



KSU P-Card Corner

April - June 2016

Quarterly Updates

Points of Interest

- KSU P-Card Request and Change Form available online
- KSU P-Card Training Programs Updated - FY17
- Calling all P-Card Supervisors to be in compliance



Purchasing Card Resources

- KSU P-Card Policy
- KSU P-Card Procedures
- DOAS Statewide P-Card Policy

[http://
procurement.kennesaw.edu/
pcardresources.php](http://procurement.kennesaw.edu/pcardresources.php)

- BOR Guidelines
[http://www.usg.edu/
policymanual/](http://www.usg.edu/policymanual/)

KSU P-Card Request and Change Form is now automated!!

The KSU P-Card Request and Change Form (previously a paper form) is now offered to our P-Card community in an online format. This change streamlines the way employees will request a card, request access to Works®, or to request changes to their information.

Please see our website and job aid for instructions:

[http://
procurement.kennesaw.edu/
pcardforms.php](http://procurement.kennesaw.edu/pcardforms.php)

This change is effective as of June 13, 2016. It is easy to use!

This system will be utilized for all Works® users to recertify their need to keep P-Card accounts and/or Works® access. An email will be sent out when the next recertification is required. (Anticipated for August 2016).

Purchasing Card Statement Tips

When submitting P-Card statements, please remember:

- All documentation must be attached, including any required prior approvals.
- Do not use staples when assembling the statement packets.
- Make sure both the cardholder and the cardholder's supervisor have approved/signed.

KSU P-Card Training Programs Updated early FY17

We are very excited to share the news that our training programs are being updated. You will have the option to choose online or classroom training in order to meet the requirements for issuing new card accounts as well as meeting annual required training for card accounts and/or Works® access. Classroom training will be offered at least quarterly and online training will be available at any time. The same training course will now be required for cardholders, supervisors and business managers alike.

Join us in looking forward to the new and exciting training options for our P-Card program. More information coming soon!

Deadline Dates

July * Aug * Sept

- ◆ Jul 28, 2016, 5 pm
- ◆ Aug 26, 2016, 5 pm
- ◆ Sep 28, 2016, 5pm

Did you know?

It is prohibited to allow anyone else to use your P-Card, even if it is for valid University business.

Notice to all P-Card Supervisors

All P-Card Supervisors must sign off on their P-Card Cardholder's transactions in Works® beginning July 15, 2016.

For questions regarding this important compliance issue, please contact Pam Barnes, P-Card Program Manager at x3603.

Extend a warm welcome to our new P-Card Program Specialist!

Please join us in welcoming **Denise Robbins** as our new P-Card Program Specialist! We are excited to have her on board!!

Let us know if you have any questions.

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