

P-Card Training

Delgado Community College

TEAM MEMBERS



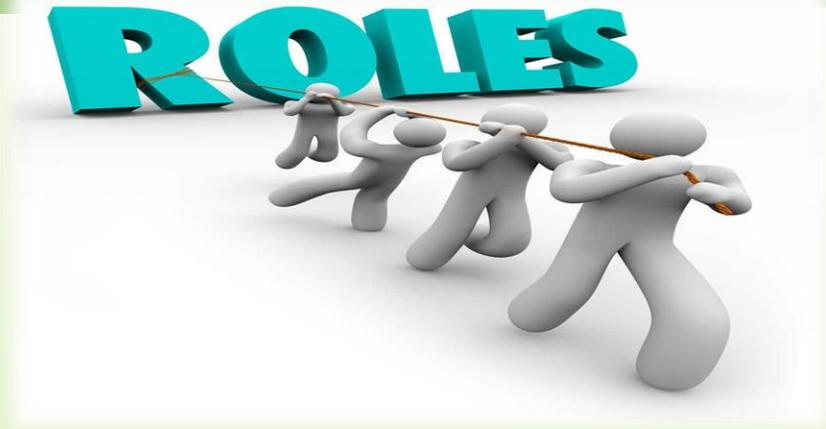
Role & Responsibilities

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, statues, 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
- 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)

STAPLES ORDERS:

(Staples is a State Contracted Vendor)

- If the item you are ordering IS on the Staples Business Advantage website, you may use your P-card to make the purchase
- If the item IS NOT on the Staples Business Advantage website, you MUST enter 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!!!

- To receive your LEO number, please contact Charlene Pipkin in Human Resources. Ext 3003.
- 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:
<http://www.dcc.edu/departments/policy-office/forms/purchasingcard.aspx>