

*The Florida
State University*

Purchasing Card

**Cardholder Training and
Initial Proxy Training**

Updated 11-30-09

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Introduction

Welcome to the P-Card Training

This course is designed to provide instruction about the proper usage of the purchasing card here at Florida State University along with the requirements for processing and reporting all transactions made using the card. The P-Card program at FSU has proven to be the most convenient means of purchasing small dollar expenses. The training is a requirement of FSU before a card can be issued. **The p-card is to be used for official state/university business expenses only.**

The privilege of having a p-card brings certain responsibilities for the cardholder. This includes an understanding of the policies and procedures that must be followed when the cardholder is purchasing goods on behalf of the University. The University's Purchasing Card User Manual is the source document for these policies and procedures. The User Manual can be found at <http://www.purchasing.fsu.edu/pcard.html>.

All p-card cardholders and proxies must complete this training in order to understand their roles and responsibilities that come with the p-card program.

After completing this course the cardholders and proxies must read, print and sign the Certification of Training and send it to Purchasing via fax, email or campus mail. Those acting as proxies must submit an On-line Electronic Role Request (eORR) in OMNI to request the FSU_PO_PROXY role be assigned to their OMNI UserID.

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SECTION 1: P-Card Program Overview

The FSU P-Card program was implemented in 1998 to facilitate departments in purchasing small dollar commodities and reduce the time for these purchases. Deans/Directors/Department Heads (DDDH) determine who is eligible to obtain a p-card and those assigned to proxy charges for those cards for their individual departments. P-Cards are to be issued to only USPS, A&P, and long term OPS FSU employees. The cards are issued by Bank of America to employees that are certified and approved by their DDDH and Purchasing Services.

The p-card works just like a regular VISA credit card. It is fast and easy, no waiting for a purchase order number. Vendors are paid within 72 hours of the purchase. There is still paperwork that cardholders maintain and provide to their proxies as backup for these charges.

Purchasing Services and Accounts Payables jointly administer the program. Purchasing Services obtains and processes the applications, orders and maintains cards, changes profiles for spend on the cards, oversees the dispute process, and monitors spend on the cards. Purchasing Services is authorized to suspend or cancel P-Card privileges for any cardholder that is in violation of the program policies and procedures.

The Accounts Payables Department is responsible for auditing the charges and documentation, reimbursements for unauthorized charges, and processing the payment to the bank for all charges on the card program.

Guideline for Assistance with the P-Cards

Who Can help?	Help With:	How to Contact
Purchasing	Defining allowable commodity purchase	(850) 644-6850
Your Purchasing Office	Vendor sources	www.purchasing.fsu.edu/
P-Card Administrator	Cardholder Profile Proxy Profiles Transaction Limits Declinations	Purchasing (850) 644-9725 or 6850 Address: A 1400 University Center Tallahassee, FL 32306-2370 www.purchasing.fsu.edu
Accounts Payable & Disbursements Services	Proxy processing	http://control.vpfa.fsu.edu/Payables-Disbursement-Services

P-Card Roles (Departmental)

The P-Card program is administered in accordance with the P-Card Plan, which is signed by the President of the University and the rules and procedures set forth by the Purchasing Services and Accounts Payables departments.

Department roles to ensure compliance with those policies set forth are:

Cardholder

Proxy

Cardholder

The cardholder is the individual whose name is embossed on the card and is the only person authorized to purchase using that card. As the cardholder of a p-card, you are responsible for the proper use of the card and providing the required documentation that goes with using the card. Cardholders are responsible for all charges made on their card and to follow-up on any problems/issues with charges made to their card. Cardholders must follow the policies and procedures set forth by FSU when using the card. Cardholders are not authorized to process or approve their own charges.

Your p-card may not be transferred, assigned to, or used by anyone other than you. Sharing your card information is grounds for loss of card program privileges. The banking institution and FSU Purchasing Card Administrators may suspend or cancel your cardholder privileges at any time for any reason.

Proxy

Two proxies must be assigned to every cardholder at all times to insure charges are processed within the established time limits. The proxy is a very important role to ensure the card program policies and procedures are followed. The proxy is responsible to notify the cardholder of any problems with their charges, violations they have made on the card, and/or inform the P-Card Administration of any misuse or violations. While the cardholder is ultimately responsible for any and all charges they place on their p-card, the proxy is an important role in this process to alleviate any misuse or continuing problems.

