University of Colorado at Boulder

The University of Colorado is made up of four campuses and Central Administration. The Boulder Campus, founded in 1876, offers more than 150 fields of study across ten colleges and schools. The campus community includes 3,243 staff and 1,500 faculty members in 270 departments supporting more than 24,000 students and over $153 million of research. The campus generates $104 million of total purchasing volume, traditionally handled through the Office of Buying and Contracting with payments made through Accounts Payable. Both of these offices operate with central mainframe systems running on an IDMS database which interfaces with a batch financial reporting system.

The University of Colorado at Boulder was offered, and accepted, the opportunity to pilot a procurement card program for small dollar purchases. As a first step, a cross-functional project team was formed including user representatives from academic and administrative departments as well as key players from Buying & Contracting and Accounts Payable. To meet objectives of maximizing purchasing efficiency, minimizing costs, increasing customer service and providing appropriate control, it was imperative that the purchasing power of departments - from initiating the transaction to finalizing the accounting - be in the hands of the cardholder while card usage information be readily available to program participants and administrators. To help accomplish this, the project team called upon Computing and Network Services to develop a system giving authorized users on-line access to card-related purchasing transactions, both for verification review and for recording accounting entries. System requirements also included extensive reporting for users and for program managers. The procurement card pilot implementation began in November, 1995. Departments were added gradually in subsequent months with campus wide implementation going into full swing in the Fall of 1996. The program has also been implemented at the University of Colorado’s Health Sciences Center campus (effective March, 1996), is planned for the Colorado Springs campus and is being adapted by other Colorado State Agencies.
University of Colorado Acquisition Card Project
A Successful Partnership of Program, Process and Systems

Background Information
The State of Colorado Internal Audit Department recommended that the Division of State Purchasing implement a procurement card program to decrease the administrative costs of small dollar procurement throughout the state. In response to this recommendation, a task force was formed to pilot a program at three state agencies and report the success or failure of the program to the State Legislature. The state task force includes the University of Colorado at Boulder (CU Boulder), University of Colorado Health Sciences Center (UCHSC), and the state’s Government Support Services Division (GSS).

The resulting program at CU Boulder is formally known as the Acquisition Card Program. The program’s goals are to:

- Maximize purchasing efficiency
- Minimize costs associated with small dollar purchase transactions
- Increase customer service
- Provide appropriate control

Traditional purchasing procedures at CU Boulder involve Purchase Requests written and submitted by individuals, Purchase Orders produced by the Department of Buying and Contracting, individual invoices sent by merchants, receiving reports approved by the individual, and checks cut by Accounts Payable - regardless of the size of the purchase. The Acquisition Card Program offers the University a new way of doing business by providing MasterCard credit cards to departmental end users who use them to make university-related small dollar purchases. The card provides staff and faculty with an easy, familiar purchase method that greatly improves customer service by reducing order time and ‘middle-man’ paperwork for these purchases. The payment side of the small dollar purchase transaction benefits as well. Payment processing has dropped in the Finance Office to a total of ten minutes per month by reducing the payable effort to reconciling one MasterCard bill and making one ACH transfer to the bank per month for all purchases made through the campus’ cards. Merchants also benefit from this program as they are paid within two days of submitting the card purchase information to the bank versus the traditional net 30 payment terms for most University purchases.

Project Origination

Bank Card Program
The State Task Force issued a Request for Proposal which resulted in a contract with 1st Chicago National Bank of Detroit (1st Chicago NBD). 1st Chicago NBD’s Purchasing Card program includes many features that would serve as the building blocks for the design and development of CU Boulder’s Acquisition Card Program.

- 1st Chicago NBD Card Controls - A variety of limits and controls may be set per cardholder. These limits include maximum dollars per transaction, maximum dollars per cycle period, and maximum number of transactions allowed per day and per cycle. Card use can also be controlled based upon the merchant’s Standard Industry Code (SIC) which indicates the type of goods or services provided by the merchant.

