
PURCHASING CARD (P-CARD) FREQUENTLY ASKED QUESTIONS

When are reconciled logs due to the Business Office?

The 3rd day of the month following the statement date (statements run on the last day of the month).

All packing slips, invoices, and order forms about a P-card charge belong to the Purchasing Card Transaction Log. Transaction logs should be turned in after the statement is reviewed to ensure all charges are recorded on the logs, and all backup is in place.

Who is responsible for dealing with charge disputes?

The department card custodian or approving official and Program Administrator.

Please complete the Dispute Form and contact the Program Administrator as soon as possible

How many card custodians can a single card have?

Each card should have a custodian and a backup card custodian who can serve all of the functions of the card custodian (including statement reconciliations) if the card custodian is unavailable.

We have too many (or too few) cards for our department budget needs.

It is up to each area's approving official to determine whether more or fewer cards are required for an area. You can ask the purchasing manager (Program Administrator) to make the necessary changes for your department needs.

Our P-card was set up for use on a specific budget; can we use the card to make purchases using other budgets within our department?

Yes. The card limits were set up using whatever budget codes your area provided purchasing when the card was issued. This does not limit your department's use of the card to only those budgets. You must have approval before using other budgets that are not assigned to the department.

What forms are needed by the Program Administrator to use the P-card?

Each designated Card Custodian must have a Card Custodian Participation Agreement on file with the Program Administrator. Each user must have a Designated User Agreement on file with the Card Custodian and a copy with the Program Administrator.

Who should be in charge of the actual P-card?

The p-card card should be kept in a secure, locked location that is accessible only to the card custodian(s) as it is the card custodian who is responsible for the card's whereabouts. Usually, the card custodian is the person responsible for reconciling the department budget(s), and who is ultimately responsible for reviewing the p-card statements and maintaining the p-card transaction logs.

What do we do if an expected charge does not appear on the statement?

You should check with the vendor to find out why. Vendors should only charge your P-card when an item is already shipped. For instance, back-ordered items should not be charged to the P-card until they are shipped, which means that several charges may occur on your P-card until the order shipment is complete. In the event of back-orders, the charges could potentially occur over several statements.

What do we do if a charge appears on the statement and the items are not yet received?

We are unable to pay for items until they are physically received here on campus. Before submitting the transaction log, note that the item is not yet received. Notify accounts payables via email (accountpayables@spscc.edu) as soon as the item is received so that the transaction can be paid and accounted for. Also, you will need to make sure the charge is not fraudulent by reviewing all of your purchases. Additionally, that charge will need to be reported on the next transaction log.

What backup documentation is acceptable in lieu of packing slips?

A signed memo from the approving official that explains the absence of a packing slip and that also verifies items are received. You can also use your invoice, shipping confirmation, receipt and/or order confirmation from the vendor and write on the itemized document that all items have been received in your office.

Is the Approving Official the only person allowed to request a *temporary* increase to the daily limit?

No. If the department requires a temporary increase in card limit and the approving official is unavailable to make the request, the card custodian can request the increase, via email, to the purchasing manager **and** the approving official responsible for the card. The purchasing manager will process the increase immediately, as it will be assumed that the approving official has approved this temporary increase.

Once p-card logs are completed and bank is paid, where can I obtain back-up information to help me reconcile my month-end budget reports?

You can run GL queries you use in ctcLink to see if the expenses have hit your budget.

Now that good faith attempts have been made to use only p-card (by some) can a department switch back some of their purchases to blanket field orders (BFO) when there is a justifiable reason to do so?

The goal is to use the cards as much as possible. For the sake of efficiency, if a department still wishes to switch vendors back to BFO, Purchasing will process your BFO as a matter of practice.

Can we purchase registrations using the p-card?

Yes. The exception being registrations to other state agencies if credit card transactions are not allowed.

Can we use the p-card to purchase airfare?

Yes. Note- do not purchase the insurance

Can we use the p-card to purchase services between departments (Clipper Café, catering, etc.)?

No. Purchases between internal departments within an agency are not allowed per OFM (40.30.40b).

Can we purchase food on the P-card?

Yes. The purchase must be accompanied by a Light Refreshments Form. Food purchased while on travel status is prohibited.

Can we pay contractors on the P-card?

No. See your signed Designated Card User Agreement and Card Custodian Participation Agreement that is filed with the p-card custodian.

Where can I find the other information from the state regarding the P-card program?

The Procurement Card program is outlined in the Procurement Card Program Manual.

The approving official should pre-approve every purchase unless your department has a different internal process for approving purchases.

Statements are now available to all card custodians online on the 1st of the month via the JPMorgan PaymentNet website.

A card check-in / check-out log is now required for each P-card. The log should be kept with the card in a secure location. The check-in / check-out log does not need to be turned in monthly but must be accessible if requested by an auditor.

What is the difference between the Designated User Agreement and the Card Custodian Agreement?

The difference in the agreements represents the difference in the responsibilities. The Designated User agrees to manage the card and abide by the rules while in possession. The Card Custodian's agreement makes the custodian responsible for all of the aspects of the card including while it's checked out. If the P-Card Custodian is the only user of the card then, the Program Administrator (Purchasing Manager) only needs the Card Custodian Agreement.

Card Custodian	Designated User
Ensuring all purchases on the P-Card follow college policies and procedures	Following college policies and procedures for purchases made while the card is checked out
Maintaining Transaction Log	Submit all receipts, invoices and other backup documentation is turned in to the Card Custodian
Tracking and Verifying All transactions	Keep the P-Card secure at all times
Ensuring all purchases have valid supporting documentation for each purchase made	
Transaction Log is complete with all necessary information	
Reconciling transaction to monthly statement	
Safeguarding card	