The proxy reviews the charges that are reflected in the OMNI system and provides the correct DeptID/Fund/Project combination to ensure the appropriate budget is used to pay for the charge and provide the detail as to what was purchased and select the appropriate account code.

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P-Card Security and Ownership

The p-card should be secured as you would secure your own personal credit cards. Keep the card with you-do not lock it in a drawer or desk in the office where someone else may have access. Do not write the number or any portion of that number down so others can obtain the card information. FSU does not recommend sending copies of the card front or back to any merchant. This practice allows the opportunity for potential fraudulent activity on the card.

Use of the purchasing card is limited to the University employee whose name appears on the face of the card. The purchasing card should not be loaned to another person under any circumstances. If a cardholder is absent for a period of time, the department should seek to obtain another card for a different designated employee, either temporarily or permanently. **Any cardholder sharing their card information or allowing another individual to use their card for purchases will have their cardholder privileges revoked.**

CARDHOLDERS MUST NEVER GIVE THEIR PURCHASING TO ANYONE ELSE TO MAKE PURCHASES OR SHARE THEIR CARD INFORMATION WITH ANYONE.

Lost or Stolen Card

Call the banking institution that issued the p-card if your card is lost or stolen. The phone number is provided on the back of your card and it is on the first page of the User Manual found on the FSU Purchasing Services web site. Then notify the p-card administrator in Purchasing Services of the loss/theft and the action taken by the bank. A new card will be sent to the administrator to replace the lost/stolen card.

Termination/Transfer

The card is considered property of FSU so in the event of a termination of employment or transfer within FSU, you must turn-in your card to the administrator in Purchasing Services two weeks prior to your termination or transfer. If you are transferring, your new Dean/Director can sign an application for a new card.

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Leave of Absence

If a cardholder is taking a leave of absence, you must contact the administrator to suspend your card or turn your card in during your absence. Another individual in the department can apply for a p-card during the regular cardholder's absence.

Requesting Closure of a P-Card

The cardholder, proxy, supervisor, or Dean/Director/Department Head can request closure of a p-card account for the following reasons:

The card is no longer required,
The employee is transferring out of the department
The cardholder is terminating from FSU.

For termination or employment, the card should be turned in as soon as it is known the employee is leaving. The card must be closed prior to the employee's termination/transfer date!

The card can be cut in half and returned to the P-card administrator in Purchasing on the Cardholder Termination Form.

Cardholder Responsibilities

Cardholders are required to familiarize themselves with the purchasing policies for the University and the p-card policies in the User Manual. The p-card may not be the best method to purchase certain commodities so the cardholder should review policy to ensure they are compliant with those policies. You can contact Purchasing Services to discuss any purchase and determine if the p-card is the best method for a needed commodity.

Cardholders should understand their p-card limits to avoid exceeding those limits and be familiar with the items that are specifically disallowed on the card. These are listed on the Purchasing Services web site and in the User Manual.

Cardholders should be aware of the type of funds to be used to pay for a purchase and purchases must be in compliance with the FSU Expenditure Guidelines for that type of funds.

Cardholders should ensure merchants are aware that FSU is tax exempt and have any taxes credited off the card. The Tax Exempt certificate can be found at <http://control.vpfa.fsu.edu/content/download/3977/28702>.

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Cardholders are required to provide a detailed receipt to their proxy within three (3) days of the purchase. If a receipt is lost, cardholders must fill out the Lost Receipt Replacement Form providing details on all items purchased.

Note: Non-compliance with these time frames is considered misuse of the p-card and may result in loss of p-card privileges.

Cardholder Responsibilities (Continued)

Allowable purchases include items that you may have purchased with a blanket purchase order, within the limits of the card. This includes small dollar commodities, such as books, supplies, and hardware. If a cardholder is attempting to purchase something that is not in compliance with the P-Card program, the charge may decline at the point of sale. For example, printing of documents is not allowed on the card at FSU, so any attempt to purchase at a printer/copy center will decline.

If the charge declines at the point of sale, the cardholder needs to leave the merchandise with the vendor or tell the vendor to cancel the order. The cardholder will then need to contact the bank or Purchasing Services to determine the reason for the decline.

