessarily required.
 2. Tiffany Budd asked if the missing receipt form should be uploaded in the US Bank system in place of the missing original; Holly said yes, that is the appropriate way to provide documentation.
 3. Emphasis was placed on including someone from Procurement Services when a large project is planned, especially when a significant dollar amount may go to one vendor – there may be requirements to obtain multiple quotes, etc., which can help you avoid a rejected requisition if Procurement doesn’t have enough information about the purchase.
 4. Lori Southwood also added the list of any cardholders with violations related to the procurement card (including notation of self-reported violations) are forwarded to the university executive team, president, and Board of Regents.
- V. Liaison Reports
 - A. Board of Regents – Staff Regent Arnie Slaughter
 1. The next board meeting is next Wed 3/14 at 9am in SU 104
 2. More in-depth presentations related to the fees to be proposed for housing, dining, and parking will be given next week; tuition and university budget review

and approval will likely be done at a special meeting to be scheduled once more final information is available from Frankfort.

- B. Administrative Liaison – Chief Human Resources Officer Lori Southwood
1. Employee Appreciation Week kicks off on Monday, March 26, at 1:00pm in Student Union 107 B&C
 - a) At the celebration, Regents Distinguished Service Award nominees will be announced, and all employees who are NKU alumni will be recognized
 - b) The Benevolent Association Chili Cook-off will take place Wednesday, March 28, from 11am - 1pm in the University Center Ballroom
 - c) The Employee Appreciation Breakfast will take place Thursday, March 29, at 8:30am in the Student Union Ballroom
 - d) The Employee Appreciation Dinner is that same evening at 6:00pm in Student Union 107 B&C – for those employees who are unable to attend the breakfast
 - e) At both meals, we will recognize employees who celebrated years of service milestones during 2017 and those with perfect attendance; the winners of the Regents Distinguished Service Award will also be announced.
 - f) Be sure to reserve your spot for the breakfast or dinner using the link in the invitation email that was sent to you - https://nku.co1.qualtrics.com/jfe/form/SV_4YeC5sfgXifuJCZ
 - g) After registering, tickets will be available for pick-up beginning Wednesday, March 21 in the Human Resources office – AC 708
 2. Business Operations/Auxiliary Services:
 - a) Starbucks will undergo a \$750,000 restoration, closing the Monday after commencement with a targeted reopening the first week of August
 - b) The Gotcha bike program has a good record of ridership, and will continue
 3. CFO:
 - a) 2018-2019 budget planning: Budget update meetings have been completed for Board of Regents small groups, Staff Congress, Faculty Senate Budget Committee (with faculty senators invited), Academic Affairs Council, and Council of Chairs; the SGA meeting will take place mid-March
 - b) Open forum meetings took place February 27th and March 1st
 - c) A website has been created to solicit ideas from campus: <https://inside.nku.edu/cfo/ideas.html>
 - d) Housing strategy/planning has included a meeting with Board of Regents small groups to discuss a 5-year rate plan/projection
 - e) Work with Fairmount continues on the US 27 development; negotiations have begun on the ground lease for the site on North side of Nunn Drive
 4. Facilities Management: kudos for flood alerts from FM employees, which allowed the biological sciences department to preserve both items and research at the Melbourne field station
 5. Information Technology:
 - a) The EAB Student Success Collaborative tool is now available for use in scheduling and documentation of appointments
 - b) The course registration interface in myNKU has been updated
- C. Faculty Senate – Budget Chair Dr. Janel Bloch
1. 2018-19 budget was the main topic of discussion

