

# P-Card Training

Delgado Community College

## TEAM MEMBERS



*Role & Responsibilities*

# P-Card Holder Responsibilities

- Annual certification required by user
- Agreement signed annually
- Never use card for personal use. Only to be used for official state business with appropriate approval
- Never include full account number on any documentation or send merchant copy of card
- Card should never be loaned or used by anyone else than the cardholder
- Responsible for security and use of card

## Continued.....

- Never pay taxes
- Never attempt to access cash or accept cash in lieu of a credit
- Never to be used for alcohol, food\* or entertainment purposes
- Never to be used to avoid procurement or payment procedures
- Never purchase gift cards/certificates
- Never used for fuel or vehicle maintenance
- Never make payments directly to bank
- Every transaction must have detailed receipt



## Continued....

- All receipts scanned into WORKS and forwarded with log to Accounts Payable for review and maintenance of files within 5 business days
- Notify administrator immediately if card is lost/stolen or for fraudulent charges or if the cardholder is leaving the agency
- Never make or attempt to make split purchases due to limits set on card (Multiple transactions for same vendor on same day/consecutive days)
- Always follow procurement laws, policies and procedures, statutes, executive orders, payment procedures and PPM49
- Never allow merchant to swipe card multiple times

# Approver Responsibilities

- Ensure charges are valid, authorized, and are in accordance with policy
- Annual certification and approver agreement form signed annually
- Ensure log and statements are signed by cardholder and approver
- Ensure documentation is scanned into WORKS and that all documentation, receipts, memo match
- Report fraud and notify if termination of employee
- Ensure receipt has complete description (not generic)



## Continued.....

- Approvers must ensure each transaction:
  - Fits business needs
  - In compliance with all state and agencies policies
  - Does NOT include sales tax
  - Not a duplicate request or reimbursement for travel
  - Receipt date match
  - Each transaction is coded properly for payment

# Common Mistakes

- Not signing off on transactions
- Uploading documents only one time per month. Needs to be done within 5 business days of transaction
- Not uploading receipts into WORKS
- Coding Errors
- Documents/Signing off are not done in a timely manner
- Sales tax should not be charged; It is the cardholder's responsibility to obtain a credit from the vendor



# Requisitions Instead of P-card Purchase

- Supplies
  - Items that are on state contract.
- Previous Invoices
- Office Depot and Staples - In some cases will be using requisitions instead of P-Card. Will explain shortly
- ALL SERVICES
  - Grass cutting, dishwashing repairs, equipment repairs, maintenance.  
(ie: Auto Chlor, Chaps Rental, Joe's Lawnmower)





## Continued.....

- Travel, Training, Conference Fees, Registration Fees, etc...
- Food (Unless for educational purposes...such as culinary class)
- If a vendor comes on Delgado property it **MUST** be a requisition-due to insurance requirements
- Proper approval must be obtained **PRIOR** to any purchase/service being done (P-card or Purchase Order)

# Changes...



- Close out purchase requests once completed
- All requests MUST be closed out by end of fiscal year
- Must have a vendor name on each purchase request
- No longer approving quarterly requests. Must have a request for each purchase
- No services will be paid on a P-card (due to insurance regulations)
- Not allowed to use multiple vendors for same supplies (ie: paper towels, toilet paper...use a single vendor)

## OFFICE DEPOT and STAPLES ORDERS: (State Contracted Vendor)

- If the item you are ordering IS on the Office Depot Business (ODP) or Staples Advantage website, you will use your p-card.
- If the item IS NOT on the Office Depot Business website(ODP) or Staples Advantage you MUST submit a requisition for the item(s).

# Non-Approved Purchases



- Purchase made by an employee which is *non-intentional or no intent* to deceive the agency, or simply a miscommunication between a supervisor and a cardholder
- Cardholder will receive counseling in writing and maintained in file
- Cardholder will be made to pay for the item purchased inappropriately
- If another incident happens, agency will strongly consider revoking card and employee may not be eligible to receive another card through the State's programs

# Fraudulent Purchases

- Any use of a card which is determined to be an intentional attempt to defraud the State for personal gain for you or others
- Investigation will be initiated
- Depending on findings, disciplinary action, up to and including termination and/or legal action may be filed against the cardholder
- Card will be removed and the employee will not be able to possess another card through the State's programs
- Any purchases not made by the cardholder, i.e. internet fraud, etc.
- Employee must complete a discrepancy form and submit to Program Admin <http://www.doa.Louisiana.gov/osp/travel/forms/dispute.pdf>

