Procurement Card

("P-Card")

Procedures and Guidelines

Introduction

Welcome to the Pensacola State College (PSC) Procurement Card Program. The procurement card (P-Card) is a payment tool. The Card allows departments to pay for certain transactions without submitting a requisition for issuing a purchase order or a voucher. Having a P-Card is a privilege that comes with responsibilities. This manual will serve as your guideline when using your P-Card. Whenever in doubt, you should always contact a P-Card Administrator. We are here to help you successfully utilize the P-Card Program.

The P-Card program intends to provide PSC and its departments with a streamlined payment method for department-related supplies and/or services. The P-Card is not tied to an individual's personal credit line. It is intended to be used by authorized staff for authorized purchases. It is NOT authorization to extend the department's purchasing ability to acquire items previously not authorized by policy or procedure.

The use of the P-Card is intended to achieve the following:
- Reduce the cost and volume of paperwork involved in processing routine transactions.
- Expedite the procurement process for authorized goods and services.
- Provide greater purchasing flexibility and empower departmental employees to manage expenditures.
- Shorten cycle time for ordering and receiving goods or services.
- Provide immediate payment by VISA to our suppliers, eliminating their invoicing the College.
- Improve accountability and control of small dollar purchases.

The P-Card Procedures & Guidelines Manual was created to provide instructions and guidelines for using the College P-Card. While this manual intends to provide a better understanding of the P-Card system, it is NOT intended to be all-inclusive or provide explicit instructions for every possible transaction that may occur within the organization. The manual provides a framework for forming a reasonable basis for processes and procedures. However, if further guidance is needed, the Purchasing Department or one of the program administrators is always available to help.

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PSC P-Card Program Contacts

The Business Affairs Department is the Administrative Office for the P-Card Program.

P-Card Administrators & Contact Information

Clark Puckett, Purchasing Director Procurement Program Administrator Email: pcards@pensacolastate.edu Phone: 850-484-1793	**Fred Holt, Comptroller's Office** Accounting Program Administrator Email: pcards@pensacolastate.edu Phone: 850-484-1713
Craig Delseni, Purchasing Procurement Program Administrator Email: pcards@pensacolastate.edu Phone: 850-484-1774	**Mary Knight, Comptroller's Office** Accounting Program Administrator Email: pcards@pensacolastate.edu Phone: 850-484-1460
Lindsay Holt, Business Affairs Procurement Program Administrator Email: pcards@pensacolastate.edu Phone: 850-484-1722	

Acquiring a P-Card

- All College employees, designated by their Budget Manager, may be permitted to apply for a Procurement Card (Temporary, adjunct, and Kelly positions are not eligible to have p-cards).

- Complete the Request for P-Card in Workday (Attachment A.)

  - Provide a justification statement in the rationale field identifying the cardholder's need for a P-Card and planned usage (the types of charges expected to be made). Provide an average estimate of the highest monthly spend total anticipated for the Proposed Monthly Limit, along with an estimate for the highest single transaction anticipated for the Proposed Single Purchase Limit.

  - **If the requestor is not a Cost Center Manager**, then the request will be sent to the Manager of the Cost Center(s) in Workday, to which anticipated charges will be expensed for approval or denial of advanced spending authority. The Cost Center Manager will check the appropriate box to either approve or deny the requestor pre-approved, advance spending authority, or just spending authority that needs individual spend authorizations per transaction within Workday. (Multiple forms should be used when different managers need to authorize.)

  - If the Cost Center Manager grants the requestor advance spending authority, all applicable Cost Centers must be listed in the space provided. If the Cost Center Manager denies the requestor advance spending authority, the requestor, once issued a P-Card, will be required to submit a Spend Authorization via Workday for each anticipated P-Card transaction.

  - Spend Authorization approval will prompt the P-Card administrators to load the funds requested to the P-Card for purchase. Those p-card holders with their cost centers or pre-approved advance spend authority will always have funds loaded to their cards for spending in amounts concurrent to their budget and use history.

- The employee will be contacted when the procurement card is ready for pickup, and mandatory training will be set. At the time of pickup, the cardholder must sign the P-Card Agreement Form (See Attachment B). The Purchasing department will maintain the executed paper and electronic copies of all P-Card authorization and agreement forms.

Note: Although an individual's name appears on the P-Card, personal credit records will not be affected.

Activating the P-Card

- The cardholder can activate the card by calling the number on the card (1-888-339-2228).
- The ID for activation will be 5 zeros, followed by the last four digits of your Pensacola State College Employee ID number. For example, if you employee ID is 00501234, then the ID for activation is 000001234.

Maintaining the P-Card

- Spend limits (per transaction and month) will be based on the needs of the individual cardholder. Designated P-Card Administrators can look up and advise P-card holders of their single transaction monthly limits. Charges coded to a Cost Center Manager's Cost Center do not require prior authorization in the form of a spend authorization up to the spend limit indicated on the employee's P-Card Request Form. A Cost Center Manager can grant other supporting employees spending authority within their designated cost center. These employees can also spend up to a specific limit on their P-Cards without authorization approval as long as the purchases made apply to the employee's designated cost center. Spending limit changes can be made by submitting a P-Card Increase Authorization Form (See Attachment C).

- Spend authorizations, submitted via Workday, will be required for all charges coded to a Cost Center for which the cardholder is not the designated Cost Center Manager and has not been granted spending authority. In addition, all employees must submit spend authorizations for anticipated expenditures related to travel regardless of which Cost Center travel charges will be applied. The Spend Authorization encumbers an employee's travel and related expenditures to the College and initiates the Workday business process to ensure credit card charges are appropriately coded per cost center and spend category. Employees planning travel should also submit a Professional Leave absence to record their absence from regular job duties. Absence from the College where no expenses are paid should be recorded in Workday under the leave type of Zero$TravelOFF. This leave type replaces the Zero Dollar Travel Authorizations completed by paper in the past.

- All P-Cards will be internally audited for usage. Areas to be monitored include, but are not limited to, compliance with Purchasing card regulations, designated spend limits, transaction details, the paying of fees for credit card use, and sales and use tax charges. Non-use of a card by cardholders will also be monitored monthly. Transaction and monthly spend limits will be adjusted according to need and use to minimize the risk of fraud.

Spend Authorization

An approved Spend Authorization serves as prior authorization of the purchase of goods and services to be charged to another Cost Center Manager's budget, a pre-authorization for travel, Fund 2 purchases or purchases for which Marketing (Printing or Advertising) or IT (equipment or software) approval is required. A Spend Authorization must be created, submitted, and approved via Workday before related charges are incurred for cardholders without spending authority or for individuals planning to travel. The Spend Authorization must include a description of the requested purchase and a justification statement explaining the necessity and benefit of the purchase to the College. The submitter must identify the appropriate Cost Center and Spend Category to which the purchase will be expensed and attach a quote outlining the total cost. Please note: For Fund 2, Grant-funded purchases, the submitter must identify the appropriate Grant Worktag in the space provided. Exceptions to needing a spend authorization need to be approved in advance by the VP of Business Affairs or the Comptroller. Exceptions may be made for departments or types of transactions so that efficiency of effort is maintained.

Once submitted, the Spend Authorization will go to the appropriate Cost Center Manager for approval. A P-Card Administrator will notify the cardholder when funds are approved and the P-Card is ready for

usage.