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2. Development of a solution to the current final exam schedule, which includes overlapping periods and can affect students negatively
 3. An increase in graduate programs is being facilitated among programs by the office of graduate education
 4. Several academic program changes were considered
 5. A resolution related to DACA was considered
- D. Student Government Association – Sami Dada / Erica Bluford (no report)
- VI. President's Report – Katie Lovold (no report)
- VII. Standing Committees:
- A. Benefits – **report**
 - B. Constitution & Bylaws – **report**
 - C. Credentials & Elections – **report**
 - D. Outreach – no report
 - E. Policies – **report**
 - F. Scholarship – no report
- VIII. University Committees:
- A. Benevolent Association – no report
 - B. Food Service Advisory – **report**
 - C. IT Advisory Committee – **report**
 - D. Regent's Distinguished Service Award – no report
 - E. Sustainability – **report**
 - F. Transportation – **report**
 - G. Wellness – **report**
- IX. Ad-Hoc Committee
- A. Roundtable Discussion – **report**: All responses are now available on the [Staff Congress website](#)
- X. Old Business
- A. Joint Committee on Tobacco Free Policy (Erika) – no update
 - B. Parking Regulations during UC Basketball games (Josh): Staff can park in any lot with a valid permit, with the exception of Lot O behind the arena, which is reserved on game days. If she was turned away from another lot it's most likely because the Lot was full and no space was available. (Collette indicated this was not the case in her specific instance.)
- XI. New Business
- A. Discussion Item: Proposed Bylaws Amendment – see accompanying material; Tiffany Budd presented the proposed change, and no questions were asked or discussion brought up – any follow-up feedback can be sent to either [Tiffany](#) or [Steve Slone](#) prior to next month's meeting, when the second reading and vote will take place.
 - B. Discussion Item: Proposed Consensual Relationships Policy – see accompanying material; Steve Slone highlighted the policy, and noted that the open comment period goes through 4/23.
- XII. Announcements
- A. April Guest: Vice President of Enrollment & Degree Management Kim Scranage will join us to provide her regular enrollment and retention update.
- XIII. Adjournment: Motion to adjourn made by Chris Dolhancryk and seconded by Jeff Chesnut; approved by voice vote with no opposition or abstention and meeting adjourned at 3:03pm.

Benefits Committee Meeting Minutes

Date: March 6, 2018
Present: Lori Thaxton, Ryan Straus
Absent: Pam Wagar, Kimberly Sanders, Christopher Bowling
Guests: N/A

Discussion

- We discussed the content of a follow up email from Lori Southwood about the tuition waiver from the February 2018 Benefits Committee meeting. She informed us that our tuition waiver benefit will not cover the medical school from UK that will be on campus soon. As for data on our question of how many dependents are attending at least full time while using the tuition waiver:
 - Fall 2018 had 113 dependents who used the tuition waiver and 82 of these enrolled at least 12 hours.
 - Spring of 2018, of the 114 dependents using the tuition waiver, 85 are taking at least 12 hours.
 - These students paid, at a minimum during these 2 semesters, an additional \$425,496 to NKU calculated using the lowest tuition rate.
- The Committee discussed the faculty/staff attendance at the double-header basketball games on Feb 8, 2018. There were a few thank you emails sent to SC representatives after the game. In addition, Brandon Hays, Assistant Athletic Director of Marketing, Promotions, & Ticketing sent an email to Pam stating that they handed out 139 tickets for this promotion and they considered it a success.

Next Meeting: April 3, 2018, 2:00pm, GH 570

Constitution and Bylaws Committee Meeting Minutes

Date: *Correspondence through email*
Present: *n/a*
Absent: *n/a*
Guests: *n/a*

Highlights to be shared:

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Other Discussion:

- See attached proposal to amend bylaws. Plan for first reading at March 8th staff congress meeting.

Credentials & Elections Committee Meeting Minutes

Date: 02/21/2018, 2 pm, AC 105
Present: Tina Altenhofen, Sue Murphy Angel, Terri Smith
Absent: Mary Ann Trumble, Erika Jay, Donna Neace
Guests: N/A

Discussion:

- The committee reviewed the list of eligible voters for both elections
- The committee reviewed Regent
 - Nominations for eligibility
 - Bio information for website
 - Created reminder email for nominees
 - Discussion of Open Forum procedures
- Next steps for Regent
 - 3/8/18 Candidate bios uploaded and live on Regent website
 - 3/12/18 Call for open forum questions to go out to staff
 - 4/3/18 Candidate Open Forum 10 am to 12 pm
 - 4/4/18 Candidate Open Forum 1 pm to 3 pm
 - 4/5/18 Voting portal opens
 - 4/19/18 Voting portal closes
 - 4/20/18 New Regent announced to Board of Regents and University Community
- The committee reviewed Congress
 - Eligibility report from HR which define parameters for nomination & election of staff
 - Nomination packets and posters
- Next steps for Congress
 - 3/9/18 Nomination portal opens
 - 3/23/18 Nomination portal closes
 - 4/13/18 Voting portal opens
 - 4/27/18 Voting portal closes
 - 5/4/18 Notification emails go out to all candidates
 - 5/10/18 Results reported at meeting
- Worked with Grace to make sure she had everything she needed to create online Congress nomination system

Next Meeting: 03/21/2018, 2 pm, AC 105 April 3, 2018, 2:00pm, GH 570

Policies Committee Meeting Minutes

Date: 2/28/2018, 2:30 PM, AC 615
Present: Katy McBryan, Meg Cowherd, Steve Slone, Quentin Daniels, Tom Barnett
Absent: Sara Conwell
Guests: None

Highlights to be shared:

- We discussed at length the new policy that just entered the comment period on Consensual Relationships. Link included below. The comment period is open until 4/16/18. We encourage all university members to review the policy and add any comments or concerns regarding this policy.
- <https://inside.nku.edu/policy/policies-under-review/consensual-relationships.html>

Other Discussion:

- We also gave a general wrap up of some of our ongoing conversations including the Staff Regent Information sheet and our meeting with the benefits committee regarding the tuition waiver policy.

Next Meeting: 03/28/2017, 2:30 PM, AC 615

Food Advisory Committee Meeting Minutes

Date: 2/28/2018, 2pm, SU 302
Present: Andy Meeks, BOAS Director – Jorge Elizagaray, Chartwells Director of Operations - Celeste Manning, Chartwells Marketing Director - Lauren Mountain, Callahan Hall Director - Caitlin Ahlrichs, University Suites Director - Lori Thaxton, Staff Congress
Absent: Faculty Senate Representative, SGA Representative, Northern Terrace RA
Guests: none

Highlights to be shared:

- Starbucks will be closed for renovations beginning after finals and should be completed in 8 weeks this summer. On The Go store will have additional options for coffee and extended hours while Starbucks is closed.
- Faculty & Staff Appreciation Fridays at Norse Commons are being well attended and will continue at least through the end of March. \$5 and \$6 breakfast and lunch at Norse Commons – all you care to eat for faculty and staff on Fridays. Not Meal Plan – cash, cc, or all card balance.
- Travel Wagon still has Fish Fridays for Lent. It has been decided the Travel Wagon is a success and will remain in that location indefinitely.
- Budget Process update
 - Retail and catering are still in negotiations.

- Chartwells contract expires in a couple years, they are working on an RFP to hopefully go out this summer to bid for new food and catering services. There will be a committee formed later this year or early next to review the contracts, they want a couple staff representatives that are heavy users of Chartwells now to serve if anyone is interested
- Governors Scholars, last summer of current contract, they are bidding to have them return and they are bidding to host the Governors Entrepreneurship Camp as well at the same time.
- Due to budget constraints, all new expenditures have been placed on the back burner so the FroYo and Pizza machine as well as other upgrades are on hold indefinitely. Starbucks must happen per contract as SU is 10 years old. Once construction on AuBonPan and Starbucks is done only funds to be spent will be to repair items if they break.
- When AuBonPan opens in the fall, it will NOT be inexpensive.

