

ESE Procard Verification Training

Topics to be covered:

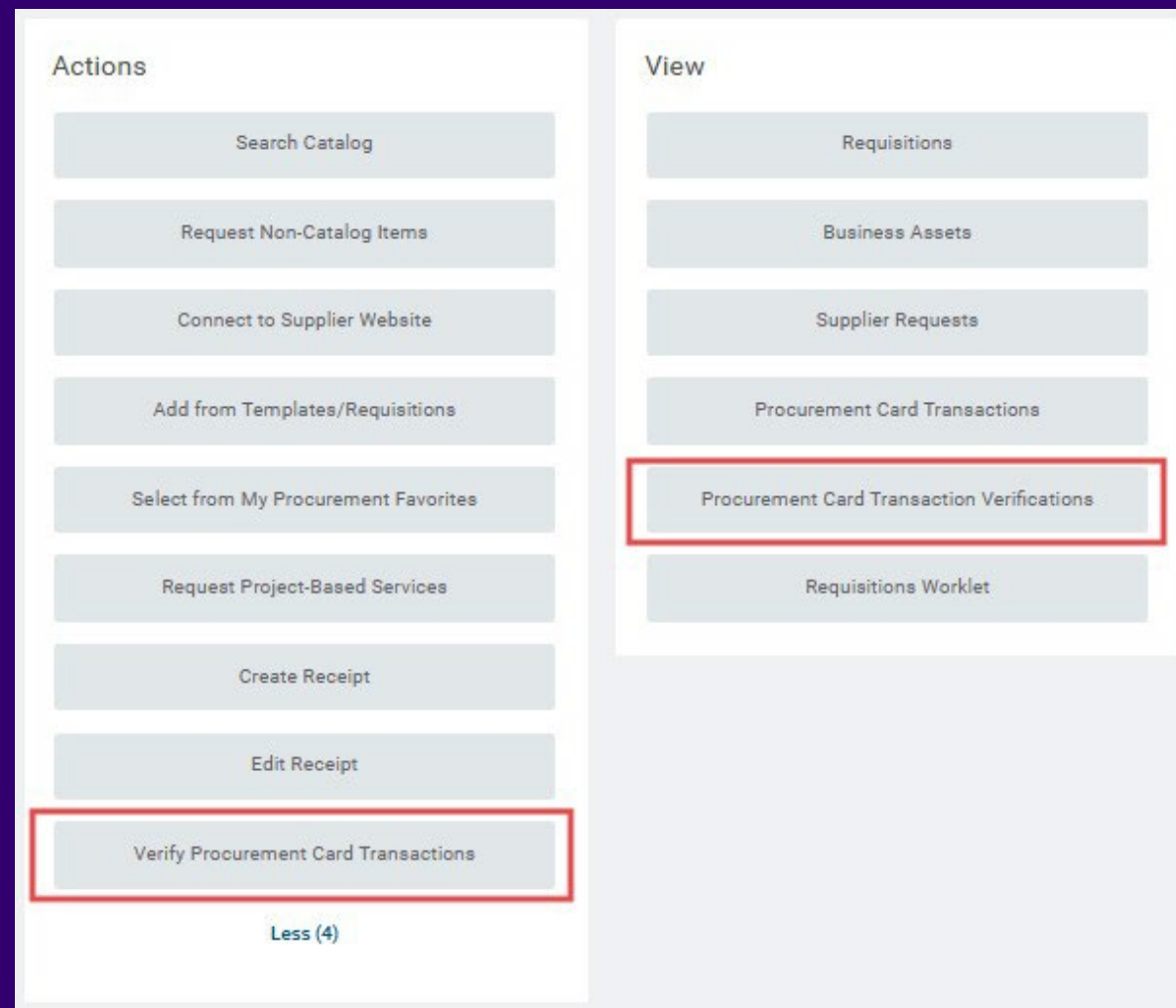
- Timeliness of verifications
- How to monitor transactions and verifications
- Required documentation
- Food related expenses
- Taxation
- ProCard Verification demonstration

Timeliness

- Verify as soon as you have all documents
- ProCard Office Verification Policy
 - Three billing cycles (three months)
 - Multiple violations
 - Reach out to ESE for support!
 - General Help Finance Ticket
 - Wednesday office hours and one on one support
- Submitted vs. Fully Approved
 - Verified = fully approved

Monitor ProCard Transactions and Verifications

- Transactions vs Verifications
- Workday Purchases App
 - Go to Menu- App - Purchases
 - Verify Procurement Card Transactions
 - Procurement Card Transaction Verifications
- Workday Shortcuts
 - Find Credit Card Transactions
 - Verify Procurement Card Transactions
- Workday Reports
 - R1439 Find Credit Card Transaction
 - R1438 Find Procurement Card Transaction Verification
 - R0552 Business Processes in Flight Initiated by Me
 - R1523 In-Progress Business Process Event Tracking



Required Documents – Common to all Verifications

- Detailed business justification
 - Describe what is being purchased
 - What is the purpose of the purchase? How is it related to the University?
 - Benefit to grant? Why is this grant being charged?
 - Use the memo field!
- Funding Approval, if applicable
 - Email approval if splitting funding
- Itemized invoice or receipt
 - Hold onto all receipts for purchases
 - Must say paid – no quotes or shopping carts
 - Tax is shown
- Confirmation of receipt or packing slip

Additional Documents – Depending on Type of Charge

- Conference program/screenshot of location
 - Washington state vs. out of state – taxability differences
- Food Form
 - Depends on resource type
- Questions about a document or what is needed?
 - Submit a General Help Finance Ticket!