Travel

All employees traveling at a cost to the College must use a Spend Authorization(s) to document approval in advance to travel in addition to submitting an absence request for the appropriate type of leave. The spend authorization will encumber the funds to prevent overspending when the travel does not occur right away. The employee must submit a Spend Authorization via Workday outlining estimated costs, even if the employee is the cost center manager of the funding source to be charged. P-Card allowable and prohibited purchases are listed below.

Travel Purchases	
P-Card Allowable	Airline Tickets
	Baggage Fees
	Taxis/Shuttles/Tips
	Lodging Accommodations/Internet Access
	Gas/Fuel for rental and/or College vehicles
	Rental Cars
	Parking Tolls
	Registration Fees
Prohibited Purchases	Insurance for flights, unless approved by VP Business Affairs
	Third Party bookings, unless approved by VP Business Affairs
	Meals, including hotel room service
	Alcoholic beverages
	Event items
	Non-work or personal use items
	Cash advances/wire transfers/money orders
	Cash Refunds
	Entertainment

Rental Cars

If an employee requires a rental car for travel purposes, he or she should leverage the state contract, which offers discounted rates with Avis or Budget (the rental cost now includes the insurance coverage). The procedure to rent a vehicle for College use using the state contract is located on Piratenet (http:piratenet.pensacolastate.edu/forms/) under "Travel." Click here for the direct link to rent a vehicle for College use.

Zero $ Travel Off

For travel without any cost associated, an employee must record hours worked off-campus via the "Time" or "Time Off" application in Workday. This has been set up for employees that are off campus working and replaces the hard copy "Zero Travel Request" form. The coding (i.e., Time Off Type: Zero$TravelOFF) will record hours worked, and the employee will still receive their regular salary.

The figure below provides instructions on how to record off-campus work without any associated cost.
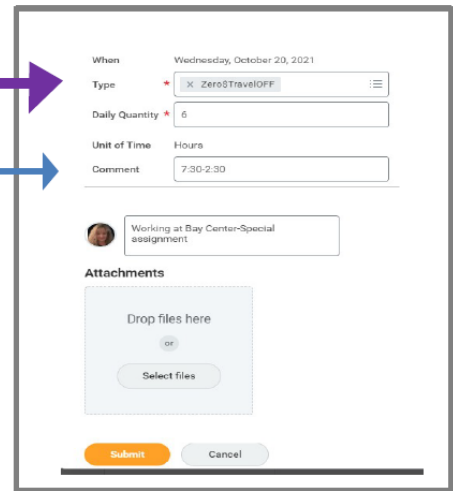
TIM 1010: Off Campus Work - Zero$TravelOff
Employee

PURPOSE:
Recording hours worked off campus. This replaces the hard copy 'Zero Travel Request' form.

- Click on the Time or Time Off App.
- Click Request Time Off.
- On the calendar, select the day(s) you want.
    - To select multiple days, click on the dates. To unselect, click the date again.
- Click on the orange "Request Time Off" button in the bottom left corner.
- Select the Type of Time Off.
- Enter the number of hours you are requesting in the Daily Quantity field.
    - If requesting more than one day of off campus work, enter the hours for **one day** in the Daily Quantity field. Workday will calculate the total number of hours across the selected days.
- If requesting a portion of the day, in the first Comment field, enter the actual time (i.e. 7:30am – 12pm).
    - If requesting a full day, no time is needed in comment field.
- Click Submit.

P a g e 1|1
TIM1010
10/28/21

Time Off Type: Zero$TravelOFF:

Has been set up for employees that are off campus working. The coding will record hours worked and the employee will still receive their normal salary pay.

General P-Card Guidelines

P-Cards are generally used to purchase goods and services that do not otherwise fall under a College Requisition/Purchase Order and expenditures related to travel. Cost Center Managers will be assigned a monthly credit limit to make purchases using funds from their designated cost center(s) without prior authorization. Credit limits will be negotiated between designated P-Card Administrators and the Cost Center Manager based on the need and historical use of funds. Credit limit changes can be made by submitting a P-Card Increase Authorization Form (See Attachment C).

Use of the Credit Card shall be limited to the following conditions:

a.   The Cardholder will purchase items consistent with the Cardholder's organizational responsibilities and for the official use of PSC.

b.   Temporary increases to P-card spending limits may be made using the Temporary Increase Authorization form (Attachment C) in Workday.

c.   In instances where regular activity evidences itself to be lower than the amounts authorized for either single transaction limit or monthly limits, the cardholder or a P-Card administrator

may lower limits based on mutual consent. The cardholder can have the amounts raised at any time with just a phone call since they are authorized for more in their executed agreements. If the decline in activity amounts appears to be permanent and there is no reason to keep higher limits at the point of card renewal, the amounts will be adjusted to reflect the expected activity.

d.   The Cardholder **WILL NOT** split a purchase into multiple transactions to stay within the single purchase limit.

Procurement Chart

P-Card Charge	
A P-Card should be used so long as the vendor accepts credit cards without a fee.	Travel-related purchases (payments to hotels, airfare, conference registrations)
	Online purchases of small dollar items, to include Amazon
	Purchase of small dollar items needed quickly from local stores (e.g., Publix, Walmart, Home Depot)
	Subscriptions/Publications
	Membership Fees
	Gift Cards for Drawings/Awards
	Uniforms
	Printing Jobs valued at less than $1000
Purchase Requisition/Purchase Order	
The purchase requisition is required for these items because of the need for pre-approval, verification of insurance, adherence to competitive bidding, etc.	Purchase of services (consultants, performers, etc.)
	Technology expenditures (computers, printers, software, etc.)
	All expenditures subject to competitive bidding – informal and formal
	Equipment purchases over $4999
	Printing Jobs valued at $1000 or more
	Purchases requiring a contractual agreement

Emergency Use of Cards

P-Card Administrators will increase appropriate cards upon notification of an imminent emergency. For facilitated emergency expenditures, an increase authorization form with appropriate explanations and approvals should be routed to the P-Card Administrator within one week of the P-Card holder's return to campus.

P-Card Cancellation

P-Cards are canceled for the following reasons:

- Cardholder misuse of the card.
- Cardholder terminates employment for any reason.
- Cardholder's job status changes where they no longer require a card.
- Cardholder reports the loss or theft of the card.
- Untimely submission of supporting documents.

If a card is canceled for any reason, it shall be returned to a designated P-Card Administrator.

P-Card Roles and Responsibilities

The Roles and Responsibilities of the P-Card Administrator, Cardholder, and Approver are crucial to the success of the P-Card Program.

P-CARD ADMINISTRATORS

P-Card Administrators are responsible for overseeing PSC's P-Card Program. The P-Card Administrator is a liaison between cardholders and PNC regarding card issues. The P-Card Administrator coordinates, monitors, and oversees the Card Program, ensuring that key controls are in place and are operating as designed. P-Card Administrators process P-Card Request forms for issue to College employees. P-Card Administrators also make periodic audits of card use and charges for appropriateness. Areas to be monitored include, but are not limited to, compliance with Purchasing Card regulations, designated spending limits, and sales and use tax charges. P-card administrators are responsible for ensuring the following:

- Performs audits including, but not limited to, credit and spend profile limits and supervisor authorizations.
- The P-Card Administrators can reduce credit limits or change spend profiles.
- Can at any time, suspend or revoke a P-Card for inappropriate usage, procedures not followed, or delay in responding to follow-up correspondence by the P-Card Administrators or Accounts Payable.
- Communicate with all cardholders and approvers regarding any changes, updates, or download changes affecting the P-Card process.
- Establishing and maintaining internal controls with the assistance of the Finance and Purchasing departments.
- Facilitating card dollar limitations and restrictions.
- Facilitating the issuance, replacement, and cancelation of all cards with the provider.
- Requiring all cardholders and approvers to complete P-Card training sessions and ensuring that the employees are informed of all the terms and conditions imposed with the privilege of using a card, including the dollar limitations and restrictions placed on their card.
- Reviews new account applications upon receipt.
- Reviews all procedures, guidelines, and forms used to determine if any need to be revised, enhanced, or updated.
- Deactivate P-Card upon request of the budget administrator or Human Resources.
- Works with Administration to identify and drive future program enhancements.
- Assists with problem resolution

P-CARD ACCOUNTING ADMINISTRATION

Accounting Administrators process Spend Authorizations and Expense Reports from all cardholders via Workday. Accounting Administrators monitor the availability of funds within the various Cost Centers and validate quotes when processing Spend Authorizations. When processing Expense Reports, Accounting Administrators review receipts for adherence to rules and ensure all required data and documentation are provided for auditing purposes.