- 1st Chicago NBD Accounting Code - Each card may be associated with a University-defined accounting code. Every transaction made with that card will carry that accounting code. The University of Colorado chose to use the accounting code to define the cardholder’s default account number:object code for each transaction posted to the card.
• 1st Chicago NBD Hierarchy Structure - A seven level hierarchy structure is the information organization backbone of the program. The top level is the Company level, or, in our case, the University of Colorado at Boulder. Each of the lower six levels of the hierarchy may be expanded to include as many units as the institution deems necessary. The hierarchy structure can be used for multi-level security schemes, instituting review processes and to facilitate report aggregations.

• Liability - The contract with 1st Chicago NBD states that the institution has full liability for transactions made on each card including transactions made on a lost or stolen card before it is reported as lost or stolen.

• 1st Chicago NBD Data delivery choices - At the time Colorado initiated its contract with 1st Chicago NBD, three options were available for delivering transaction information and reports to the institution. These choices allow the various agencies throughout the State of Colorado to adapt 1st Chicago NBD’s program to their specific needs.

*Hardcopy reports produced and delivered by 1st Chicago NBD.* Reports are produced daily, by cycle, monthly, quarterly or annually depending upon the report. These hardcopy reports can be used as the primary method for program management and administration or may be used to supplement the second and third choices.

*ProCard, Inc.’s ProValue Services software.* This option allows the institution to receive transaction data on-line, report on that data and reallocate charges from the default account using a LAN-based system.

*ASCII file of daily transaction data.* The ASCII file may be received through an electronic download or by disk. With this option, the institution develops its own application system to work with the downloaded data.

Project Teams
A CU Boulder Project Team was formed and charged with the tasks of defining program mission and design criteria and carrying out the mission. To ensure widespread input and commitment for the program, the Project Team included representatives from any department which might have involvement or a vested interest in the program, the process, or the system. This team included five end user departments, representative of the various types of departments on campus (large academic research department, large administrative department, small administrative, small academic, and one “problem” department). These five departments became known as our Test Pilots and, in addition to being part of the Project Team, were the first departments to implement the program. In addition to these Test Pilots, the Project Team included representatives from Buying and Contracting, the Controller’s Office, the Administrative Systems Group of Computing and Network Services (CNS), University Management Systems (UMS), Business Process Transformation (BPT), Financial Services, the Treasurer’s Office, Internal Audit, Distribution Services, Accounts Payable, Employee Development, Legal Counsel, Office of Contracts and Grants, and Sponsored Programs Accounting.

The Project Team defined the mission as: “Implement a department driven and controlled procurement card and supplemental small dollar purchase system”. This is a long term mission statement that encompasses the design, development and implementation of the Acquisition Card Program as well as the design or redesign of various small dollar purchase methods for those items that cannot be purchased with the Acquisition Card.
The Project Team used seven program design principles to reach the program goals:

- provide value to customers
- provide flexible low cost processing
- take appropriate levels of risk
- trust, train and empower employees by delegating responsibility and authority to the lowest level
- hold people accountable for fiscal efficiency, effectiveness and responsibility
- provide the right information to the right people at the right time
- simplify systems and processes while creating user friendliness

A Core Team was selected from the Project Team to handle the details of program design and development. The Core Team included the five Test Pilot departments as well as representatives from Buying and Contracting, the Controller’s Office and Computing and Network Services. This group was augmented on an as-needed basis with other members of the Project Team. The Core Team structure was small enough to get much of the work accomplished yet provided a clear avenue to go out to any of the Project Team members for input on specific issues at any time. Involving a wide representation of the campus community ensured that policy and procedural issues would be evaluated and decided upon by those whose day-to-day operations would be most affected and by those who would be responsible for enforcing the policies and procedures.

System Decision
The University had originally considered working with 1st Chicago NBD’s system subcontractor (ProCard, Inc.) who would supply CU with a data feed and LAN-based system for reviewing transactions. This option offered a fairly low-cost entry into an automated method of acquisition card processing with systems expertise provided by the vendor. Closer examination of this option, however, pointed out several shortcomings in light of the University’s requirements:

- The system is PC-based yet CU Boulder has a mix of PCs and Macs and a smattering of dumb terminals;
- The system operates with constraints governing transaction edit timing and cycle period closings;
- Individual transactions can not be split to more than one account.