Other Discussion:

- **Dining Services Information**

- Residential dining will be having a sustainability promotion soon to help students learn to take what they need and waste less food.
- Starbucks renovation scheduled for week after finals.
- \$5 Breakfast and \$6 Lunch for Faculty and Staff every Friday @ Norse Commons

- **Dining Events**

- Flex special for March; get an extra \$5 for every \$50 you add.
- March Superfood of the month is whole grains and they will be spotlighted in many menus throughout the month.
- March 15th St. Patrick's day special menu at residence halls
- March 19th is National Caramel & Chocolate Day, they are planning a doughnut decorating station at the dining halls.
- The collection of duffle bags, notebooks, toys for DCCH foster kids met its goal to provide all of their children with supplies.
- FISH FRIDAYS continue through Lent.
- Follow NKU Dining on Twitter, Instagram and Facebook to keep up to date on all specials, events, menus and more. DineOnCampus.com/NKU
- Download their FREE DineOnCampus App for iPhone and Android.
 - View menus, hours of operation, leave feedback, buy a meal plan or additional flex.
- Partnership opportunities? Community Service Opportunities? Let's join together.

Next Meeting: 3/28/18, 2pm -3pm, SU 105

Attendees (x indicates attendance)					
Shannon Eastep		Brad McCombs	x	Chris Strobel	
Ellen Maddin		Josh Neumeyer	x	Tam McCreless	
Gina Fieler		Bethany Bowling	x	Brad Sieve	x
Nancy Jentsch		Vicki Cooper	x	Martha Biederman	x
Chris Bowling	x	Mike Whiteman	x	Emily Detmer-Goebel	
Gary Johnston	x	Amy Ishmael	x		
Tim Ferguson	x				
IT/CITE Attendees:					
Bert Brown		Jeff Chesnut	x		
Lori McMillin	x				
Jennifer Taylor	x				

Agenda		
Topic	Presenter	Discussion Points
I. IT Student Survey Feedback	Lori McMillin	<p>Lori McMillin asked if there were feedback items relative to the Student Survey that IT is getting ready to send out. Mobility was a discussion point. Coverage for phone services was a suggested add. Panel driven survey was suggested in order to give additional demographic information. Sherri Lung will follow up on that. Quantifying student lab experiences would be of benefit. Non-academic student use of technology could be added to the survey. Discussion about printing questions and whether they are necessary based on pay-for-print reporting capabilities. Updating the mobile app with information about labs would be good.</p>
II. Personalize and Mobilize	Don Stinson	<p>Don Stinson presented an overview of student personalized access to information. myNKU, in it's current state has limited functionality via phone or mobile device. We are focused on making access to</p>

Agenda		
Topic	Presenter	Discussion Points
		myNKU functions much less restrictive. Don showed the NKU mobile app and the vision for its future. The mobile app will allow us to display web pages through the mobile app with the functionality of an app. Don shared a prototype design of the future mobile app. Personalized information will allow students to get individualized alerts and customize a dashboard.
III. Registration UI	Danielle Van Hook	Danielle Van Hook presented an overview of the myNKU Registration User Interface. This interface went live on February 19 th . Feedback has been positive. Danielle demo'd the interface. Advisors and students see the same screens and information. Suggestion to add functionality to show the ## of students in a course for Dept Chair functionality.
IV. Canvas Update	Jeff Chesnut	Jeff Chesnut shared an overview of our progress toward migration to Canvas. 50% of courses now use Canvas. We are messaging from CITE encouraging people to attend training and remind them that Blackboard goes away May 31. 69 trainings on the schedule right now.
V. Reports from Sub Committees Mobile Technology – Don Stinson Hardware – Mike Whiteman Software – Bert Brown Process Improvements & Efficiencies – Lori McMillin ELearning – Shannon Eastep	Various	
VI. Other: Computer Replacement Update	Lori McMillin	Computer Replacement Process is now working with Colleges to determine configurations. The focus in on full-time faculty and staff. We are approximately half way through the overall process. When a new computer is

Agenda		
Topic	Presenter	Discussion Points
		delivered, the goal is to remove the replaced computer. New computers are also being allocated for people moving into HIC and Founders Hall. That process is also underway. Computer Labs are targeted for next fiscal year.