CARDHOLDER RESPONSIBILITIES:

P-Card Pre-Authorization

- A cardholder intending to charge a purchase, or purchases, to a Cost Center for which they are not the Cost Center Manager is responsible for submitting a Spend Authorization via Workday ahead of the Expense Event to obtain approval before purchase. [Exception: If a Cost Center Manager grants a cardholder spending authority within his/her designated Cost Center, then the cardholder is not required to submit spend authorizations for purchases within that Cost Center. Cost Center Managers grant an employee spending authority via the employee's P-Card Request Form (See Attachment A), where the Cost Center Manager must identify the Cost Center(s) to which spending authority applies and provide a signature.] Submitting a Spend Authorization will prompt a budget check to ensure the funds requested are available. If there is insufficient budget to support a proposed purchase, the cardholder must work with their supervisor and the Business Affairs office to create a Budget Amendment that will render the requested funds available.
- Pre-authorization via a Spend Authorization is also required for travel, Fund 2 purchases or purchases for which Marketing (Printing or Advertising) or IT (equipment or software) approval is required
- For step-by-step instructions to complete a Spend Authorization in Workday, please refer to Attachment F.

Expense Report Review

- All cardholders are responsible for the timely reconciliation of P-Card expenses. A credit card transaction should be reconciled within five to ten business days after the date of purchase. Cardholders will create a new Expense Report via Workday to log and reconcile each new P-Card transaction. While all cardholders can create their own expense, cardholders can also delegate other employees, as appropriate, to create expense reports on the cardholder's behalf.
- It is the cardholder's responsibility to obtain receipts that specifically identify purchased items and other pertinent backup documentation. The College will use this information to validate and reconcile charges.
- Cardholders must obtain itemized documentation for each transaction. Documentation must include the supplier's name, date, unit cost, total cost, and an itemized description. The receipt amount must match the transaction amount in Workday.
- If the cardholder is unable to obtain or has lost their receipt, a missing receipt form must be completed in Workday. Once completed, an electronic copy of this form should be uploaded to the Expense Report in Workday.
- The written explanation may be used when a cardholder has exhausted all attempts to obtain a receipt from the merchant and must be attached to the reconciliation.
- Although credits can be processed without a receipt, an explanation of the credit must be attached to the reconciliation.
- The amount on the receipt and the charge in the card module must match. Any discrepancies in the amounts should be resolved with the merchant, and an explanation regarding the resolution should be made on the receipt or other backup documentation. It is not sufficient to change the amount on the receipt only. Upon reconciliation and approval, all original backup documentation shall be submitted as support to the transaction within Workday.

- For step-by-step instructions to create a new expense report in Workday, please refer to Attachment G.

Training

- Cardholder training is critical. It ensures that the cardholder understands the policies and procedures of the P-Card. All cardholders must complete training before they are issued a card.
- Once training is complete, the cardholder signs the cardholder agreement. The cardholder agreement validates that the cardholder has received training and a copy of the P-Card Manual. It confirms that the cardholder understands the policies and procedures of the card and is aware of potential disciplinary action due to abuse or misuse.

Compliance

- The cardholder and the Cost Center Manager are responsible for uploading all receipts to support transactions in Workday. Original receipts should be maintained for three months after the purchase date.
- The cardholder is responsible for turning in the old P-Card and applying for a new card if the cardholder changes departments or supervisors.
- The cardholder is responsible for any/all activity on their card. If a purchase is not valid, immediately notify PNC and the P-Card Administrators at pcards@pensacolastate.edu.
- The college is a tax-exempt institution and should not be charged tax except on out-of-state travel.
- P-card holders are not authorized to pay with credit card convenience fees without pre-approval from the VP of Business Affairs or the Comptroller.

Abuse, Fraud, Misuse & Lost or Stolen P-Cards

Personal Expense Charged in Error

The P-Card is to be used solely for authorized College purchases. Personal usage is not allowed with the card. If the P-Card is erroneously used to make a personal purchase, notify your Approver and the P-Card Administrator the following workday. Note "personal charge made in error" in the transaction description field and reimburse the College by making payment to the Bursar's / Cashier's Office. Funds should be returned to the same coding that the inappropriate charge is coded to so the two net to zero. Please include appropriate worktags to use for the deposit. Attach the receipt you received from the Cashier's Office to demonstrate your reimbursement to the College.

Tax Exemption

The College is exempt from paying Florida state sales tax. Cardholders are given a Consumer's Certificate of Exemption Card to use as documentation. Purchases made in other states are subject to that state's sales tax. The cardholder must be diligent when dealing with the merchant regarding taxes. If the merchant cannot deduct the sales tax because of pre-set controls within their computer systems or will not honor the exemption, the cardholder may continue with the purchase but must note the refusal on the receipt.

Disputes and Erroneous Charges

If there is a problem with a purchase or transaction, the cardholder must first attempt to resolve directly with the merchant. In most cases, disputes between the cardholder and the merchant can be resolved. The merchant will usually issue a credit. The cardholder should document all attempts to resolve any problem. If the item involves a reservation that has been canceled, the cardholder is responsible for obtaining a cancellation number. If efforts to resolve the issue with the merchant are unsuccessful or a credit does not appear on the card, the PNC dispute form must be filed (Attachment D).

All dispute notices must be filed with PNC **as soon as possible.** Notify the Program Administrator in writing of the dispute.

Reasons for disputes include, but are not limited to, the following:

• Unauthorized Charge-The cardholder did not make the purchase.
• Alteration of Charge Amount - The electronic transaction amount in the PNC Card software is different than the amount on the sales receipt.
• Disputed Transaction - The transaction took place, but there is a problem with the transaction, and the cardholder cannot resolve it with the merchant.
• Recurring Charge After Cancellation - A cardholder's account is charged although services were canceled within the cancellation period.
• Credit Not Received - The cardholder received a credit slip from a merchant, but the credit has not appeared in the P-Card software account within 30 calendar days from the date the credit was issued.

Fraud

Fraudulent activity is unauthorized use of the P-Card by the cardholder or a third party for non-college benefits. Help prevent P-Card fraud by storing your card in a secure area that can be locked. Never keep your P-Card in your purse or wallet in case it is lost or stolen. Ensure, when making online purchases, that you are using a secure payment website. Never share your P-Card information with anyone, including lending your P-Card to another employee. As a cardholder, you are responsible for all charges against the P-Card.