After reviewing the functionality, costs and hardware requirements of ProCard, Inc.’s system, CU Boulder’s Computing and Network Services’ Administrative Systems Group (CNS/ASG) proposed an in-house systems effort with the following design guidelines:

- An in-house system design and implementation effort could not delay the Acquisition Card pilot. Therefore, the system had to be designed and implemented within six weeks.
- The system had to be able to work with any desk-top device (PCs, Macs, dumb terminals).
- The system had to be able to communicate with the bank which uses 3270 protocol and does not accommodate ftp transfers.
- The system had to be able to interface with the University’s Financial Reporting System (FRS).
- Users needed to be able to have on-line access to their transactions for review and account editing.
- All data needed to be secure.
- The system had to provide management reports.
- The system had to provide adequate controls.
- The design should be able to be ported to a relational database for an eventual client server implementation.

To meet these guidelines, CNS/ASG chose to develop the Acquisition Card system (ACARD) in a UNIX, Pick-based (Unidata) environment, a platform which would accommodate the variety of desktop devices found on campus. The UNIX/Unidata environment and the University’s financial systems and processes are areas with which CNS/ASG has significant expertise - and the confidence to meet the specified time frame and functional requirements.
Project Development

Development of the program’s policies and procedures went hand in hand with the process and system design efforts. The Project Team designed a high level process flow and defined policies, and the Core Team worked out the details of fitting the processes and policies together while defining the ACARD system requirements. As the Project Team worked on developing the program, process issues arose that sometimes drove the program. In turn, as the process was designed, program issues were uncovered that drove the process. The system design had to support both policies and processes. Our end user department representatives were not shy about letting us know when they thought additional work was being passed on to them as a result of policy, procedure, or process. Each time this concern was raised, the process was reevaluated until agreement was reached.

Program Design and Development

The team tackled many issues during program design and development always mindful of the varied purchasing needs of the departments on campus as well as the many different ways individual departments conduct business. The team’s work resulted in the following program decisions, all based upon meeting the goals, attaining the mission, and following the design criteria as defined for the Acquisition Card Program.

• Card Limits - A $1,000 maximum per transaction limit was initially set at the state level to be consistent with then current purchasing delegation. The Director of Buying and Contracting at the Boulder campus has the authority to allow higher limits on a per cardholder basis for this campus. Departments are allowed to define the maximum dollar amount per cycle and the number of transactions allowed per day and per cycle per cardholder.

• Card Use, Violations and Consequences - Appropriate and acceptable card use policies complement the basic 1st Chicago NBD card controls. To facilitate ease of use, the Project Team tried to minimize restrictions on the card. The program specifies five types of card use violations that carry specific consequences: personal purchases, cash, split purchases (items over $1,000 split between two or more transactions), inappropriate purchases and lack of original documentation. Test Pilot team members wanted to have consequences for individual cardholders who broke the rules rather than following the University’s more traditional way of doing business that punishes the department for an individual’s actions. Consequences differ depending on the nature of the violation and range from retraining the cardholder to loss of card to termination and criminal prosecution.

• Accounting - The Controller was a primary influence in establishing the program requirement that each transaction must be reallocated from the default account object code. This policy enhances the tracking of Acquisition Card purchases and ensures that each transaction will be reviewed by the department. Cardholders are encouraged to complete their account reallocations within ten days of being notified of the transaction. In actuality, reallocations can be entered on-line any time after the transaction has been posted to the system, up through the end of the fiscal year. As part of the accounting discussion, rules which conform to university and federal accounting guidelines were also set regarding allowable accounts and object codes.

• Hierarchy, Participants and Roles - Departments use the bottom four levels of 1st Chicago NBD’s seven level hierarchy structure to organize information and structure the program within the department. Program participants assume one or more of four basic roles within the hierarchy.

  Cardholder - The person to whom the card and its responsibilities belong.

  Approving Official - Each cardholder is assigned an Approving Official who monitors card usage by reviewing the cardholder’s receipts and signing off on the monthly Cardholder Statement of Account. The Approving Official takes appropriate action for cardholder violations.
**Reallocator** - The person responsible for entering the accounting information on-line for each transaction. The department may have a Reallocator who reallocates the transactions for one or more cardholders within the department or cardholders may reallocate their own transactions.

