

P-Card  
Business  
Service Forum

March 7, 2024



# Agenda

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Group Travel Single Limit Increase Request

Card Information and History

Suspending or Canceling a P-card

Gift Card Logs &

Reporting Taxable Gifts & Awards

Year End Transactions



# Group Travel Single Limit Increases

## Change Options

### Options

- Change Monthly Transaction Limit
- Change Single Transaction Limit
- Change OCC Transaction Limit
- Change Default Index
- Change Default Account Code
- Suspend Card
- Cancel Card
- Convert to P-Card

## Change Transaction Limits

### \* New Single Transaction Limit

Per State Procurement Laws: Single transaction limit may not exceed 4999.99.

Single transaction limit cannot be higher than the monthly transaction limit.

### \* Start Date

## Additional Comments

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### Options

- Change Receipt Attacher (Level 10)
- Change Business Manager (Level 200)
- Change Department (Level 300)
- Add MCC Codes
- Add Authorized User (Previously Delegated User)
- Cardholder Legal Name Change (must match name in Banner)

### \* Duration

### \* End Date

# Card Information and History

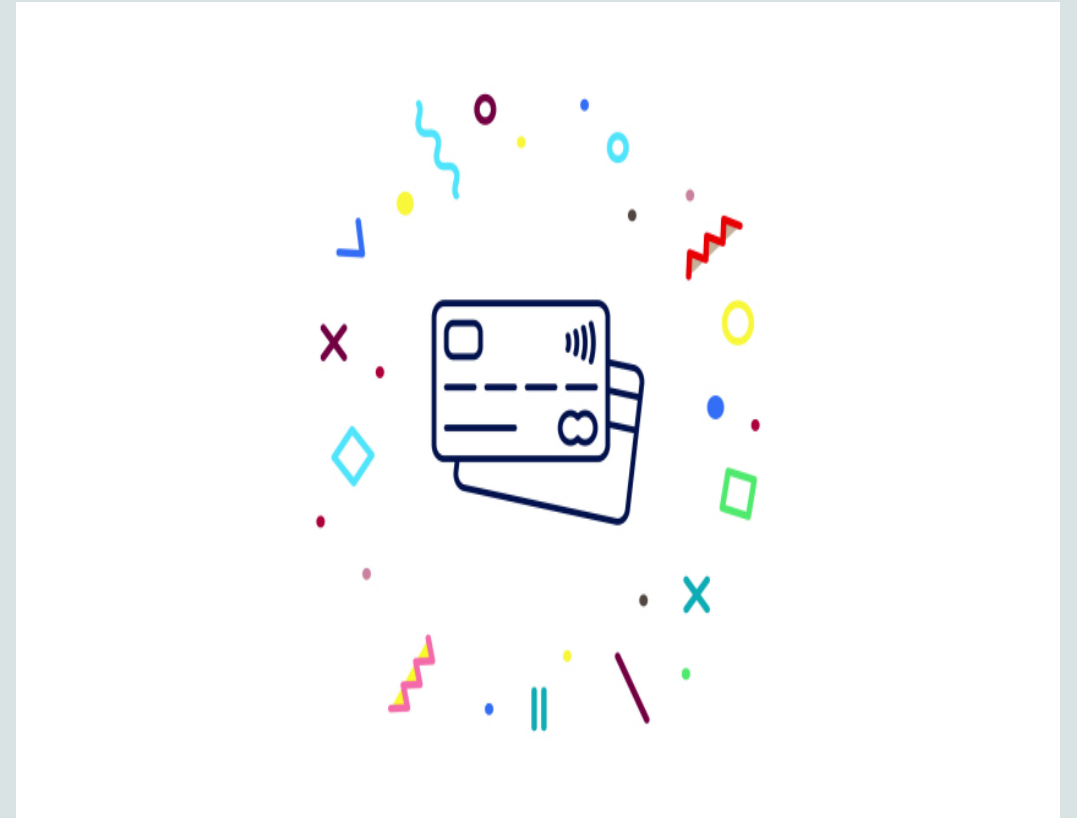
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SERVICE NOW HOME