If you notice unauthorized charges on your P-Card, contact the PNC Fraud Department immediately at **1-800-685-4039**. PNC will need to discuss your recent history of transactions to determine if the charges are fraudulent. Next, email pcards@pensacolastate.edu stating that you have contacted PNC regarding your fraudulent charges. If fraud or suspected fraud occurs, PNC will cancel your current P-Card and order you a new card. Once the new card arrives, Business Affairs will contact you for pickup.

Misuse of P-Card:

If misuse or abuse of the P-Card is determined, the P-Card Administrators reserve the right to suspend or cancel the cardholder's P-Card, mandate additional training for the cardholder, notify the cardholder's supervisor and/or budget manager, or recommend disciplinary action up to and including termination of employment. To avoid such actions from occurring, please follow the policies and guidelines outlined in this manual. When in doubt if a purchase is authorized to make, please reach out to the P-Card Administrators at pcards@pensacolastate.edu to verify. Any unresolved misuse of a P-Card by unauthorized charges will be deducted from the employee's payroll check.

Stolen or Lost Cards:

Stolen or lost P-Cards must be reported immediately to the PNC Commercial Card Services Department at **1-800-685-4039** and the P-Card administrators at pcards@pensacolastate.edu. PNC will automatically order you a new P-Card which will be mailed to the Business Affairs Office. You will be notified to pick up your new P-Card once it has been received and documented by the Business Affairs Office.

Frequently Asked Questions

1. **Can I use my purchasing card for food/meals?**

   P-Cards should not be used for meals while traveling. Per diem meals are reimbursed directly to the employee once the associated expense report has been approved. Food purchases are limited by amounts budgeted for such. The ability to purchase food with College and grant funds is limited, so anyone without a specific budget for food should not buy it.

2. **What is Unauthorized Credit Card Use?**

   Cardholders will not use the credit card for the following reasons unless specifically authorized in advance by the P-Card Administrator.

   a.   Personal purchase or identification.
   b.   A single purchase of supplies or equipment that exceeds the Cardholder's transaction limit.
   c.   Postage stamps.
   d.   Gift Cards (needs prior approval by VP Business Affairs or Comptroller).
   e.   Personal Items (silk plants, pictures, area rugs, fans, and other items for office decoration/customization to personal tastes and preferences.).
   f.   Purchase of services (Ex. repair or consultant services).
   g.   Cash advances.
   h.   Telephone calls.
   i.   Cellular phones or service.
   j.   Computers, printers, or other electronic technology devices.
   k.   Employees whose responsibilities include purchasing meals are not to exceed the generally accepted level of gratuity (15%). Appropriate documentation must be provided if an establishment has a large group mandate of a higher gratuity.

3. **What do I do if my credit card is declined at point-of-purchase?**

   You may call one of the P-Card Administrators listed below.
   a. Clark Puckett, 850-484-1793
   b. Craig Delseni, 850-484-1774

4. **Under what circumstances might my card be declined?**

   Your card will be declined if:
   a. PNC has a security concern because of a use pattern (e.g., you haven't used the card for a long time).
   b. Necessary funds have not been loaded to your P-Card because either you have reached your spend limit as a Cost Center Manager, or a cardholder with spending authority to purchase items/services within a specific Cost Center, or the Spend Authorization submitted via Workday has not been fully vetted and approved. Please note: Once a Spend Authorization has been fully approved, the cardholder will receive notification from a P-Card Administrator via email saying the P-Card has been loaded with the requested funds for the purchase approved.
   c. Purchases exceed the amount authorized for a single transaction.

5. What do I do if I am charged tax?

If you are still at the place of purchase, show the vendor your tax-exempt card and ask the merchant to correct the charge. If you have left the place of purchase or if the merchant refuses to credit the tax, you may still make the purchase and pay the taxes. However, first contact the vendor and request they credit the taxes charged.

6. Will I encounter questions concerning the tax-free status of my purchases?

The sales tax exemption card should be sufficient identification to allow you to make tax-free purchases in Florida.

7. What would happen if I accidentally used my P-Card to make a personal purchase?

Personal charges should not be made with a P-Card; however, mistakes happen. Should this occur, itemize the personal charges as deductions to your reimbursement. If there is no reimbursement, or the personal charge exceeds the reimbursement request for travel or direct purchase, you must proceed immediately to the Cashier's Office, pay for the personal charges, and submit this receipt (personal charges highlighted) with other receipts. Misuse of the card could result in the card being canceled.

8. What do I do if a charge shows that I (the cardholder) did not make?

You should call the merchant to request that the vendor provide you with the details of the charge. If you did not make the charge and cannot resolve the problem with the merchant, contact PNC using the appropriate telephone number listed on the back of the credit card to dispute the charge, as you would with your personal credit card.

9. Where can the P-Card be used?

The card can be used anywhere VISA is accepted.

10. Will the Purchasing Card transaction appear on departmental ledgers?

Yes. P-Card payment amounts will reflect on departmental budgets as direct disbursements, and card refunds/credits will reduce disbursements in the accounts indicated on the Spend Authorization.

11. When submitting a Spend Authorization for travel, what expenses must be included in the authorization request, and what documents must I attach?

Typically, the requestor must provide estimates for either airfare or rental car (depending on the method of travel), mileage (if using a rental car), hotel fees, and per diem. Attachments should include applicable estimates for airfare, rental car, computer-generated directions to and from all applicable locations to account for mileage, hotel estimate, and itinerary/conference agenda to justify per diem estimate.

Definitions

Approvers: The individual who is responsible for approving each transaction by the cardholder in their hierarchy.

Authorized Purchases: Purchases and expenditures made by a cardholder on behalf of the College allowed by law, policy, and procedure within the approved budget authority.

Budget Manager: The PSC College personnel who oversees the departmental budget and authorizes employees to spend money from a particular department as outlined in the Chart of Accounts.

Budget Review: The responsibility of the P-Card holder is to review the budget and ensure funds are available **prior to** buying goods or services on the P-Card and again upon reconciliation of P-Card charges.

Budget Transfer: Completed by the Budget Manager in coordination with the Budget Office to move funds from one account to another within a department. Transfers may be needed before the P-Card is reconciled to maintain proper accounting.

Cardholder: PSC College employee whose name is engraved on the P-Card and who is responsible for all transactions associated with their card. Responsible for the (electronic – preferable) storage of all transactions for easy accessibility for the time period of three months.

Cardholder Application and Agreement: Agreement signed by the cardholder, reconciler, approver, budget manager, and VP of Business Affairs. Signifies that the cardholder has completed the required P-Card training and acknowledges by their signature that they are aware of the procedures and guidelines governing the use of the Procurement Card.

College Purpose: The College purpose statement must be included as part of the description provided when reconciling the P-Card transactions. The statement should answer the five questions "**who**" is the vendor, "**what**" was purchased, "**when**" was it purchased, "**where**" department/campus purchase was made for, and "**why**" College business purpose or benefit to the College.

Consultant: One who gives professional advice or provides a service. Requires a Consultant Agreement to include the scope of work (SOW) and payment. Payment by a P-Card is **not** permitted for this type of expenditure (APM 05-0801).

Disputed Item: Any transaction that was not authorized by the individual cardholder.

Documentation: Proof of purchases made with the P-Card, which includes, but is not limited to: detailed cash register receipt, invoice, receiving report, packing slip, copy of order form, confirmation slip, and/or procurement card charge slip, as long as an itemized description, unit cost, total, supplier or name, and date is listed. The receipt must match the total of the transaction in Workday. Other required documentation (if applicable) are agenda items, attendee listing, student list, flyer, and college purpose (who, what, when, where, and why). If none of the documentation mentioned is provided, the cardholder must complete a **PSC Missing Receipt Form** found on Piratenet (insert link).