**Department Liaison** - The person charged with managing the program within the department. Management of the program includes training program participants within the department and having signature authority to set up new cardholders.

The program allows a single person to assume multiple roles if desired. However, each department must have at least two people involved in the program due to the established policy that a cardholder cannot be their own Approving Official under any circumstances. Individual departments are allowed the flexibility to determine who their participants will be including associates who are affiliated with, but not officially employed by, the University.

- **Program Documentation** - “Set up” agreements, including a Program Entry Form and Cardholder Agreement, are required for all participating departments and cardholders. When a department enters the Acquisition Card Program, the Dean, Director or Department Head must sign the Program Entry Form acknowledging the department’s liability for transactions made on a lost or stolen card, designating the Department Liaison and giving Buying and Contracting a signature to verify before setting up any new cardholder. Every new Cardholder is required to sign a Cardholder Agreement which acknowledges receipt of the card, training and Handbook, their understanding of the responsibilities and rules of the program, and their understanding of the consequences of violating the responsibilities or rules of the program.

- **Transaction Documentation** - Every transaction must have an appropriate receipt for the purchase. The Cardholder and Approving Official must also sign the monthly Statement of Account acknowledging that the cardholder’s transactions were for University business. (The Statement of Account is automatically printed by the ACARD system for each cardholder who used his/her card during the cycle.)

- **Audits** - Each department will undergo an initial audit approximately four months after entering the program. This initial audit consists of a department visit by representatives from Buying and Contracting and the Controller’s office and is intended to be a learning experience for everyone involved. The audit results will be used as a training tool and program improvement tool. Once the initial audit has been held, ongoing audits will require random samples of statements with transaction documentation attached, to be sent to Buying and Contracting for review.

**Process Design - Process Redesign**

Given the variety of departments and purchasing needs, the team wanted to establish a flexible process that would allow each department to adapt the program to their own unique needs.

Rummler-Brache Group’s Process mapping methodology was used to design the process flow. The process flow included six modules: Set up and Training, Purchasing with the Card, Accounting, Approval, Filing, and Payment to 1st Chicago NBD.

The tool was a large, 5’ high x 20’ long, process map which hung in the Buying and Contracting conference room for three months. This map was used to illustrate each step of the process and the input and output of each step. The map highlighted each required step, the step’s added value (if any) and controls surrounding each step. It also provided a visual aid for detecting repetitive tasks, missing tasks or inappropriate sequencing. Open issues were noted directly on the map. Two side benefits were unexpectedly provided by the map: its omnipresence kept all participants actively engaged in thinking about the project and it acted as a giant billboard advertisement for the Acquisition Card Program for anyone who happened to be meeting in the conference room.
The final design (Figure 1) resulted in:
- elimination of paperwork traveling across campus between departments, Buying and Contracting, Accounts Payable and Data Control with multiple review points;
- elimination of retranscription and rekeying of information originally written by the department on hardcopy;
- new filing rules established for individual departments since documentation would no longer be kept centrally;
- payment processing moved from Accounts Payable for individual invoices to the Treasurer’s office for one payment. Payment due notification would be initiated by an e-mail generated automatically by the ACARD system sent first to the controller for review, then forwarded to the Treasurer.

The revised process also pointed out the need to make more purchasing information (e.g., state/university vendor contracts, minority vendors) available through easily accessible sources such as the web.

Application System design

The system design was built around four primary objectives:
- reflect First of Chicago’s data with 100 percent accuracy;
- provide a quick and easy means of reviewing the card transactions and allocating those transactions to appropriate University accounts;
- provide reports to help monitor and manage the program;
- data must be secure.

To meet these objectives, the ACARD system was designed with the following functions:

**Bank Transmission.** An automatic process dials daily into 1st Chicago NBD and pulls down the day’s transactions. This data string is read by the University’s ACARD system and cardholder, transaction, merchant and hierarchy activity records are built. All resulting files are balanced against each other to insure data integrity throughout the system.