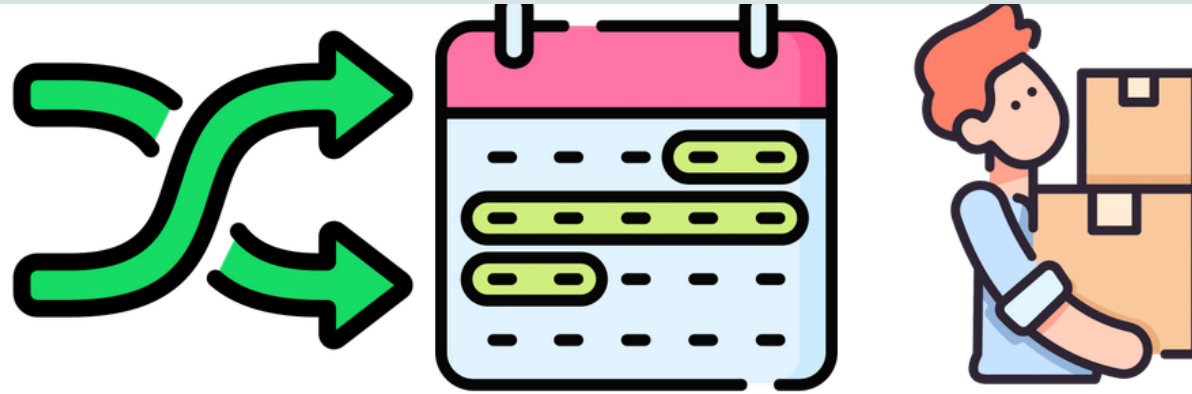
P-CARD

SEARCH

FIND CARDS BY  
DEPARTMENT OR  
COLLEGE



# Suspending Or Cancelling a P-card




If you change departments, your P-card should be canceled, and a new card application should be submitted by your new department, if needed.

If you take a leave of absence, your card should be suspended.

When you return from leave, a request through ServiceNow to unsuspend the card can be made.

If you end your employment with the university, the Cardholder should call the Controller's Office and request that their card be cancelled.

 These requests are made through [ServiceNow](#).

Cardholders, department Business Services people or Approvers have access to make requests for changes to a P-card. Once the request is made, it will be forwarded for proper approval and then be sent to the P-card Office. Once the request is completed, an email will be sent out to the Requestor, Cardholder and Business Services.



# Gift Card Logs & reporting Taxable Gifts & Awards

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THESE ARE 2 SEPARATE PROCESSES

# Sample Gift Card Log

## Gift Card Log

\*Required

\*\*Required if no recipient signature

Project Name \_\_\_\_\_ Project Leader & A # \_\_\_\_\_ Grant/Index # \_\_\_\_\_ Total Cost \_\_\_\_\_

Requested By \_\_\_\_\_ Gift Card Custodian & A# \_\_\_\_\_ IRB# \_\_\_\_\_

\*Gift Card Purchase Date \_\_\_\_\_ P-Card Doc Code # \_\_\_\_\_ # of cards purchased \_\_\_\_\_

\*\*If card receipt is not able to sign, then project leader AND gc custodian need to sign

*Date Given/Received	Recipient Name	*Gift Card ID #	Name/Type of Gift Card	*Amount of Gift Card	*Signature of Recipient	**Signature of Project Leader	**Signature of GC Custodian	*Reason for the Gift Card	Date Recorded on Taxable Gift & Award Form in Service Now	RITM # From taxable gift & award form

# Gift Card Log Procedure

- **An employee in your department should serve as a Gift Card Custodian. They are responsible for securing the gift cards and maintaining a gift card log. (See the Confidential Research Subjects section for exceptions to this requirement.)**
- **The gift card log should contain at a minimum:**
  - **gift card purchase date**
  - **ID number of each card**
  - **amount of each card**
  - **reason the gift card was given**
  - **date received**
  - **acknowledgement of receipt**
    - **signature of recipient on the gift card log,**
    - **an e-mail response from the recipient stating that the card was received,**
    - **for electronic gift cards, a vendor's confirmation of delivery showing the recipient(s) and the amount(s).**
    - **If acknowledgement of receipt is not available by any of the above methods, then a second employee should sign the log verifying the disbursement of the cards to the listed recipients(s). If cards are mailed, then two employees should sign the log verifying that the cards were mailed to the listed recipient(s) at the listed corresponding address(es).**
  - **signature of Gift Card Custodian**





# Taxable Gift and Award

SERVICE NOW HOME

SERVICE CATALOG

CONTROLLERS OFFICE

MISCELLANEOUS

TAXABLE GIFT AND AWARD



## For Students

The University complies with the IRS Regulations by reporting payments that total \$600 or more over the calendar year on the 1099-MISC Form. The Internal Revenue Service considers gift cards to be non-compensatory taxable income to the student. These payments may be considered income when determining a student's financial aid package and have an impact on other need-based financial aid the student may receive.