Sustainability Committee Meeting Minutes

Highlights to be shared:

- Next FUSE meeting will be March 20th, 11 am, SU 108
- Earth Week coming up in mid-April

Other Discussion:

- Attended FUSE (Forum for University Sustainability and Environment) on February 29th at 11am in SU 108. Main topic included ways NKU could become more sustainable. Tess will be circulating a one page electronic flyer that has tips on how to reduce energy usage and other similar items. Brainstormed ways to increase attendance at these forums.
- Next FUSE meeting will be March 20th, 11 am, SU 108
- Email Tess Phinney (phinneyt1@nku.edu) if you'd like to be added to the NKU Sustainability Newsletter listserv (distributed once per month).
- Tip of the Month: Turn off the light
 - "All it takes is the flick of a switch to conserve energy in your homes and on campus! Make it your pride and joy to turn off lights! Not only will you save electricity when you turn off lights, and save money overall, but it is a constant reminder of the part you play in energy saving. You will also be setting a visible example to other students, faculty, and staff, who will become more conservation conscious in return." ~ NKU Sustainability Newsletter

Transportation Committee Meeting Minutes

Date: 3/2/2018, 1:00 – 2:30pm, AC615
Present: Andy Meeks, Chris Bowling, Curtis Keller, SGA rep, Bill Moulton, Mary Paula Schuh, Tess Phinney, Chris Curran

Discussion:

- We discussed the repair work done to the Kenton Garage that Staff congress reported, so thank to those who reported exit issues.
- There was discussion about a soon concluding traffic study on Kenton and US27 for the US27 construction projects that are upcoming. More detail to follow when they become available.
- We had discussion of the increase speed and traffic flow on John's Hill road where it meets Kenton Drive. There is lower lighting and visibility conditions and with the increase speed and traffic flow there is concern for student trying to cross the crosswalk to Northern view apartments. It is also difficult to turn left at peak traffic

times. An SGA rep. requested the stop sign be reinstalled at that location...This is a KY state question.

- The parking lot G or softball field parking lot will be paved and rehabbed this summer.
- There have not been many requests for the reserved parking stalls in the reopened lot C. These selected spots and possibly some other 20 minute parking or all 20 minute parking on campus may become metered. This is being studied currently.
- There was some interest in finding ways to help NKU community carpool, but there are legal issues in doing so. Interest in this and further research was deemed pertinent.

Next Meeting: TBD

Wellness Report for March 8, 2018

There are two foam roller and lacrosse ball clinics hosted by Airrosti Rehab Centers remaining. For more information and to register, see the Wellness website under upcoming classes and events.

Don't forget that The Monday Mile Group Walk starts on March 12, 2018. Meet on the plaza in front of the bookstore. In case of inclement weather, we will walk on the indoor track in the Rec Center.

Amendment to Staff Congress Bylaws

As recommended and approved by the Constitution & Bylaws Committee, the below changes clarify language related to representation, the elections process, and terms of office of Staff Congress representatives. Sections referenced are shown below, and text to be removed is shown in *italics*, and replacement/additional text is shown in **bold**.

Submitted by Staff Congress Members:

Tiffany Budd

Stephen Slone

Article 1, Section 2 - Representation, Item a

ORIGINAL:

All staff employees who are eligible to vote and who have one or more years of continuous permanent service with Northern Kentucky University, as on the date of elections, are eligible to run for election to the Staff Congress.

PROPOSED:

All staff employees who are eligible to vote and who have one or more years of continuous permanent service with Northern Kentucky University, as on the date of elections, are eligible to run for **first time** election to the Staff Congress.

REVISED PROPOSED:

(Text *added/revised* should be in **bold**. Only complete this part if suggestions for revisions are applied.)

Article 1, Section 2 - Representation, (New Item to be added)

ORIGINAL:

None

PROPOSED:

b) Staff employees who previously served on Staff Congress must wait one election year to run for re-election if they were dismissed due to absenteeism.

REVISED PROPOSED:

(Text *added/revised* should be in **bold**. Only complete this part if suggestions for revisions are applied.)