Possible reasons for the decline may be:

Exceeding the limits of the card for a single transaction

Exceeding the limits of the card for total daily transactions

Exceeding the limits of the card for 30-day cycle total transactions

Attempting to use the card at a merchant that is blocked, such as a hotel, car rental agency, airline, law office, restaurant, etc.

The charge may be inappropriate and/or the Merchant Category Code is blocked by FSU

DO NOT allow a merchant to split a large charge into multiple smaller charges to avoid the card limits. Splitting charges will result in a strike against the cardholder and may result in loss of card privileges.

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Purchasing Card Limitations and Restrictions

Cardholder profiles are determined by the Purchasing Card Administrators. Cardholder profiles determine how the card may be used. The Purchasing Card Administrator (Purchasing) is responsible for establishing and changing cardholder profiles. Profiles determine the levels of spend and the types of commodities a cardholder can purchase.

There are three levels of spend authorized under normal conditions. The limits are as follows:

Level 1 - Default Profile

Individual Transaction Limit: \$999 per single transaction AND per vendor per day.

You cannot exceed this limit with any one vendor in a day or split one larger transaction into smaller transactions to circumvent these limits

Daily Total Transactions Limit: \$3000

Level 2 – Mid-Level Extended Profile

Individual Transaction Limit: \$2500 per single transaction AND per vendor per day.

You cannot exceed this limit with any one vendor in a day or split one larger transaction into smaller transactions to circumvent these limits

Daily Total Transactions Limit: \$7500

Level 3 – High Level Extended Profile

Individual Transaction Limit: \$4000 per single transaction AND per vendor per day.

You cannot exceed this limit with any one vendor in a day or split one larger transaction into smaller transactions to circumvent these limits

Daily Total Transactions Limit: \$10,000

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Purchasing Card Limitations and Restrictions (con't)

P-Cards are not to be used to purchase contractual services or for any transaction that involves a contract or agreement that must be signed by an individual with appropriate signature authority at the University. Only specific individuals at the University have any authority to sign contracts. These purchases require a purchase order or another method of procurement and do not fall within the card program.

Cardholders are not to allow a vendor to split any charge to circumvent the limits set on their card. If the daily limits per vendor are exceeded, cardholders may lose card privileges.

It is against University policy to deliberately purchase related items on different days from the same supplier in order to circumvent any purchasing quote requirements or card limits.

All transactions/purchases must be ethical and not violate any conflict of interest policies of the University or the state of Florida.

Use FSU Contracts!

Cardholders are to familiarize themselves with the various contracts that the University has with vendors and ensure they purchase from those contracts when using their p-card.

The purpose of these contracts is to aggregate volume spend of the University to increase purchasing power, which will result in better pricing for all University departments. If the required commodity is available through a University contract or agreement, cardholders must purchase from that supplier. Failure to use university contracts and contract vendors may result in the cardholder losing p-card privileges.

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Restrictions on Purchases

There are some commodities and services that are restricted or disallowed on the p-card. These are listed in the User Manual. Some of those restricted items are listed below:

Heaters, Fans, Air Conditioners or Air Purifiers – must have **PRIOR** written authorization from Environmental Health and Safety (4-6895) attached to receipt

Gasoline or Diesel Fuels – Must have FSU Vehicle Tag # on every charge record and receipt
*******NEITHER CARD ALLOWED GASOLINE FOR PERSONAL VEHICLES AND CARDHOLDER WILL BE REQUIRED TO REFUND FSU FOR ANY GASOLINE PUT INTO PERSONAL VEHICLES*******

Memberships – Must have approved Membership Justification Form and Certification of Payment using Public Funds Forms prior to purchase

Uniforms/Safety Clothing/Uniforms – Prerequisite Form is required prior to purchase

Food/Beverages– Catering and banquets authorized **ONLY** if specifically allowed on individual card and appropriate budget is used

*******NEITHER CARD ALLOWS PURCHASES OF PERSONAL EMPLOYEE MEALS*******

OCO Items of any kind (any item costing \$1000 and life expectancy of at least one year) – only authorized with **PRIOR** written approval from Purchasing Card Administrator and the FSU Asset Management Department

Furniture – Must use state contract vendors and be in line with FSU furniture policies

<http://www.vpfa.fsu.edu/policies/bmanual/purchasing.html#furn>

Any Items Prohibited by State Law, and/or FSU Regulation or Policy (OP-D-2-C)

Business Machines: Copiers, Computers (require internal FSU approval)

Construction, Remodeling, Renovations

Contractual Services

Controlled Substances: Prescription or Legend Drugs and U.S. Drug Enforcement Agency Controlled Substances: (unless purchased by licensed medical or veterinary practitioners)

COPYING/ PRINTING/ PHOTOCOPYING – Merchant Codes are locked out and will decline if attempted!