# Consequences of Policy Violations

- Violations will be written up. After 3 violations within a 12 month period, cardholder may be subjected to suspension of card use
- If violations continue, card will be terminated for department use
- Consultation with Program Admin and Dept Head

# Annual Certification IS required for ALL cardholders and approvers! NO EXCEPTIONS!!!

- Annual training is required through LEO and also through Delgado Community College. Both must be completed annually.
- To receive your LEO number, please contact Human Resources.
- If your card is declined or having problems with your PIN number, you will have to call the 1-800 number on the back of your card.
- If you are having trouble logging in, you may contact the LAGOV Help Desk at 1-225-342-2677.
- A link is also available on WORKS to reset your password.
- You can find P-card forms and related procedures at the following:  
<https://www.dcc.edu/administration/policies/forms/p-card.aspx>

# HOW TO CREATE A PURCHASE REQUEST

1. Click **Expenses > Purchase Requests > Requester**. The Purchase Requests screen displays by default.
2. Click **Create** (*All the way to your right*). A drop-down menu displays.
3. Select **Create Purchase Request** from the drop-down menu. The Create Purchase Request screen displays
4. Enter the desired **Request Name**.
5. If the desired **Purchaser** is not displayed?
  - a. Click the search icon. The Select User(s) window displays.
  - b. Select the desired Name. Click OK.
  - c. The Create Purchase Request screen displays the selected Purchaser.
6. Enter the **Vendor** name
7. **Note:** If you wish for the PO Number to generate after the transaction is approved, select **Auto-generated once approved**. This does not apply in most transactions.
8. Make sure the **Payment Type** (*to the right*) displays **"Managed Account"**
9. Enter in Goods/Services the desired **Description**.
10. Enter the **Amount**
11. Enter in Allocation section the **Description**.
12. In the **Value** drop-down menu Select **"Amount"**. Enter amount again.
13. Select the correct **Fund, Organization, Account, Campus Code and Program (FOPAL)**.
14. Click **Submit** and your request is complete.

**\*Note: Please remember to check your Available Funds before making a purchase. \***


Once your Purchase request is entered, your approver must approve and you should get an email from Karen Thomas that "Purchase Request" is on our card.

[kthoma@dcc.edu](mailto:kthoma@dcc.edu) or 504-762-3035



## How to Sign-OFF on P-card Transaction

Log in: <https://payment2.works.com/wpm/action/login.viewLoginPage>

1. click "Home " tab
2. Box titled "In Actions Items" click on PENDING.
3. Next screen ..... put cursor over TXN..... click on drop down arrow  next to transaction # (TXN0001234)

Choose: Allocate/Edit

4. New screen: enter the FOPAL

Fund      Organization      Account      Program

Click "Save" and then CLICK "Close" (bottom left)

5. New screen ..... click on drop down arrow  next to transaction # (TXN0001234)

Choose: Manage Receipts (you must write the TXN# on receipt, sign, date and have Approver sign & date. Escan and save, so you can attached the receipt in P Works)

6. New screen ..... click on

Choose: New Receipt

File to Add: find saved receipt

Receipt Date— "date of purchase"

Description: make notes if you like

Then click

7. New screen ..... select transaction  (TXN0001234)

Choose: "Attach to Purchase Request"

Choose:  "Select Purchase Request " funding this receipt

Click  at bottom screen

8. New screen: Select "Sign Off" at bottom of screen
9. New screen ..... Box titled "Confirm Sign Off". Types notes if you like.
10. Click "OK"

11.

COMPLETE!!!!

Note: Save all your signed receipts for the P Card Log that must be completed each month.

Works

About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works, please contact your Bank of America representative.

Login to Works

Organization: Delgado Community College

Login Name:

Password:

[Login](#)

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

Global Card Access Works®

**BANK OF AMERICA**

Leslie Salinero

Works

Home Expenses Reports

Delgado Community College

My Announcements

High Insurance!  
May 1st is Bank of America's statement closing date. Any pending purchasing card transactions posted on and before May 1st must be coded and approved by Friday May 20th.