Suggested changes and/or comments by the Constitution & Bylaws Committee:

First draft submitted to the Constitution & Bylaws Committee on **March 5, 2018**.
Second draft submitted to the Constitution & Bylaws Committee on **(insert date)**.
Final draft approved by the Constitution & Bylaws Committee on **(insert date)**.

Approved by Staff Congress president _____ on **(insert date)**.

Northern Kentucky University Best Practices & TIPS for Procurement Card Users



Procurement Card Program

Procurement Services

- The Procurement Card, known as the PCARD has been designed by the Office of Procurement Services as the preferred method for purchasing certain:
- **Goods and services**
- **Travel expenses** approved Travel in SAP
- **PCARD** is to be used for **university business only**

Get to Know the NKU team

NKU Procurement Services Program Administrators

- **Blaine Gilmore**
Interim Director of
Procurement Services -
X6448
- **Holly Vasquez**
PCARD Administrator -
X5171



- US Bank is the provider for the University PCARD
- Reconciliation System
- Customer Service
- 1-800-344-5696

Agenda

1. Best Practice – How To Make A Purchase
2. Dispute & Fraudulent Transactions
3. Best Practice - Cardholder, Reconciler
4. PCARD **Violations & Consequences**
5. Questions & Answers

Best Practices:

USE OF AN NKU PCARD IS A PRIVILEGE

NKU Funds are being committed every time a cardholders uses a PCARD. Cardholders should consider their responsibility to demonstrate good stewardship of university property and resources each time an NKU PCARD is utilized.

Best Practice – How To Make A Purchase

1. Ensure that a purchase is required and obtain any pre-approvals if needed.
2. Be mindful of PCARD credit limits - Travel in SAP
3. Make purchases through NKU contract vendors. These vendors include:
 - STAPLES Business Advantage
 - Barnes & Noble
 - Chartwells
 - Enterprise Car Rental
 - American Solutions for Business –NKU Promotional Items & Print
 - Amazon Business
 - Hotel/Lodging
4. Advise the vendor NKU is tax exempt from sales tax.
5. Concur – Travel Airline Tickets
6. Use the PCARD to pay for the purchase
7. Make sure to obtain an itemized receipt, packing slip, email, all documentation for purchase.
8. When you receive the items, ensure that you received the appropriate items

Best Practice – How To Make A Purchase

Declined Transactions

A Declined transaction is a charge that is denied by the bank.

Most common reasons for a decline:

1. Exceeds \$\$ single or monthly transaction limit
2. Blocked MCC code
3. Incorrect Expiration Date
4. 3 Digit Security # not matching
5. Incorrect ZIP code- use 41076
6. Billing Address: Northern Kentucky University
 100 Nunn Drive
 617 Lucas Admin Center
 Highland Heights KY, 41076

If your PCARD is declined, contact Procurement Services to determine the cause of the decline and discuss the appropriateness of the transaction.



When to Dispute a Transaction

Disputes with Vendors (PCARD Manual Page 16)

A disputed transaction involves a disagreement with a vendor regarding a transaction initiated by the cardholder.

Example of disputed transactions:

- Failure of receive goods
- Defective merchandise
- Incorrect amount
- Duplicate charges
- Credits not processed
- Received incorrect order or goods

Cardholders should attempt to resolve the dispute directly with the vendor involved.

All disputed transactions must be submitted to US Bank within Sixty (60) days of the posted transaction. All Disputes must be reconciled in US BANK Access Online.



What is a Fraudulent Transaction

Fraudulent Transactions

Fraudulent transactions differ from disputed transactions.

- Fraudulent transactions include, but are not limited to, charges not initiated by the Cardholder.
- US Bank frequently contracts Cardholders directly to verify transactions they may suspect as being fraudulent.
- **Important:** Cardholder must review transactions in US Bank Access Online weekly, at a minimum in order to minimize potential fraudulent activity.

NOTE: US Bank will only forgive fraudulent charges only if they are notified within 60 days from the date the charge accrued.

All fraud transactions must be reconciled in US BANK Access Online.