Travel/ Travel related Expenses: Must be on Travel Card ONLY!

Telecommunications - Answering Machines, Pagers (“Beepers”), Telephone Equipment or any device connected to a phone line, or installation (answering machines, headphones, cellular phones or services)

Alcoholic Beverages or products with alcoholic content

Cash Advances or cash awards including Honorariums or Stipends

Employee Benefits: entertainment, tuition, gifts, gift cards

Fines, late fees, penalties (including parking tickets)

Flowers for any reason

Gasoline put into a personally owned vehicle, regardless of travel status

Gifts/Giveaways/Awards/Plaques/Promotional Items (flowers, knick-knacks, plaques, etc.)

Internet or any Other Monthly Recurring Charges, On-Line Subscription Charges (includes any other service that is password protected)

Meals – Personal meals are strictly prohibited

Money (Cash Advances)

Payments in Advance (Deposits)

Personal purchases, personal use items (purchases must be for the official business use of the University)

Decorative/Personal Items of any kind (i.e. tissues, knick knacks, plants, clocks, lamps, picture frames, etc.)

Promotional Items of any kind (giveaways, T-shirts, mugs, etc.)

Refrigerators/Microwaves, etc. for break room use

Renewals that are automatic (i.e. subscriptions, etc.)

Rent (Automatic Recurring Charges)

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Personal Convenience Items

The state of Florida and the FSU Comptroller do not allow the purchase of items for personal use or convenience using any type of state/government funds.

Examples of these items are:

- Coffee mugs
- Coffee pots
- Decorative items for offices, etc.
- Desk clocks
- Dishwashers
- Facial Tissues (Kleenex)
- Fans or heaters for personal use
- Flowers
- Desk or Floor Lamps (except if required for research purposes)
- Microwave ovens
- Picture frames
- Plants
- Portable heaters (except for use in research-must be pre approved by EH&S)
- Refrigerators (except if required for use in science laboratories/research-must be pre approved by EH&S)
- Smoke filters
- Stoves
- Smokeless ashtrays
- Wall hangings

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Unallowable charges

If a cardholder purchases an item that is not allowed under the p-card policies, they must immediately attempt to return the item to the merchant for a credit on the p-card. If they are unable to return the merchandise and obtain a credit, or the item has already been used, the cardholder must reimburse FSU for the unauthorized purchase or obtain funds from the Foundation to reimburse FSU for the purchase. Once notified, the cardholder has ten (10) days to show proof of the refund to the p-card administrator in the Controller Department

This misuse of the card or violation of card program policy will result in a strike against the cardholder as described later in this training.

If a cardholder has any question regarding the appropriateness of a charge, they must check with the p-card administrators **PRIOR** to the purchase.

If a cardholder is charged taxes on a purchase, they are responsible for contacting the merchant and obtaining a credit for the tax. This documentation is to be kept with the charge so an auditor will see that the cardholder did seek a refund for the taxes in the event the vendor will not comply.

OCO items are equipment items that cost \$1000 or more and have a life expectancy of one year or more are not authorized for purchasing with the p-card.

If a cardholder has a special circumstance and needs to purchase an item that is not allowable under the p-card program, they can contact the Purchasing Services administrator and discuss options. Waivers can be provided with appropriate justification by the Purchasing Services administrator.

Cardholder Responsibilities

Use of Sponsored Research Funds for P-Card Charges

Cardholders must have approval from Contracts and Grants (C&G) prior to using a contract or grant as a default Dept ID/Fund/Project combination. Applications can be routed through C&G prior to submission or the Purchasing Services Department will obtain the approval after the application is submitted. Approval may be in written form (email or fax is authorized).

If a C&G budget is being used for any charge, the cardholder is responsible to insure that the purchase is in line with the contract/grant allowed expenditures.