Fraud (Fraudulent): Intentional misuse of the college credit card.

Goods: Material, supplies, commodities, printing, small-dollar items, and any other articles or items used by a spending unit.

International Supplier/Merchant: A supplier (vendor/merchant) that's business resides outside the United States. A P-Card can be used for these items as long as the goods/services follow College policy and as outlined in this Procedures & Guidelines Manual.

Inventoried equipment/furniture (tangible assets): Any item $5,000 or more that will be tagged by Property Management or any IT equipment, regardless of cost.

Itemized: A detailed list of goods/services purchased with the unit cost and total.

Monthly Credit Limit: The budget administrator and VP of Business Affairs approve the monthly credit limit via the application and card agreement forms. Credit limit changes can be made by submitting a P-Card Increase Authorization Form (See Attachment C) that requires approval from the cost center manager and VP of Business Affairs. PSC's Increase Authorization Form can be found on Piratenet at the following link:

Personal Items: Using the P-Card for personal expenditures is strictly prohibited. Cardholders who violate this rule must reimburse these funds to the College and, if the violation is determined to be intentional, may be subject to both loss of employment and criminal penalties.

Personal Reward Cards: Any card or reward given to an individual while using the College's P-Card. Examples include, but are not limited to, Staples Rewards, Airfare mileage, Bonus Cash on your next purchase, etc. Personal rewards are **not** permitted using College funds.

Procurement Card or P-Card: Credit card issued by the Procurement Card Provider in the name of PSC to an individual cardholder. PSC currently utilizes the VISA credit card.

Processing Fee: A fee attached to a supplier (vendor) transaction because of the fee accessed by their bank institution. It is strongly recommended that any supplier/vendor who charges a processing fee not be used on the P-Card, pursuant to *Florida Statute 501.0117*. A Requisition should be created to avoid paying additional funds.

Reconciliation: The process within Workday where the cardholder's transactions are uploaded to assign the proper chart of accounts and attach required documentation. The reconciliation process confirms that the P-Card holder has received the goods ordered upon approving the items. The College purpose must be included in the description when reconciling the P-Card charges. Detailed instruction on how to properly reconcile your P-Card is provided in the P-Card training.

Restricted Purchase: Purchases made not following College Policy or as outlined in this Guidelines Manual.

Spend Profile: Includes credit limit and special authorizations, such as hospitality/food items, IT items, and entertainment.
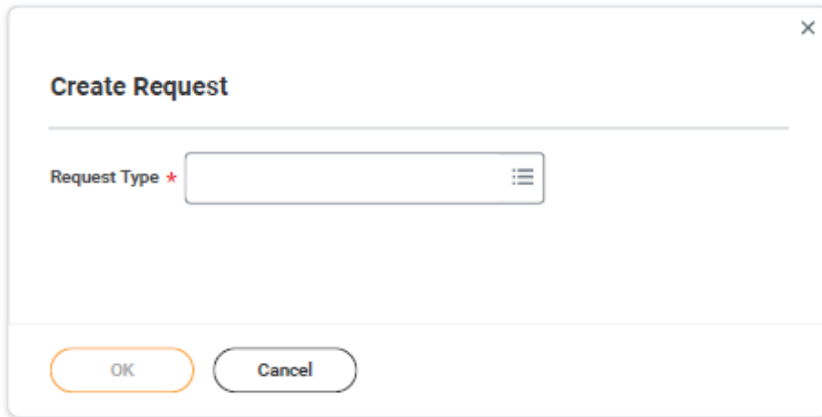
Tax: The College is Tax Exempt and should not be charged taxes by any Florida-owned business.

Temporary Employee: Any person who is not a PSC employee. Staff hired by companies such as Kelly. Temporary employees cannot be P-card holders.
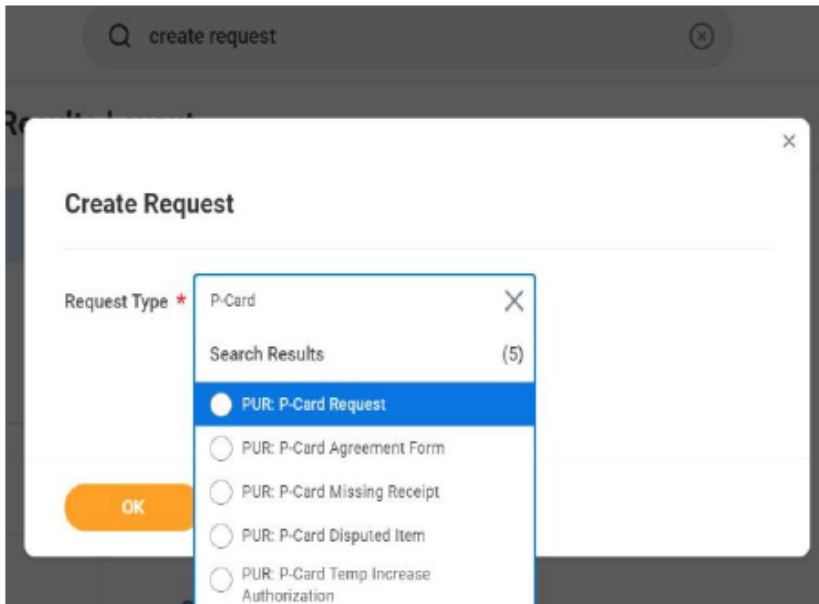
How to Find and Select P-Card Forms in Workday

Create Request

Request Type *

OK   Cancel

Use "P-Card" to bring up the P-Card Form Listing and the select the needed Form.

Q   create request

Create Request

Request Type *   P-Card

Search Results   (5)

● PUR: P-Card Request

○ PUR: P-Card Agreement Form

○ PUR: P-Card Missing Receipt

○ PUR: P-Card Disputed Item

○ PUR: P-Card Temp Increase
   Authorization

OK

Request for Procurement Card

This form will be used to request a P-Card.

P-Card: Request For Procurement Card
Please fill out the fields and submit the Form.

Employee Name   (First, MI, Last)(Must be employee's legal name)
(Required)

Employee ID   (Add the Pensacola State Employee ID)
(Required)

Title, Brief Job Description   (Enter Employee's Title and Brief Job Description)

Department Name   Enter Department Name

Rationale For P_Card, What will be
purchased? (Required)   **(Enter the reason for obtaining P-Card)**

College Telephone Extension   **(Enter Employee Telephone Extension)**

Proposed Single Purchase Limit
(Required)   **(Enter Single Purchase Limit)**

Proposed Monthly Limit
(Required)
                               (Enter Spend Limit per Month)

Primary Cost Center(s) (for expensing charges) **(List the proposed Cost Centers to be used)**
(Required)

Cost Center Manager(s) for Cost Center(s) listed above: **(List Cost Center Manager(s))**

Enter your comment

(Additional Comment Field)

Attachments

(Attachment field for any supporting Documents)

Drop files here

or

Select files

Procurement Card (P-Card) Agreement Form

Date: _____

TO: _____

You are authorized to purchase goods and services using the COLLEGE Procurement Card issued by Card Issuer. Your purchases may not exceed $ _____ in value for a *single transaction* for purchases and $ _____ *total in any* *billing cycle*.