Food Considerations

- Is it allowed on your funding source?
 - Food approval form
- Is it taxable?
- Is there alcohol?
- Do you have a receipt?

Is Food Form Required?

Funding Source	Food Form Required	Notes
Restricted Gift - RS100202	NO	Resource is Gift but not discretionary. Memo confirming it is food approved, is required. Food Form not required
Discretionary Gift - RS100203	NO	If resource states discretionary, food form not required
Grant	NO	Confirmation from the grant manager is required, food form is not required.
ICR/ GOF/ DOF/ AUX /Royalty/ other funding	YES	These budgets are not food approved. Food Form is Required

Taxability for Food

- Depends on form/preparation
 - Basic groceries? Tax-exempt
 - Prepared foods, soft drinks, alcohol, etc? Taxed
- Common spend categories
 - Meals, Coffee, and Refreshments (SC1997)
 - Taxable, restaurant meals/delivery, coffee, soft drinks, etc.
 - Catering and Prepared Food (SC1152)
 - Catering only
 - Non-Taxable Food (SC1078)
 - Grocery items, fruit/vegetables, baked goods

Alcohol, Receipts, and Other Considerations

- Alcohol?
 - Discretionary funding
- List of attendees
 - Food Form : located at Food Approval / Procurement Services Website
- Receipts
 - Hold onto all receipts!
 - Itemized required
- Using ProCard while on Travel Status is prohibited
 - Travel Status = cardholder more than 50 miles from UW Duty Station

Hypothetical - Meals

Dinner with a donor

- Receipt?
- Taxable
- List of attendees
- Food form
- Alcohol
- Use SC1997 Meals, Coffee, and Refreshments

Hypothetical – Catered Event

Beginning of year kickoff event with catering

- Receipt/paid invoice – not a quote or proposal
 - Paying a deposit? Clarify
- Taxable
- List of attendees
- Food form
- Alcohol?
- Use SC1152 Catering and Prepared Food
- Card limits

Hypothetical – General Food

Snacks for the office

- Receipt or paid invoice
- Was this taxed?
 - Taxable Spend Categories: Meals, Coffee and Refreshments (SC1997)
 - Non-Taxable Spend Categories: Food (SC1078)
- Provide a list of attendees
- Food form

Once everything is assembled. You are ready to enter into Workday.



Edit Summary

Transaction

Credit Card Transaction * 03/03/2026 33038867 36.08 USD

Transaction Date03/03/2026

Charge Description33038867

Supplier

Purchase Order

Supplier Contract

Amount

Remaining Transaction Amount to Verify0.00

Credit Card Transaction Amount36.08

Transaction CurrencyUSD

Sales Tax Collected☐

Default Tax Option

select one

Default Tax Code

Tax Amount0.00

Transaction Details 1 item

y	Business Document Line	Item and Category	Tax	Tax Recoverability	Tax Option	Quantity	Transaction Amount	Item Identifiers
W1861 University f Washington		Item Line Item Description Commodity Code Spend Category	Tax Applicability Tax Code			0	Unit of Measure select one Unit Cost 0.00 Extended Amount 36.08 Currency USD	

Attachments

Drop files here

or

Select files

Taxation on Verifications

- Was tax charged?
 - Yes
 - Select tax collected box
 - Use a taxable spend category
 - Common spend categories
 - No
 - Should it have been?
 - Yes
 - Leave the "Tax Collected" box unchecked
 - Calculate self-assessed tax and default tax fields
 - No
 - Use a non-taxable spend category
 - Ignore the yellow warning

Commonly Used Spend Categories

- SC1997 - Meals & refreshments
- SC1152 - Catering & Prepared food
- SC1078 - Food Expense (Non-taxable)
- SC2516 - Software As A Service
- SC2704 - Other supplies UW Academy Only

Resources



ESE Website: <https://www.co-ese.uw.edu/>

General Help Finance Ticket: search UW Connect Finance Portal – link available at ESE Website - UW Connect Finance Portal page

Job Aid How to Manage ProCard in Workday search UW Connect Finance Portal – link available at ESE Website - UW Connect Finance Portal page

ESE ProCard Supplemental Guide: ESE Website – Training Materials page

Procurement Food Approval Form available at Procurement Services website – Food Approval

R1439 Find Credit Card Transaction

Displays ProCard Transactions in draft and new status. Audience: Individuals who verify charges and administrators who are keeping track of staff work progress.

R1438 Find Procurement Card Transaction Verification

Displays ProCard Verification for any worker that have been started (In Progress). Audience: Individuals who verify charges and administrators who are keeping track of staff work progress.

R0552 Business Processes in Flight Initiated by Me

Displays transactions on business processes that have been submitted by the individual running the report, shows the next step in the approval process (In Progress). Audience: Cardholders keeping track of what status their charges are in.

R1523 In-Progress Business Process Event Tracking

Run for any worker. Audience: Administrators and Approvers auditing a unit's ProCard activity (In Progress)

R1355 Procurement Card Transactions by Payee

Find potential split transaction with merchant where spend within short period of time exceeds direct buy limit of \$3,500. Audience: Administrators and Approvers auditing a unit's ProCard activity

* Reports available based on Roles assigned, may not be available to everyone

We are here to help with questions or verifications?

- Contact the ESE by submitting a General Help Finance form
- Attend our ESE Wednesday Weekly Noon Office Hours
- Email Stephanie Nevin (nevin11@uw.edu)