A backup E&G budget must be provided on the application for the p-card administrators to use in the event that the grant budget has closed when they attempt to process the voucher for the bank charges. This causes a budget error on the voucher process and a secondary budget must be provided to put that charge against if this occurs.

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IMPORTANT: C&G Users:

Any charges to contract or grant accounts must comply with A-21, A-110, Cost Accounting Standards (CAS) and FSU Office of Research Policy and Procedures. A default E&G budget must be provided for use in the event a charge is made that is inappropriate/not allowed on the grant or the grant is closed/ended prior to the charge hitting the FSU OMNI system.

Use of E&G, Auxiliary, Vending Budgets

It is the responsibility of the cardholder to ensure that any purchase made using the p-card is an allowable expenditure on the budget being used. P-Card charges are unencumbered and if a purchase is made against a budget that does not allow that type of item to be purchased, the department is responsible to process a journal transfer or the cardholder must refund the money for the unallowable purchase.

Proper Receipts

Upon making a purchase, whether at a storefront, web site, or other method, the cardholder is responsible to obtain the receipt for the goods purchased. The receipt must include the list of items purchased, pricing for each item and the total amount to be charged to the card. If the receipt provided does not include this information, the cardholder must request an itemized receipt from the vendor or the cardholder can provide the proxy with a Lost Receipt Replacement Form that includes the required details for each item purchased. This form is available in the User Manual and on the Purchasing web site.

Cardholders must turn in the itemized receipt to their proxy within three (3) days.

If a cardholder loses a receipt for a charge, they are responsible for filling out the Lost Receipt Replacement Form and providing that to their proxy within the three (3) day time frame. They must list each item purchased and the prices for the items purchased.

Receipts can be faxed or scanned and emailed to the proxy if the cardholder is not capable of handing the receipt in hard copy to the department proxy.

At the end of the month, cardholders are required to review the monthly statement and sign the report, certifying all charges are legitimate and for official business of the University.

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P-Card Violations and Fraud

In the event a cardholder violates P-Card policies, there is a “three-strikes” policy established. There are two levels of offenses;

- 1) purchases made that violate purchasing card policy but may be authorized using another method of payment, such as a purchase order, and
- 2) purchases made that would not be authorized regardless of the method of payment, such as personal use items.

The three strikes policy for both scenarios is as follows:

1) The first time a cardholder violates a policy of the purchasing card program, but the item(s) would be authorized for purchase using a different method of procurement/payment, the cardholder will be notified in writing of the offense, along with their supervisor and may need to take corrective action depending on the offense. They will be reminded to reread the manual and/or training. Second offense, the cardholder will be notified in writing of the offense, along with their supervisor and DDD. They will again be strongly reminded to familiarize themselves with the policies of the program. Third offense, the cardholder will be notified, along with their supervisor and DDD of their immediate loss of card privileges and can only obtain reinstatement with specific request of the DDD to have the cardholder attend training to be reinstated into the card program.

2) The first time a cardholder violates a policy of the purchasing card program and that purchase would not be authorized using any method of procurement/payment, the cardholder will be notified in writing and must take immediate corrective action. Corrective action will require seeking reimbursement using Foundation or Booster funds or the cardholder’s own personal funds, depending on circumstances of the purchase. Second offense, the cardholder will be notified in writing along with their supervisor and DDD, and must reimburse for the purchase. Third offense, the cardholder will be notified of their immediate loss of card privileges, along with their supervisor and DDD, and must reimburse for the purchase. The cardholder can have their privileges again only upon specific request of the DDD to have the cardholder attend training to be reinstated into the card program.

If cardholder uses the card for personal gain or commits fraudulent use of the P-card, FSU reserves the right to revoke cardholder privileges immediately and take appropriate disciplinary action as required. The Office of Audit Services will be notified of any suspected fraudulent activity on the P-Card.

SPECIAL NOTE: Any cardholder that loses their p-card privileges that also is a travel card holder for FSU will immediately lose their travel card as well.

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Disputes/Fraudulent Charges

Disputes:

Normally, vendors will credit overcharges or taxes if added to the charge in error. After the cardholder has exhausted all attempts to resolve an issue with the vendor, a dispute form must be filed with the bank. Cardholders must keep a record of all attempts and discussions with the vendor to document their attempts to resolve the issue. Names, dates, etc. are needed in this documentation.