CARDHOLDER'S AGREEMENT

- I understand that the use of the College Procurement Card for small-dollar-value purchases is a standard procedure of the College.
- I will be expected to use the College Procurement Card issued to me in accordance with the College procurement procedures and P-card Guidelines, which I have read and which I understand.
- I will not permit another person to use the College Procurement Card issued to me. Any such purchases made with my card will be considered to be made by me and are my responsibility.
- I will be responsible for the safekeeping of the College Procurement Card issued to me. If lost, I will report its loss immediately to Card Issuer and a P-Card Administrator.
- _____ I understand that using the P-Card is limited to buying items as directed, and the appropriate budget supervisor will affirm all purchases. (If this item is applicable, it will be checked.)   Further restrictions on buying include:
  _____
  _____
- I understand that my personal credit will not be affected by any use of the College Procurement Card.

The use of the P-Card to obtain goods and services other than the official use of the College is fraudulent use. An employee found guilty of fraudulent use will be required to reimburse the College for all costs associated with such improper use and may be subject to dismissal for detrimental personal conduct. The reimbursement may be done as a garnishment with the authority of the cardholder's signature on this agreement.

I have read, understand, and agree to the conditions stated above.

Cardholder's Signature: _____

PSC P-Card Temporary Increase Authorization Form

This form is to be filled for a temporarily increase spending amount on P-Card.

P-Card: PSC P-Card Temporary Increase Authorization Form
Please fill this form for a temporary increase authorization.

Card Holders Name & Title
(Required)   **(ENTER FULL LEGAL NAME AND POSITION)**

Employee ID: **(ENTER EMPLOYEE I.D.)**
(Required)

Last Four (4) Digits of P-Card: **(ENTER LAST 4 DIGITS OF P-CARD)**
(Required)

Effective Date: **(ENTER START DATE OF INCREASE)**
(Required)

MM/DD/YYYY 📅

Increase Ending Date: **(ENTER END DATE OF INCREASE)**
(Required)

MM/DD/YYYY 📅

The increase of the P-Card spending level is requested for the above-identified cardholder. The purpose of this request is to accomplish the following:
(Required)   (REASON FOR THE REQUEST FOR INCREASE)

Increase Spending Limit From:
(Required)   (CURRENT SPEND LIMIT)

Increase Spending Limit To:
(Required)   (NEW ISPEND LIMIT REQUESTED)

enter your comment

Attachments   (ATTACH ANY SUPPORTING DOCUMENTS, E-mails, Quotes, etc.)

Drop files here

or

Select files

Cardholder Statement of Disputed Item

This form will be filled out in the event of a dispute with a P-Card Transaction

Please select the most appropriate description of your dispute. If you have any questions, contact Purchasing at the following email pcards@pensacolastate.edu.

Cardholder Name: **(ENTER NAME ON CARD USED)**
(Required)

Cardholder Account Number: **(ENTER FULL CREDIT CARD NUMBER)**
(Required)

Transaction Date **(ENTER DATE OF TRANSACTION)**
(Required)

MM/DD/YYYY 📅

Merchant Name/Description **(ENTER THE NAME OF THE COMPANY)**

What was the original sales draft amount?
(Required)   **(ENTER THE AMOUNT)**

[   ]

On the selections below, if you select Yes, a Comment box displays to provide Detailed Information. Attachments can be added at the End of the Form.

1. Alteration of the Amount:
Was the amount altered? (Please attach a copy of the sales draft below)
(Required)

N/A   **(SELECT THE APPROPRIATE SELECTION, IF YES IS SELECTED, A COMMENT BOX WILL DISPLAY AND ENTER THE**
No   **INFORMATION.)**

Yes   **(THIS APPLIES TO ALL QUESTIONS BELOW)**

2. Unauthorized Mail or Phone Order:
I certify the charge listed above was not authorized by me or any person authorized by me to use this account. I have not order merchandise by phone or mail or received goods and services as represented above.

(Required)

N/A

No

Yes

3. Cardholder Dispute:
I did participate in the above transaction; however, I dispute the entire charge, or a portion, in the amount of $, Explain.
(Required)

N/A

No

Yes

4. Credit Not Received:

The merchant has issued me a credit slip for the above transaction; however, the credit has yet to be posted to my account. The date on the voucher is between 30 and 90 days old. **(Please attach a copy of the voucher below)**
(Required)

N/A

No

Yes

5. Imprinting of Multiple Slips

The above transaction represents multiple billing to my account. I only authorize one charge from this merchant for $ _ . I am still in possession of my card.
(Required)

N/A

No

Yes

6. Merchandise Not Received:

My account has been charged for the above transaction, but I am still waiting to receive this Merchandise. I have contacted the merchant.
(Required)

N/A

No

Yes

7. Merchandise Not Received:
My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise still be sent.
(Required)

N/A

No

Yes

8. Merchandise Returned:
My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Please include post receipt if applicable.)
(Required)

N/A

No

Yes

9. Inadequate Description/Unrecognized Charge:
I do not recognize this charge. Please supply a copy of the sales draft my for my review.
(Required)

N/A

No

Yes

10. I am no longer disputing this charge.
(Required)

N/A

No

Yes

Dispute Attachment(s):   **(ATTACH ANY SUPPORTING DOCUMENTATION)**
Please upload all needed attachment here.

Drop files here

or

Select files

enter your comment

Attachments

Drop files here

or

Select files

Missing Receipt Form

This form will be filled in the event that there is a missing receipt

P-Card: Missing Receipt Form
Please fill out this form for a missing receipt. Once approved, upload this form and any attachments to the Expense Report.

Vendor Name:

(ENTER SUPPLIER NAME)

Date of Purchase

| MM/DD/YYYY 📅 | (ENTER DATE OF PURCHASE)

Purchase Amount

(ENTER THE AMOUNT OF PURCHASE)

Business Purpose:

(WHAT WAS THE PURCHASE FOR?)

Description of Purchase:

(WHAT WAS PURCHASED?)

The receipt was:

SELECT ONE

Lost ◯

Not Obtainable ◯

Please attach all supporting documentation.

ADD SUPPORT DOCUMENTS (E-Mails, Statements, Requests, etc.)

Drop files here
or

Select files

enter your comment

(PLEASE ENTER COMMENTS ABOUT THE ATTACHMENT(S))

Attachments

Drop files here

or

Select files

Create New Spend Authorization in Workday:

1. In Workday, search 'Create Spend Authorization.'

   - If creating a Spend Authorization for another employee, search 'Create Spend Authorization for Worker.' In the 'Pay To' field, enter the employee's name and select the correct individual from the drop-down list.

   - Please Note: A Spend Authorization must be created in the name of the cardholder whose credit card will be used for purchase.

2. On the Create Spend Authorization page, you will see instructions about travel-related spend authorizations. Be sure to attach all necessary and relevant supporting documentation. If attending a conference, please attach a copy of the Conference agenda. Calculate anticipated per diem in accordance with the agenda provided. For example, if the agenda notes lunch will be provided, do not include the meal provided in your overall per diem calculation.

   Create Spend Authorization

   For   Employee: Michelle Habel

   Cash Advance Requested   Spend Authorization Total
   0.00 USD   0.00 USD

   Travel Guidelines - be sure to fill out all information:
   All Spend Authorization Requests Without The Proper Attachments Will Be Returned. In addition, An Explanation Of The Benefit To The College MUST Be Placed In The Justification Box.