**Daily E-Mail.** After the day’s data is posted, e-mail is sent to program administrators informing them of the day’s transaction volumes. E-mail is also sent to each cardholder and the cardholder’s approving official informing them of any transactions that arrived that day for the cardholder (Figure 2).

**On-Line Accounting Entries.** Three screens are available for reallocating transactions to appropriate accounts: a ‘quick reallocate’ screen for allocating previously unedited transactions to single accounts; a ‘single-line’ edit screen for allocating any transaction to a single account; and a multi-line edit screen for allocating to and from multiple accounts. Transaction information as sent from the bank (i.e., merchant name, amount, transaction date, etc.) cannot be modified; only accounting information, transaction status and description to be sent to FRS can be entered by the user. Accounts and object codes are edited by the system to confirm validity and adherence to the accounting rules established by the Project Team. Transaction entry screens are accessible only by users with reallocation rights and only to those users who are related to the transaction through the program’s established approval hierarchy.

**E-Mail Reminders.** The system sends weekly reminders to users and reallocators for older transactions which have not been reallocated (Figure 3).

**Financial System Interface.** A nightly feed to FRS is automatically run. New edits as well as unedited 10-day-old transactions are included in the feed. An e-mail is sent to Project Administrators and Data Control informing them of the nightly ACARD-FRS batch totals. The system coordinates the 1st Chicago NBD payment cycle with the FRS close so that only current cycle transactions are posted to current month FRS.

**Disputed Transactions.** Transactions can be flagged for dispute. The ACARD system allows entry of dispute-related information and generates bank-ready dispute forms.
**Cycle Closing.** Cycle-end processes include:

- sending an e-mail to the Controller and Program Administrator informing them of the cycle totals and amount due to First of Chicago NBD (Figure 4);
- printing cardholder statements, mailed directly from the computing center printer to the cardholder (Figure 5);
- rolling up daily activity into monthly totals for organization hierarchy, cardholder and merchant files to facilitate program volume reporting;
- feeding all current-cycle transactions in time for the FRS close regardless of the age of the transaction or whether or not it has been edited.

**Reporting.** The system includes a wide variety of reports as well as ad hoc reporting capabilities. Reports fall into six main categories:

- transaction (listings by various selection criteria, unallocated transactions, transaction status, reallocation edits by transaction, transaction summary information by cardholder and cycle, etc.)
- merchant (new merchant listing, merchant volume, minority/woman-owned/small business volume, merchant volume for federal contracts, 1099 reporting, etc.)
- cardholder (inactive cardholders, cardholder delivery information, cardholder status, etc.)
- statistics (transaction count and dollar volume, number of cards issued, number of cards used, number of cards canceled, etc.)
- audit (violations, split purchases, unallocated timeliness, reporting structure mismatches, etc.)
- administration (authorized user listing, new cardholder listing, merchants without SIC codes, FRS-ACARD reconciliation, year-end transaction activity, etc.)

**Card Controls**

The need for specific controls in the program is essential. Controls were put in place to promote correct use of the card, encourage timely reallocation of transactions, help detect transactions made by someone other than the cardholder, and to protect transaction data and card account numbers. Many of the controls are built directly into the program and system, while other controls are handled through policy.

*Built in controls include:*  
- The card must be activated before it can be used.
- “For Official Use Only” and the University’s tax exempt number are printed on the front of the card.
- E-mail is sent automatically by the ACARD system to Cardholders and Approving Officials as soon as a transaction is posted to the ACARD system.
- Weekly e-mails are sent automatically from the ACARD system to reallocators reminding them of unreallocated transactions that are over five days old.
- The ACARD system automatically feeds newly edited transactions and any 10-day-old unedited transactions to the University’s Financial Reporting System.
- Transaction and dollar limits are set on each card and verified against each transaction at the point of sale.
- Purchases are validated against predefined Standard Industry Code (SIC) exclusions.
- Monthly Cardholder Statements are sent directly to the Cardholder from the computing center printer.
- ACARD system security limits access to processes based upon user profiles. Access to transaction and cardholder data is based upon each user’s hierarchy definition.
Policy-driven controls include:

- The Cardholder Agreement must be signed upon receipt of the card.
- A photocopy of the signed cardholder agreement must be kept on file and the Cardholder must have a copy.
- A photocopy of the signed card, front and back, must be kept on file in the department.
- The MasterCard Liability Protection Program addresses cardholders who have terminated employment.
- The cardholder’s department has the right to cancel any card within their hierarchy at any time.
- Departments must educate participants about their responsibilities:
  - Lost and stolen cards must be reported immediately.
  - Cardholders must be aware of allowable and prohibited purchases.
  - Cardholders must know the consequences associated with program violations.
  - Dispute reporting procedures must be followed.
- Appropriate Approving Official relationships must be defined.
- Cardholder and Approving Official signatures are required on the monthly cardholder statement.

Project Implementation

Test Pilots were our true guinea pigs. They were the first to experiment with all aspects of the program: training, record keeping, ACARD system use, and reporting. Record keeping systems received a lot of attention in particular, with one or more flavors tried out in each of the departments. Based on their successes and failures, pilot departments are now acting as advisors to other departments as they come on board with their own internal procedures. Test pilot use of the ACARD system pointed out a number of areas for enhancement as well. For example, the system was originally designed with only the multi-line edit screen to handle all possibilities of account reallocations. The users requested a simpler, quicker screen to handle those cases (the majority of cases) when a new transaction needed to be reallocated to only one account. Thus the “quickie” screen was born.

The full pilot implementation further extended the system. Training programs and documentation were refined and simplified and a user-oriented program handbook evolved during this phase. Controls were reevaluated to accommodate departmental specific needs yet maintain the integrity of the program. And, of course, as system use increased, so did the list of requested modifications and enhancements. For example, a batch e-mail function was developed because of the need to communicate with a much larger group of program participants. This function provides Acquisition Card Program Administrators with a means for e-mailing notices, memos, announcements, etc. to administrator-selected groups of Cardholders, Reallocators, Approving Officials, etc..

The number of users and volume of data have not significantly impacted system performance. To accommodate the implementation of the UCHSC campus, a separate system environment was established on the same UNIX box used to run CU Boulder’s system. Each campus has its own data but only one set of programs is being run. Campus-unique logic differences are handled through control file items. A third campus will soon be added, also with its own environment and data but sharing the same base application programs.

Measures of Program Success

Statistics and measurements of process performance will be used to evaluate how well program goals are being met. The majority of the goals have numerical targets or standards associated with them. Baseline data was collected before the implementation of the program and will be compared with data from the Acquisition Card program. Process improvement and movement toward the established goals will be gauged from these comparisons. Specific items within each goal to be measured include:
The program will save time and money.
- Maximum participation by departments
- Increased acquisition and payment processing efficiency
- Decreased administrative overhead costs
- Reduced acquisition transaction volume handled by Purchasing and Accounts Payable
- Increased vendor discounts

The program will increase customer satisfaction. (Customers are both user departments and vendors.)
- Increased purchasing speed
- Maximum vendor card acceptance
- Reduced time spent on resolving purchasing and invoicing problems, including disputed items
- Prompt payment to vendors

The program will maintain an appropriate level of internal control.
- Self management by user departments (authority given, responsibility taken)
- Reduced policing by administrative departments
- Timely cancellation of cards
- In-depth training of program participants and department liaisons
- Prompt card account reconciliation and correct financial reporting
- Regular program policy review and revision
- Random transaction audits by the Program Administrator

As a first effort to measure the impact of the program, a simple five question survey was sent via ACARD’s batch e-mail process to the program’s first eleven departments (118 cardholders). We had a 52% response rate. 93% of the respondents expressed satisfaction with the program; 80% believe the program involves less or the same amount of work. Some respondents commented that they believe that once they become more familiar with the process it will be less work.

Project Highlights and Conclusions

Benefits
- Only one monthly payment is needed for all of the small dollar purchases handled through the cards.
- Users have control of their own purchases and accounting.
- Each department can develop the internal paperwork system that works best for their department.
- Departments interested in implementing the card are able to examine the experiences of departments already using the card and adapt those procedures most applicable to their unique situation.
- Vendors are paid quickly.
- The program provides automated systems of control, notifications and reconciliation.