Disputes must be filed within 60 days from the date of the original charge. The bank will not intervene on behalf of a cardholder after the 60 day window has elapsed.

To file a dispute, complete the dispute form found in the User Manual or on the Purchasing web site. Fax a copy to the bank and also a copy to the p-card administrator in Purchasing. The proxy will mark the electronic charge record as “Verified” in OMNI until the dispute is settled.

Fraudulent Charges

If charges are made on a p-card that the cardholder did not make and the cardholder has never done business with the vendor that is listed in the electronic charge record in OMNI, the cardholder should contact the FSU P-Card Administrator or Bank of America immediately and notify them of the fraudulent charges. The administrator/bank will have the card closed and reissue a new card under a new number to avoid further fraud on the card.

The bank may send an affidavit to the cardholder to sign and return. Only when that affidavit is received by the bank, can the bank credit all charges that are fraudulent on the card. Cardholders must also immediately contact the Purchasing Services administrator any time fraudulent charges are made on a p-card.

These charges are put into “Verified” status by the cardholder’s proxy pending the credits from the bank. When the credits show up in OMNI, both the charges and the credits should be put into “Approved” status and processed.

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SECTION 3:

P-Card Processing and Reconciliations

Each cardholder is assigned a minimum of two proxies that are the individuals that process charges through the OMNI system. If a department loses a proxy due to transfer, departure from FSU, or illness, a new proxy must be assigned immediately to ensure two proxies are assigned at all times. The p-card administrator may suspend the card pending a second proxy assignment as required.

Each week, the bank will provide a file of all the charges that have posted against the cardholders at FSU. The proxies will receive email notification to go into OMNI and process any charges pending for their cardholders when they post to the system.

Proxies are responsible for comparing the receipt charges against the electronic charge transactions. They match the vendor and amount, enter a description of the items purchased, select the appropriate Dept ID/Fund and account code for the transaction. The last step is to put the charge in "Approved" status and save the changes. The receipts are maintained in the PAID folder for that cardholder to be reconciled at the end of the month.

If a dispute is to be filed on a charge, the proxy will put the charge in "Verified" status and coordinate with the cardholder to file the formal dispute.

Reconciliations are performed monthly on all charges for each cardholder. The proxy will receive a file of all charges and the cardholder will review all the charges and ensure they are legitimate. The cardholder's supervisor reviews and signs the reconciliation along with the Dean/Director. Proxies are required to reconcile all p-card transactions to departmental ledgers transactions on a monthly basis to ensure all posted correctly.

Charge Processing/Maintaining Files

The proxies and the cardholder will receive an email notifying them that there are charges pending coding and approval. One of the proxies will go into OMNI and check the receipts that are in the cardholder's "Unpaid" folder against each charge in OMNI to insure the transactions are correct. If the cardholder has not provided a receipt and confirmation that they received items, the proxy should contact the cardholder and obtain the receipt and verify the goods were received. The proxy will enter a description of the items purchased, verify the Dept ID/Fund/Project information is accurate or make changes as required, and enter an accurate account code for the items purchased. Once all corrections are made in the transaction detail in OMNI, the proxy will put the transaction in OMNI in "approved" status and save the transaction.

The proxy maintains two folders for each cardholder they are assigned. One folder is titled "Unpaid" and the second folder is titled "Paid". Once the transaction has been coded and approved in OMNI, the receipt is moved from the "Unpaid" folder to the "Paid" folder. This makes it easier for when the monthly statement arrives. All receipts in the "Paid" folder should match up with the monthly reconciliation spreadsheet.

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Monthly Reconciliation of Charges

The P-Card administrator (Controller) will send the monthly reconciliation file to the proxies via email. The proxy will open this file, pull each cardholder's list of charges in the file, print and save that file for each of their cardholders. Then they reconcile the receipts from the cardholder "Paid" folder to the listing of charges. Any charges that remain in the "Unpaid" folder will be marked as pending for this month. Those charges should show up on the next monthly reconciliation.

When the proxy has the report compiled with the receipts attached, the cardholder, proxy, DDDH or their designee is to review each of the charges and sign the reconciliation for the month. The cardholder's supervisor and the department Dean/Director will also review each of the charges and sign that the charges are approved and appropriate for their business and type of funds used for each.