   - **The Following Spend Authorization Lines Must Have Backup Attached To The Spend Authorization**
   - Airfare   (For student travel estimate for entire group)
   - Rental Car (Fuel will be paid for utilizing issued Travel Card)
   - Hotel   (For student travel estimate for entire group)
   - Meals   (Backup for student travel estimate only)
   - Mileage - 0.445 (Personal Auto Only)
   - College Car - (Fuel will be paid for utilizing issued Travel Card)
   - Place all expenses such as baggage fees, parking, and tolls in the 'Other Category'
   - Registration

   a. Rental Car: Among the Helpful Links provided is the rental car website to be used by all employees when renting a car for College travel. Rental cars reserved via the website are done so under the state contract, which offers special rates and covers liability insurance. The PSC Rental Car Procedure is located on Piratenet (under "Travel" on the Forms page). Click here to access the procedure directly.

   Helpful Links:
   PSC Travel Manual: https://www.pensacolastate.edu/documents/travel-manual/
   Enterprise Rental Car: https://partners.rentalcar.com/stateofflorida/#/business/other-eligible-users/college-university/pensacola-state-college
   AVIS Rental Car: PSC Rental Car Procedure – Pensacola State College

   b. Per Diem: Refer to the breakout below, also listed on the Create Spend Authorization page, to calculate anticipated per diem.

   Breakfast $6.00   Begins Before 6:00 a.m. and extends beyond 8:00 a.m.
   Lunch $11.00 Begins Before 12:00 p.m. and extends beyond 2:00 p.m.
   Dinner $19.00 Begins Before 6:00 p.m. and extends beyond 8:00 p.m.
   (For Student Travel estimate meals for the entire group)
   (Advance payment only authorized for Student Travel)

3. Below the travel instructions, fill in the data fields listed. In the description field, describe the items planned for purchase. In the Justification field, describe the reason for your purchase(s) and an explanation of the benefit to the College.

4. Click ⊕ Add to add a Spend Authorization Line. Add a line for each new Expense Item.

5. For each Spend Authorization Line:
    a. Select the appropriate Spend Category based on the purchase being made.

    b.   If purchasing a quantity of items at the same price, populate the "Quantity" and "Per Unit Amount" fields accordingly. If buying several items from the same vendor at different prices, mark Quantity as "1" and make the "Per Unit Amount" the same as the "Total Amount."

    c.   Describe the item(s) being purchased.
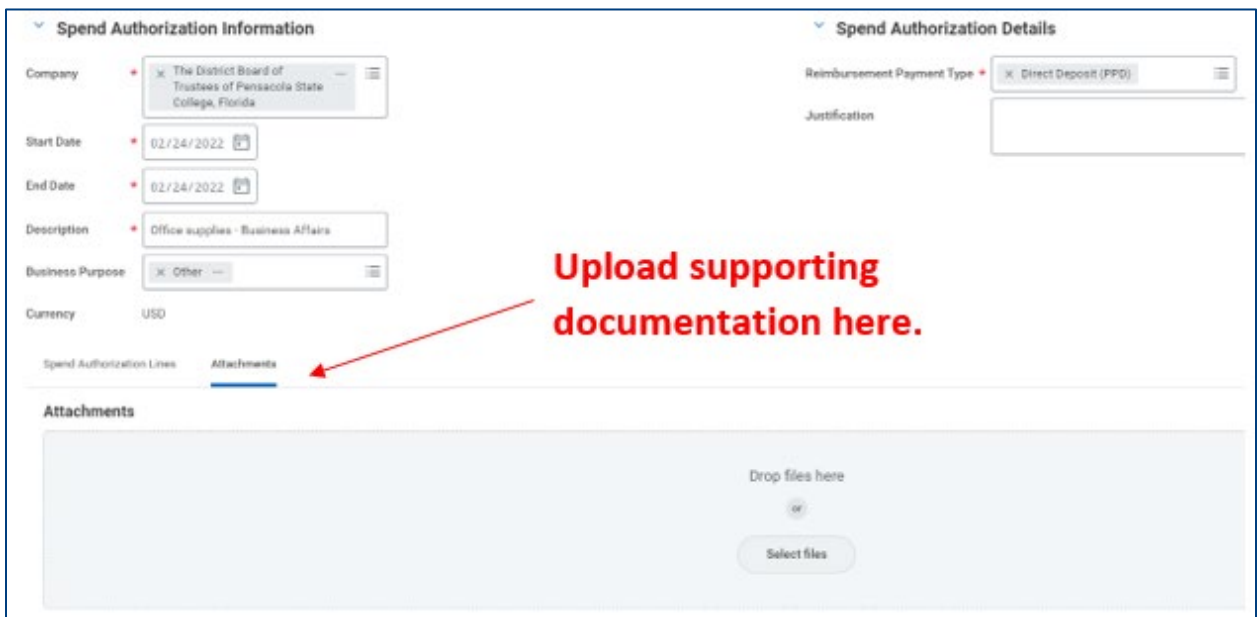
    d.   Be sure to select the correct "Cost Center."

    e.   "Fund" and "Function" will auto-populate based on the "Cost Center" selected.

    f.   Note: The Additional Worktags data field only applies to Fund 2 purchases. Please get in touch with the Comptroller's Office for guidance on expensing charges to appropriate spend categories.

6.   Navigate to the Attachments tab and upload supporting documentation (invoice, quote, shopping cart screenshot) to the Spend Authorization.

7.   Click "Submit" when all items have been entered.

8.   Once submitted, Workday will process the Spend Authorization forwarding the request to a series of designated reviewers. Once approved by the Budget Manager assigned to the Cost Center selected, a P-Card Administrator, and either the Vice President of Business Affairs or Comptroller, P-Card Administrator will load the cardholder's credit card for the amount approved and notify the cardholder that the purchase can be made.

ATTACHMENT G

Create New Expense Report in Workday:

1. In Workday, search 'Create Expense Report.'

    a. If creating an Expense Report for another employee, search 'Create Expense Report for Worker.' In the 'Pay To' field, select the employee.

2. If the cardholder created a Spend Authorization for the transaction being expensed before making the purchase, select '**Create New Expense Report from Spend Authorization**.'

    a. If the cardholder did not use a Spend Authorization to obtain prior authorization to execute the purchase being expensed, he or she will select 'Create New Expense Report.'

3. Review and/or change the defaulted information (i.e., Cost Center, if necessary). Selecting the Cost Center should automatically populate the Fund and Function fields.

    a. For purchases expensed to a Fund 2 Grant, please select the appropriate Worktag. The Accounting Administrators listed on the Contact Page of this document can assist as needed if the individual creating the expense report has questions regarding Worktags.

4. In the Credit Card Transactions grid below, select the charge(s) associated with the P-Card Expense Event (each charge will become its own line on the next screen). Then click OK.

| | | Credit Card Transactions | Quick Expenses | | | | | | |

Select All ☐

4 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
☐	🔍	08/05/2021		THE WEBSTAURANT STORE	THE WEBSTAURANT STORE	126.49	USD	MasterCard BBVA	5118
☐	🔍	08/11/2021		TARGET 00006866	TARGET 00006866	24.67	USD	MasterCard BBVA	5118
☐	🔍	08/12/2021		THE WEBSTAURANT STORE	THE WEBSTAURANT STORE	(30.49)	USD	MasterCard BBVA	5118
☐	🔍	08/13/2021		ALSCO INC.	ALSCO INC.	90.82	USD	MasterCard BBVA	5118

OK   Cancel

5. On the next Workday screen, under the Expense Lines tab, select the Expense Line to enter pertinent information. The credit card transaction should already be selected, which automatically populates the Charge Description, Date, and Total Amount. Please be sure to complete the following for each Expense Line:

   a. Expense Item: Select the appropriate Spend Category within the Cost Center to be expensed.

   b. Memo: Enter the purpose of the item purchased. This is a required field; the user will receive an error message if incomplete.

   c. Cost Center: Select the appropriate Cost Center to which the purchase should be expensed. The Fund and Function fields will auto-populate based on the Cost Center selected.

   d. Additional Worktags: If the purchase is to be expensed to a Fund 2 Cost Center/Grant, select the appropriate Worktag.

   e. Upload all documentation for the charge.