Watch Out
- The University is liable for all purchases against the card. This has caused some departments to be hesitant about participating in the program. This liability is currently being investigated by CU’s Risk Management.
- Some departments have the perception that the program will generate more work for them. To alleviate this concern, pilot departments are attending Acquisition Card Town Meetings and are available to share their experiences and successes with interested departments.
- Matching the transaction documentation to the transaction sent by 1st Chicago NBD can be problematic, particularly in cases where a single cardholder makes many purchases with a single vendor in one day. Matching becomes difficult because the bank’s electronic transaction does not include an item description, transactions often have freight charges added, and orders may only be partially filled.
- If any interfacing system changes, the acquisition card system must be ready and able to accommodate the change. The most vulnerable area to date has been the bank interface.
Favorite Features

- E-mail notifications of new transactions is great for auditability of purchasing activity against the card.
- E-mail reminders of tardy reallocations is a Controller favorite.
- The batch e-mail communication feature makes memo sending a breeze for Program Administrators.
- The “Quickie Reallocation Screen,” listing all unallocated transactions per cardholder, is a hit with departmental account reallocators.

And a few quotes from our program survey respondents:

- “Saves us a lot of time and gets merchandise faster! It is a great program, and like fine wine, will get even better with age!!!”
- “The ACARD System has allowed me to get more work done in a timely fashion than other purchase methods.”
- “I like very much that, when I have a last minute need...I do not have to force my rushed timetable on others...”
- “…there is far less paperwork with the ACARD”
- “It is much easier to place the order...”
- “…With the ACARD we basically have more control, in the payment itself and the disputing of charges...”
- “It is a godsend for dealing with the ‘nuisance item’ like subscription renewals and responding to specials that have time limits...”
- “IT’S THE ONLY WAY TO GO!!! It’s faster up front, is more accepted than purchase orders, takes less time than an MPO, etc. The accounting is the same, BUT no A/P. It expedites purchasing and is accountable.”
- “…The ACARD system is a huge improvement in our flexibility to obtain parts and laboratory supplies quickly...it has made our lives much better and purchasing much easier.”
- “…It doesn’t really matter whether it’s more or less work, the reason I really like it is that I can get something fast when I really need to.”
- “…On-line JE’s are the way of the future.”
- “The ACARD is almost as good as sliced bread!”
- “...Most significantly, our cardholders LOVE the program!”
University of Colorado at Boulder
Acquisition Card Program
Final Process Design - Daily Processes

Daily:

Transaction → Merchant Transaction → Transaction → 1st Chicago

Payment ←

MasterCard Payment ←

ACARD System:
- e-mail notification
- Validate ReAllocation information
- Validate ReEdit ReAllocation information

FRS:
- Credit Prior edit
- Debit new edit
- Credit Controllers account
- Debit default acct
- Debit new edit

Cardholder

Approving Official

Reallocation

Reallocation

document documentation →

documentation →

Not shown - Weekly and end of cycle/end of month processes
Figure 2
Daily E-mail Notification

Date: Wed, 5 Jun 1996 22:00:08 -0600
From: Acquisition Card Account <acard@pendragon.Colorado.EDU>
To: judy.tanner@stripe.Colorado.EDU
Cc: e.andrus@Colorado.EDU, mapittm@spot.Colorado.EDU
Subject: Daily Acquisition Card Transaction

Dear JUDY TANNER

Your Acquisition Card account has been charged with the following transaction on 06/05/96.

<table>
<thead>
<tr>
<th>Trans#</th>
<th>TransDate</th>
<th>Merchant</th>
<th>Amount</th>
<th>DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>882</td>
<td>06/03/96</td>
<td>LASERCYCLE USE INC</td>
<td>89.95</td>
<td>D</td>
</tr>
<tr>
<td>892</td>
<td>06/03/96</td>
<td>CORPORATE EXP INC</td>
<td>131.42</td>
<td>C</td>
</tr>
<tr>
<td>893</td>
<td>06/04/96</td>
<td>CU-UMC CATERING</td>
<td>97.50</td>
<td>D</td>
</tr>
</tbody>
</table>

Please:
- Review them to make sure they are your transactions.
- Complete the documentation as instructed in the User Guide.
- Reallocate them to the FRS account and object code to be charged for each purchase, or,
- Forward the completed documentation to your Reallocator or Approving Official as you have been instructed by your Department Liaison.

