

KSU P-Card Corner

April—June 2015

Quarterly Updates

Points of Interest

- Year End Deadline
- New P-Card Specialist
- FY15 Notes
- FY16 Good News!



Resources

- KSU P-Card Policy <https://policy.kennesaw.edu/sites/web.kennesaw.edu/policy/files/purchasingcardpolicy.pdf>
- KSU P-Card Procedures <http://www.kennesaw.edu/procurement/files/pcardprocedures.pdf>
- DOAS Statewide P-Card Policy http://doas.ga.gov/StateLocal/SPD/Docs_SPD_Cards/PCard_Policy.pdf
- BOR Guidelines http://www.usg.edu/business_procedures_manual/section3?manual/C112T

Year End Deadline

We are fast approaching the 2015 fiscal year end. There is only one more P-Card Statement Cycle remaining:

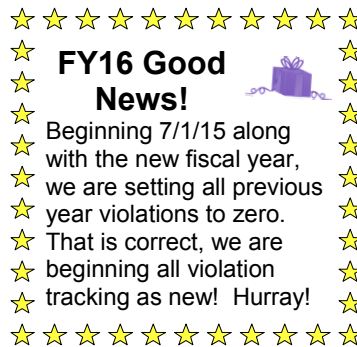
5/16 - 6/15

All KSU P-Cards are shut down during fiscal year end for two weeks, from 6/16/15 to 6/30/15. P-Card functions will resume on 07/01/2015.

Please note we are available to offer custom training sessions for any individual cardholder, supervisor, business manager, department or college.

New P-Card Specialist Joining OPC

Please join us in welcoming Laurie Morse to our OPC team as P-Card Program Specialist! We are happy to have her on board 7/6/15 and know you will all enjoy working with her. Her phone number will be 470/578-2587. Welcome Laurie!



FY16 Good News!

Beginning 7/1/15 along with the new fiscal year, we are setting all previous year violations to zero. That is correct, we are beginning all violation tracking as new! Hurray!

FY15 Notes

FY15 marks a year full of changes and milestones for KSU as a whole. From Consolidation to looking ahead at the "New U" in FY16, the KSU P-Card Program made progress toward growth as well. To mention just a few items:

- New Works® interface was fully implemented by December 2014
- Violations were reduced by almost 14% as compared to FY14
- Began new cardholder training, "P-Card Basics" effective in July 2014

We are looking forward to adding new KSU P-Card Cardholders from the Marietta campus in July!!

Let's have a great FY16!

P-Card Statement Tips

When submitting P-Card statements, please remember:

- Cardholder needs to print report, assemble statement packet, attach receipts and authorize by signing.
- Cardholder's supervisor needs to inspect the statement packet, check receipts and allocations for accuracy and sign the statement for approval.
- Business Managers also need to check the statement closely, assuring all items are in order before the statement is submitted to the Office of Procurement and Contracting (OPC).

Staples Tip: Remember you can retrieve a copy of your order from the website or request a copy from customer service at support@staplesadvantage.com If you need additional help, you can contact the KSU sales representative, Chuck.Perry@staples.com.

Please note: You are not allowed to use your KSU P-Card when making purchases between KSU Departments, (e.g. purchasing items from the KSU Bookstores or the KSU Mall). This is a Major Violation. Please contact us at OPC or talk with your Business Manager for assistance in processing these purchases correctly.

Please let us know if you have any questions or concerns.

Office of Procurement and Contracting
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