Created by your Program Administrator, Lisa Couan, on May 3, 2022

**Expense Report**

Transactions

Expense Report

Purchase Request

Cost	Account	Requester	Requesting As	Event	Type	Current Status
Subnet For Approval	Account Number	Account Holder		2	Purchase Request	Final
				2	Transaction	Final
				3	Purchase Request	Final

3 items Show 10 per page Page 1 of 1

**Accounts Statement**

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
LESLIE SALINERO		2,000.00	0.00	78.00	2,000.00

Learn Show 10 per page Page 1 of 1

**BANK OF AMERICA**

Leslie Salinero

Works

Home Expenses Reports

Expenses > Purchase Requests > Requester

Delgado Community College

**Purchase Requests - Requester**

<< Draft Pending Approval Open Closed All

Advanced Filter

+ Date - 02/02/2022 - 05/13/2022

+ Account - All

Document Request Name Created Date Requested For Account Nickname Vendor Total Requested Attached Total Attached Variance Attached Count

<input checked="" type="checkbox"/>	REQ00000085	Office Depot - Max	03/22/2022	Salinero, Leslie	Publications Coordinator	Office Depot - Max	100.00	36.11	63.89	1
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Search Reset

1 Selected | 1 item Show 10 per page Page 1 of 1

Close

**BANK OF AMERICA** Leslie Salinero

Works Delgado Community College

Home Expenses Reports

Expenses > Purchase Requests > Create Purchase Request

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**Create Purchase Request**

**General**

Request Name: \_\_\_\_\_  
 Purchaser: Salinero, Leslie JD  
 Vendor: \_\_\_\_\_  
 CRI: \_\_\_\_\_  
 PO Number: \_\_\_\_\_  
 Auto-generated once approved

**Approval & Payment**

Approval Route: Public Relations  
 Payment Type: **Managed Account** (Selected)  
 Account: \_\_\_\_\_

Total: 0.00

**Goods/Services** | Description Only | Full Item Info

Description	Amount
0 Selected   1 Item	

**Allocation**

Description	All Values	Amount	GL01: Fund	GL02: Organization	GL03: Account	GL04: Campus Code	GL05: Program
0 Selected   1 Item			110001	610007			

Total: 0.00 | 0.000%

**Comments**

Comments: \_\_\_\_\_

Save and Submit Save Cancel

**BANK OF AMERICA** Leslie Salinero

Works Delgado Community College

Home Expenses Reports

Expenses > Purchase Requests > Create Purchase Request

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**Create Purchase Request**

**General**

Request Name: Shutterslack graphics 25 image pack  
 Purchaser: Salinero, Leslie JD  
 Vendor: Shutterslack  
 CRI: \_\_\_\_\_  
 PO Number: \_\_\_\_\_  
 Auto-generated once approved

**Approval & Payment**

Approval Route: Public Relations  
 Payment Type: Managed Account  
 Account: Publications Coordinator JD

Total: 251.00

**Goods/Services** | Description Only | Full Item Info

Description	Amount
Shutterslack graphics 25 image pack	251
0 Selected   1 Item	

**Allocation**

Description	All Values	Amount	GL01: Fund	GL02: Organization	GL03: Account	GL04: Campus Code	GL05: Program
Shutterslack graphics 25 image pack		251	110001	610007	7102	FA	600
0 Selected   1 Item							

Total: 251.00 | 100.000%

**Comments**

Comments: \_\_\_\_\_

Save and Submit Save Cancel

**BANK OF AMERICA** Leslie Salinero

Works Delgado Community College

Home Expenses Reports

Expenses > Purchase Requests > Purchase Request Details

**Purchase Request Details - PRC00007622 - In Progress**

**General**

Request Name: Shutterslack graphics 25 image pack  
 Created Date: 05/13/2022  
 Requester: Leslie Salinero  
 Vendor: Shutterslack  
 CRI: \_\_\_\_\_  
 PO Number: \_\_\_\_\_

**Approval & Payment**

Approval Route: Public Relations  
 Payment Type: Managed Account  
 Account: Publications Coordinator  
 Account ID: \_\_\_\_\_  
 Expiration Date: Funds will not automatically expire

Request Total: 251.00  
 Attached Total: 0.00  
 Attached Variance: 251.00

**Goods/Services** | Total: 251.00

**Allocation** | Total: 251.00 | 100.000%

**Attached Transactions**

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Camp/Vol/Auth	Allocation	Amount Allocated	Uploaded Receipt
No data available in table											

Clear Filters Columns