Thanks for using the ACARD!

Jud Hurd,
UCB Controller

Figure 3
E-mail Reallocation Reminder

Date: Wed, 5 Jun 1996 22:00:08 -0600
From: Acquisition Card Account <acard@pendragon.Colorado.EDU>
To: judy.tanner@stripe.Colorado.EDU
Cc: e.andrus@Colorado.EDU, mapittm@spot.Colorado.EDU
Subject: Daily Acquisition Card Transaction

Dear JUDY TANNER

Please use the Acquisition Card System to reallocate the following transactions which are still in your default clearing account. An Acquisition Card transaction is not complete until it has been reallocated to the FRS account and object code to be charged for the purchase.

Thank you,

Jud Hurd,
UCB Controller

<table>
<thead>
<tr>
<th>Trans#</th>
<th>TransDate</th>
<th>Merchant</th>
<th>Amount</th>
<th>DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>882</td>
<td>04/24/96</td>
<td>LASERCYCLE USE INC</td>
<td>89.95</td>
<td>D</td>
</tr>
<tr>
<td>892</td>
<td>06/03/96</td>
<td>CORPORATE EXP INC</td>
<td>131.42</td>
<td>C</td>
</tr>
<tr>
<td>893</td>
<td>06/04/96</td>
<td>CU-UMC CATERING</td>
<td>97.50</td>
<td>D</td>
</tr>
</tbody>
</table>
Figure 4
Cycle Closing E-mail Notification

Date: Wed, 5 Jun 1996 22:00:08 -0600
From: <acard@pendragon.Colorado.EDU>
To: j.hurd@stripe.Colorado.EDU
Cc: k.graham@colorado.edu
Subject: End of Cycle Acquisition Card Transaction

End-of-cycle Acquisition Card transactions have arrived.
The total amount processed during the current cycle is:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Debits</td>
<td>907</td>
</tr>
<tr>
<td>Credits</td>
<td>45</td>
</tr>
<tr>
<td>Net</td>
<td>952</td>
</tr>
<tr>
<td>Amount</td>
<td>$147,295.03</td>
</tr>
<tr>
<td></td>
<td>$6,302.05</td>
</tr>
<tr>
<td></td>
<td>$140,992.98</td>
</tr>
</tbody>
</table>

Figure 5
Monthly Cardholder Statement

University of Colorado                      05/28/96
Acquisition Card Statement of Account       Page 1 of 1
04/25/96 to 05/24/96

JUDY TANNER                 Card Number: 000014           FRS Account: 1123456
BUYING CONTRACTING          AO: B&CAO-001
CAMPUS BOX 8

Dollar Limits:      (Single)  $ 1000   (Cycle)  $ 3000.00
Transaction Limits:  (Daily)       7   (Cycle)         35

Tran Tran     Post
ID  Date     Date      Merchant Name        City/State/Country     Amount     Account
553 04/19/96 05/07/96 CORPORATE EXPRESS   AURORA     CO  USA      26.86      1154121 551
558 04/26/96 05/08/96 CORPORATE EXPRESS   AURORA     CO  USA      24.09      1123456 798
536 05/03/96 05/06/96 CU ACADEMIC MEDIA   BOULDER    CO  USA       5.50      1154121 680
588 05/09/96 05/10/96 CORPORATE EX INC    AURORA     CO  USA      <6.96>     1123456 551
674 05/15/96 05/17/96 KING SOOPERS NO 3H  BOULDER    CO  USA      28.48      1112121 551
          21.91      1154121 551
699 05/18/96 05/23/96 CORPORATE EXPRESS   AURORA     CO  USA      95.95      1113131 551
          -------
          TOTAL $ 195.83

**THIS IS NOT AN INVOICE**
** DO NOT REMIT  **

NOTES:

I certify that the above transactions were all purchases for University of Colorado
business and no personal purchases were made.

Cardholder Signature: ___________________ Date: ________________
Approving Official: ___________________ Date: ________________

BACK