Please report gift card information in Service Now.

[Taxable Gift and Award Submission](#)

## For USU Employees

Gift Cards are considered cash equivalent and taxable to the employee. There is no "minimum amount" payment that is considered tax-free. If the recipient is an employee at USU, applicable payroll taxes will be withheld from the employee's next paycheck.

Please report gift card recipient information in Service Now.

[Taxable Gift and Award Submission](#)

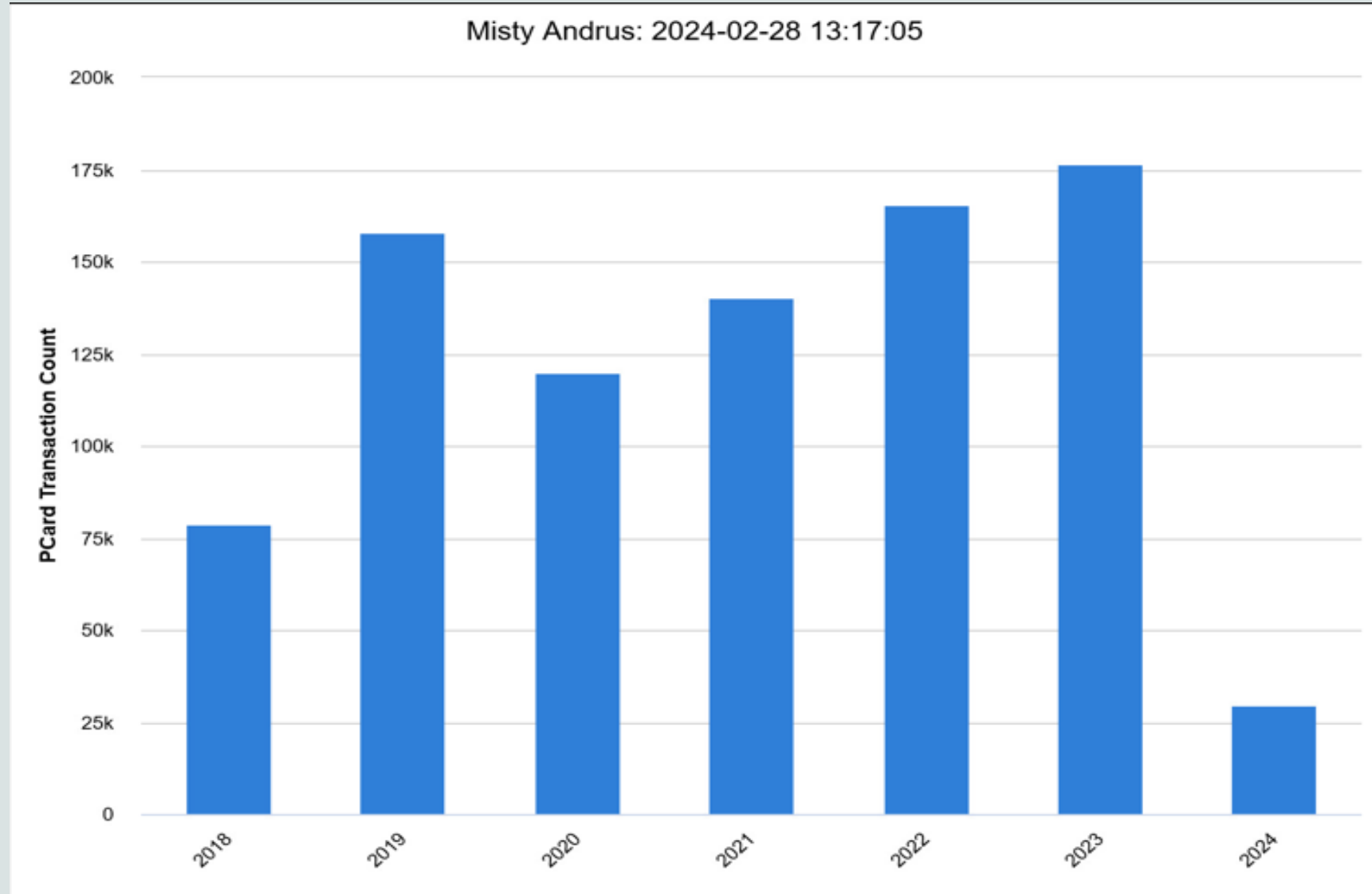
## For Non-Employees/Non-Students

A gift card is considered a cash equivalent to a non-employee research participant. The University complies with IRS Regulations by reporting any form of non-employee compensation that totals \$600 or more over a calendar year on 1099-MISC Form.