6. When submitting an Expense Report, double check for the following before submitting:

   a. Attach receipt/supporting documentation (include itemized receipts showing total cost). Note: If you or the cardholder has misplaced the purchase receipt, submit the Missing Receipt form for signature, then attach it to the Expense Report)

   b. Ensure credit card transaction is selected

   c. Select Expense Item (i.e., Spend Category)

   d. Enter the description of the purchase included in the "Memo" field

   e. Select/Edit Cost Center
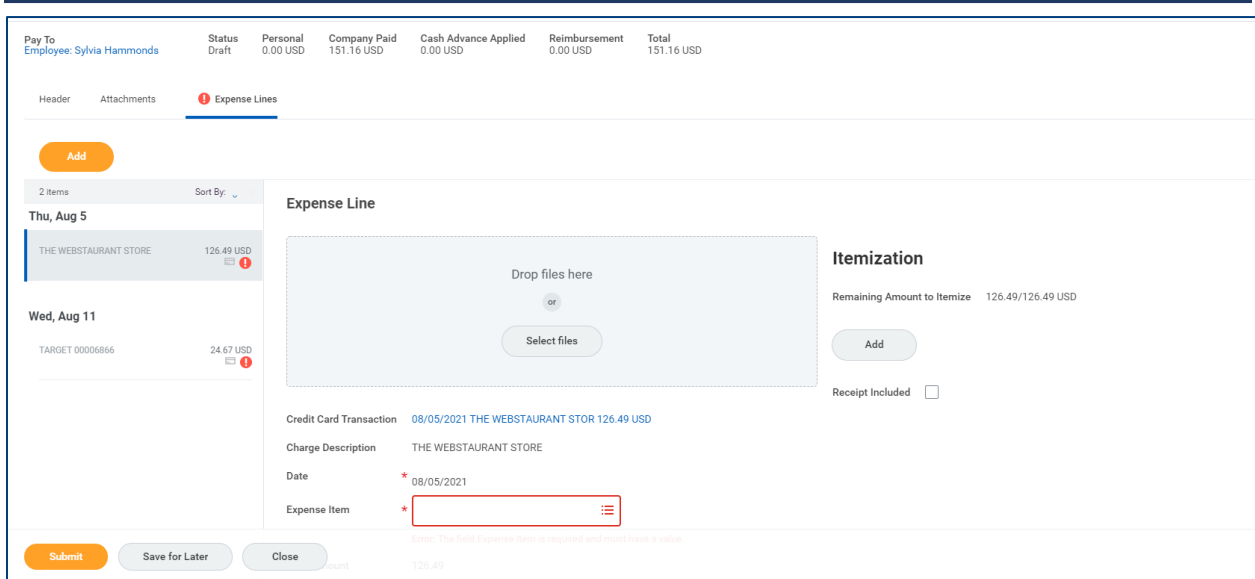
7. Click on the next charge if multiple credit card transactions are included in one Expense Report. Continue this process until all data fields have been filled in and supporting documentation is attached.

8. Navigate to the 'Attachments' tab to upload any additional supporting documentation.

9. If the expense report is tied to a spend authorization, navigate to the 'Header' tab, ensure the correct Spend Authorization is selected, check the box next to 'Final Expense Report,' and click 'Save.'

10. Click Submit.

Editing an Existing Expense Report

During the review and approval process, if a P-Card administrator or Budget Manager determines data is missing from an Expense Report and/or needs revision, the reviewer will send the report back to the cardholder explaining the edits required prior to re-submission. The instructions below enable the cardholder to reopen and edit an existing Expense Report.

1. To edit your Expense Report, type the Expense Report number (e.g., EXP-0000003185) in the search bar and hit Enter. Click on the blue URL of the Expense Report number in the next window. (Tip: If your search does not produce results, then navigate to the list of WD options on the left side of the screen, scroll to the bottom of the list, and click "All of Workday." The blue URL for the Expense Report you are searching for should now appear.)
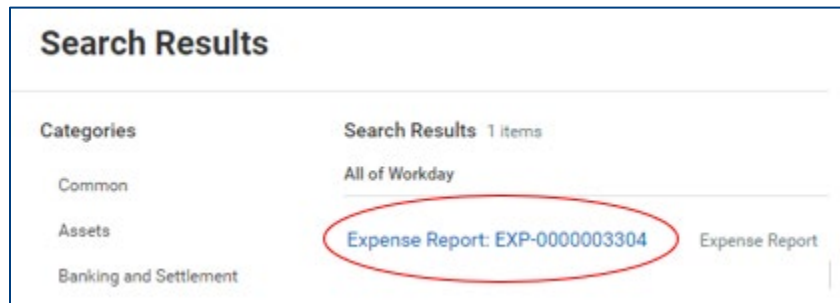
2. On the next screen, hover over the three dots (commonly referred to as the 'carrot' given their orange hue when selected) next to the EXP #. Click the carrot, hover over 'Expense Report,' and under 'Actions' click "Edit" or "Change."
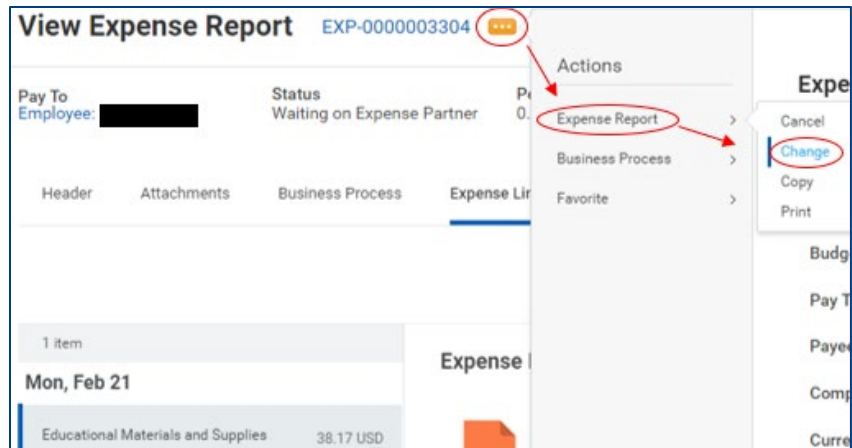
3. Click the 'OK' button that then appears at the bottom left side of the window. You are now in Edit mode.

4. To connect an Expense Report to a Spend Authorization:

   a. Navigate to the Header Tab and click the "Edit" button in the bottom left corner of the window.

   b. Next to "Spend Authorization," click on the drop-down icon and select the appropriate Spend Authorization by referring to the associated dollar value.

   c. Check the box to the right of "Final Expense Report," then click Save.

5. To add an expense line item, navigate to the "Expense Lines" tab, then click the orange "Add" button that appears toward the top left corner of the Expense Report.