Best Practices

Cardholder Responsibilities (PCARD Manual Page 7)

It is the Cardholder's responsibility to:

- Comply with the PCARD manual
- Never use the PCARD for personal purchases
- Ensure that all spending limits are followed
- Protect the security of the PCARD number
- **Immediately** report loss, theft or fraudulent use to US Bank or Procurement Services.
- Retain all itemized receipts, quotes
- IF missing receipt – fill out missing receipt form
- Keep all receipts and documentation for 3 years – Grants 5 years
- Run the Transaction Detail Report in the US Bank system monthly
- Signs the Transaction Detail Report

Cardholders: What to do monthly

- Check you card monthly even if you have not used your card.
- Reconcile account daily or weekly – **Note: cardholders have 7 calendar days after the closing date of the 25 to reconcile transactions.**
- Attach itemized receipts to the transactions in US Bank Access online, in a PDF format.
- Cardholders are responsible for reconciling PCARD, if you an have reconciler, make sure your PCARD is being reconciled. Have Backup Plan
- Provides receipts daily/weekly to the reconciler.
- Ensures sales tax is not charged on transactions.
- Runs the “Transaction Detail Report’ in the USBANK system monthly.
- Signs the “Transaction Detail Report”
- The report must also be signed by a Director, Dean, Chair or VP
- Check SAP budget trans code ZFBC. Doc type “26” Verify budget is correct.

Reconciler: What to do Monthly

- Receives receipts from cardholder before end of month
- Obtains receipts, Meals and entertainment forms, emails or internal memos to support each transaction.
- Reconciles account on a daily or weekly basis
- Attaches receipts and documentation in USBank system if not previously attached by the cardholder.
- Does not wait until the end of the billing cycle to reconcile transactions.
- Notifies Procurement Services, Financial and Operational Auditing or the Compliance Officer if itemized receipts are not made available by the cardholder.
- All disputes and fraud transaction must be reconciled.

Minor Violations:

PCARD Violations & Consequences

Procurement Services has the authority to revoke cardholder privileges at any time for any violation.

Minor Violations

Any of the below within a six (6) month period:

- Late reconciliation of or failure to recode charges
- Failure to sign the Transaction Detail Report
- Excessive tipping on allowable meals
- Taxes paid on a purchase eligible for tax exempt status
- Other infractions deemed as minor by Procurement Services and/or the V.P. of Administration and Finance

Major Violations:

PCARD Violations & Consequences

Procurement Services has the authority to revoke cardholder privileges at any time for any violation.

Major Violations

Any of the below within a six (6) month period:

- Split transactions(to circumvent transaction limit)
- Missing or inadequate receipts or supporting documentation
- Use of PCARD for non-allowable purchases
- The purchase of a gift card(s) with a PCARD
- Use of PCARD for meals while traveling

Personal Purchases

PCARD Violations & Consequences

Procurement Services has the authority to revoke cardholder privileges at any time for any violation.

Use of the PCARD for Personal Purchases

- Personal purchases with an NKU PCARD are strictly prohibited.
- It is the cardholder's responsibility to ensure that the PCARD is not used for any personal purchases.
- The university must be immediately reimbursed for the amount of the purchase.
- It is against the law to use state funds to purchase items for personal use.
- Use of the PCARD for personal purchases can result in disciplinary action up to and including termination of employment and/or criminal prosecution.

Important PCARD Tools:

- **NKU Program Administrations** – Have questions? email or call
- **PCARD Manual** – Review Often
- **PCARD Website** – Important Information
- **Review Discretionary Expenditure Policy**
- **Report Fraud, Waste & Abuse** – Internal Auditors or Compliance Office, Ethics and Compliance Helpline 1-855-597-4539(toll-free)
- **System for Monthly Reconciliation** – US BANK Access online
- **SAP** – Check the Budget, Review PCARD charges in SAP using ZFBC

QUESTIONS & ANSWERS

Thank you

*“Knowing is not enough; we must apply.
Willing is not enough; we must do.”* Goethe