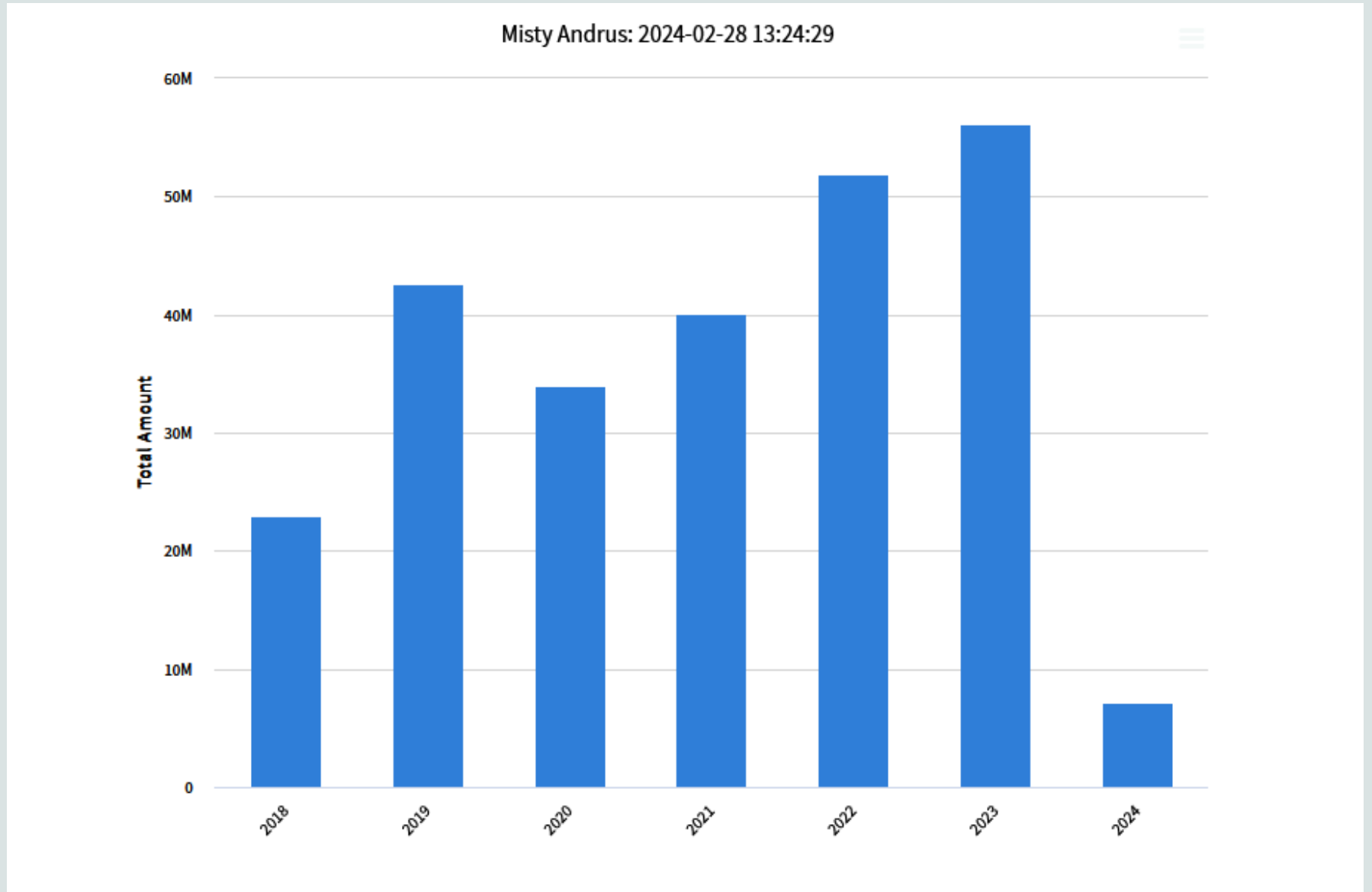
Please report gift card information in Service Now.

[Taxable Gift and Award Submission](#)

# Final tips & takeaways



# Final tips & takeaways



P-card  
Audits

Year End  
Transactions



Questions

Concerns

Suggestions





# Thank you

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If you have questions, concerns  
or suggestions please call

435-797-1011

or email

[pcardadmin@usu.edu](mailto:pcardadmin@usu.edu)