P-Card Training Workshop 2010
Contact Information & Instructions

- To Report lost or stolen card or Fraud
  888-449-2273 Bank of America
- P-Card Administrator
  Sandra Robinson 678-839-5536 OR
- Assistant Director
  Shelly Parker 678-839-6398
Shipping Address

• University of West Georgia
• Central Warehouse
• Attn. Cardholder Name/ Dept. Name
• Carrollton, GA 30118
UWG is in compliance with the State of Georgia, State Purchasing Card Policy, Board of Regents, and UWG Policy.

A Cardholder is a designated State Purchasing Agent.

The P-Card is the property of the State of Georgia, to be used as an additional purchasing tool for approved expenses. Used to buy products and services, which can be purchased more efficiently through the use of a P-Card.

Who can get a P-Card? A permanent full time employee whose position and responsibilities requires the purchase of items and services, may be eligible.

House bill 1113 requires a credit check for P-Card applicants after 07/01/08 and a background check at application and renewal.
How to get a P-Card and Keep it!

Complete the P-Card Application (appendix A)

Read and sign the “Ethical Statement of Values” form (appendix G)

Complete and Sign criminal background and/or credit check release form.

Sign the P-Card Agreement form upon Card receipt (appendix B)

Complete Refresher Training Yearly
Spending Limits

- $1000 single transaction limit
- $5000 monthly transaction limit

- These limits are standard limits they may be increased or decreased temporarily depending upon departmental need and P-Card Administrator approval (justification required).
Merchant Activity Type Limits

• MCC (Merchant Category Codes)
  Certain MCC’s are restricted for P-Card use.

example: travel & entertainment
Splitting Orders

• The practice of splitting a large order into two or more orders, as well as purchasing the same item from two or more vendors may be considered an attempt to evade the limitations of the P-Card.

• This is considered a Major Violation.

• Any item purchased that exceeds $5000 within a fiscal year will have to be competitively bid.
Security Issues

• DO NOT Share your P-Card or Card number

• Keep P-Card & Transactions secure
Pick up of ordered products

• An order may be picked up by someone other that the cardholder, but they cannot have access to P-Card or Card number

• Someone else can accept receipt but not accept the charges
Year End Deadlines

• Charges must be posted to the P-Card by June 4\textsuperscript{th} to be paid from the current fiscal year

• Charges posted after June 4\textsuperscript{th} will be paid from the next fiscal year
Allowable Purchases

• Advertising
• Books, Magazines & Subscriptions
• Professional Licenses
• Supplies (associated with job duties)
• State contract items
• Repairs & Maintenance
• Rentals- non Transportation
• Software
• Non- Inventory Equipment (less than $999.99)
• Declared Emergencies or Natural Disasters
Unallowable Purchases

- Personal Purchases
- Gift Cards
- Cash Advances
- Agency Account Purchases
- Travel and Entertainment
- Food/Drink (except student activities)
- Motor Vehicle Expenses
- Alcohol or tobacco products
- Firearms or explosives
- Professional services
- Split purchases
- Sales Tax
- Conference/Seminar Registration
- Hazardous or radioactive material
- Rolling Stock (trailers)
- Inventory equipment (over $999.99)
- On-Campus services (bookstore)
- Transportation rental
Cardholder Responsibilities

- Understand & Follow P-Card policies
- Use for State Business Only – No Personal Purchases
- Obtain Best value
- Receive & Inspect orders - report discrepancies
- Monthly reconciliation of charges & on-time submission
- Resolve disputes/ errors
- Ensure credit is issued
- Report lost/stolen card
- No Receipt of cash in lieu of credit
- Limit Vendors
- Attend training - Yearly
Supervisor Responsibilities

• Understand & Follow P-Card policies
• Initiate P-Card applications
• ENSURE REVIEW-You will be responsible
• Notify P-Card Admin. if employee leaves or changes departments
• Notify P-Card Admin. of Fraud, Misuse, ETC..
• Attend Training
P-Card Admin. Responsibilities

- Liaison W/ Bank of America
- Review & accept P-Card Application
- Arbitrate disputed charges (if cardholder not successful)
- Conduct Training
- Maintain policy & procedures for manual
- Review & analyze reports
- Point of Contact for UWG
- Administer Works Program (software)
- Notify Campus of any changes to policy
- Review monthly P-Card Charges
- Report inappropriate charges to Cardholder & Supervisor
- Maintain Files
- Sign P-Card Account Summary & create journal
- Notify Chain of Command of Fraudulent charges
How to Make Purchases W/P-Card

- Obtain internal dept. approval for purchases
- Place order with Vendor (sales tax exempt)
- Ship to UWG- do not ship to home address
- Maintain paperwork
Resolving Error & Disputes

- Cardholder’s Responsibility
- Credit to P-Card - not a cash or check refund
- Document W/ statement & submit
- Dispute form available for unresolved errors/disputes
Monthly Reconciliation of Statements

2. Complete P-Card Account Summary Form.
5. Submit P-Card Summary Form & Documentation to Supervisor for Signature.
6. All Signatures must be Original.
7. Supervisor submits all documentation to P-Card Administrator by due date.
P-Card Violations

- Having a P-Card is a privilege, not a right.
- Violation Policy must be adhered to & enforced according to State of Georgia.
- Cardholder & Cardholder supervisor will be notified.
- Minor & Major Violations.
Minor Violations

- Accidental & without willful intent
- 3 violations = 1 month suspension (within fiscal Year)
- More than 3 will be reviewed for additional suspension and/or revocation depending upon violation issue.
  - Late statements
  - Improper purchases
  - Purchasing outside of State Contract
  - Defensive or untimely responses to P-card Admin
  - Undocumented sales tax charge errors (no effort to get credit)
  - Missing receipts
Major Violations

• Willful intent to disregard P-Card program & State Rules.
• 1 Major= Permanent Loss of P-Card
• Could result in termination and /or prosecution
• Examples include: but not limited to
  – Repetitive purchasing of unauthorized or restricted items
  – Splitting order to avoid Single Transaction limit
  – Allowing others to use your P-Card
  – Knowingly & intentionally making personal purchases
Review of P-Card Transactions

• Department Head/Supervisor
• P-Card Administrator

Also subject to review by:
• Office of Controller
• Internal Auditor