The supervisor and Dean/Director/Department Head (DDDH) should be reviewing for compliance of the charges. The DDDH may delegate this to another individual, but that individual must be listed on the FSU Authorized Signature List.

Below are some of the criteria to be reviewed.

Item purchased is appropriate for the purchasing card and not on the unallowed list

Item purchased is appropriate for the type of funds used and/or in compliance with the contract/grant outlines

Charges were not "split" to avoid any cardholder limits

No OCO (equipment) items were purchased (single item costing \$1000 or more with life expectancy of one year or more)

No state of Florida sales taxes were paid

No conflict of interest is involved in the transaction

Receipts

During the reconciliation process or when the cardholder provides a detailed receipt, the proxy should be reviewing receipts for appropriateness of the charge and compliance with the p-card program. If there is any problem with the receipt such as, no detail as to what was purchased and prices for each item, taxes were paid, item is not allowed under the p-card program, or OCO item purchased, the proxy should notify the cardholder of the issue.

The cardholder is responsible to correct any issue/problem with the receipt. If items are to be returned, the cardholder is required to take this action. Proxies should remember that the cardholder is ultimately responsible for all charges they make on their p-card and the corrections that may be required.

If a cardholder will not take corrective action or is out of compliance with the p-card rules and requirements, the proxy should notify their supervisor and/or the P-Card Administrator in Purchasing. Appropriate action will be taken to insure the cardholder understands their responsibilities and complies with the program requirements.

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SECTION 4: Audits

The p-card charges are audited by several different agencies throughout the year. The first audit is performed when your department management reviews the charges each month when they sign the monthly reconciliation.

The FSU P- Card Administrators in the Controller's office will accomplish reviews of all charges paid on the weekly file. They will also perform periodic unscheduled audits of the charges approximately once or twice annually.

The Office of Audit Services performs periodic audits on departments throughout the year. They randomly select departments and cardholders and perform a 100% audit of all charges.

Finally, the state of Florida auditors will audit the entire p-card program and can perform audits on randomly selected cardholders and/or departments.

Any of these aforementioned audit agencies has the capability to recommend an employee be required to refund the University or be removed from their duties in the program if there are major findings during the audit. They will work with the P-Card Administrators in Purchasing and the Controller Office when making these recommendations or when performing audits.

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What are the auditors looking for?

Departments will be audited on compliance with the P-Card rules as documented in the P-Card User Manual and this training.

Questions auditors will have in mind are:

- Are the reconciled reports available for audit review upon?
(Remember, reports must be reconciled ten days after receipt of the file)
- Has the report been signed by the proxy, supervisor and the cardholder?
- Does the vendor name on the receipt match the P-Card Monthly Report?
- Does the amount on the receipt match the P-Card Monthly Report?
- Is there a complete description of the commodity items purchased with the P-Card on the receipt or supporting documentation?
- Was sales tax paid? If so, is documentation available where the cardholder attempted to recover the taxes paid?
- Are P-Card commodity receipts stored with the Monthly Report?
- Did the Cardholder sign the receipt (or Monthly Report)?
- Was the date the goods were received noted on the receipt/commodity documentation?
- Were the P-Card purchases made allowable P-Card charges?
- Is the required documentation attached to P-Card receipts for Special Condition purchases?
- Were transactions processed timely?
- Has the cardholder split charges to avoid the transaction limits?

For Sponsored Research Accounts;

- Were the charges reasonable?
- Were the charges allocable to sponsored agreements under the principles and methods of A-21?
- Were the charges given consistent treatment through application of Generally Accepted Accounting Principles (9GAAP)?
- Do the charges conform to any limitations or exclusions set forth in A-21?

NEXT 

BACK 

CONGRATULATIONS!

You have now completed your initial p-card training!

The next step is to print the P-Card Certification Agreement provided on the email, sign the agreement and send it to Purchasing, Attn: P-Card Administrator. You can fax the document to 850-644-8921 or send the signed form to Mail Code 2370.

Once that form is received in the Purchasing department, the administrator can order a p-card for you.

If you are to become a proxy, in addition to the form you must submit an eORR (electronic Online Role Request) in OMNI to obtain the FSU_PO_PROXY role. When the certification agreement is received the administrator can approve the eORR in OMNI and assign your user id to the cardholder record.

Contact any of the Purchasing P-Card administrators listed at the beginning of this training, if you have any questions regarding this training or the certification process.