



Office of Procurement  
and Contracting

**Quarterly Update**

**Points of Interest**

- Launching New Bank of America Merrill Lynch Works® System Interface
- New P-Card Request and Change Form
- P-Card Monthly Limit Options Minimized
- November P-Card Statements—100% Meet Deadline!

**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](http://doas.ga.gov/StateLocal/SPD/Docs_SPD_Cards/PCard_Policy.pdf)
- BOR Guidelines [http://www.usg.edu/business\\_procedures\\_manual/section3?manual/C112T](http://www.usg.edu/business_procedures_manual/section3?manual/C112T)



# KSU P-Card Corner

January—March 2015

## New Bank of America Merrill Lynch Works® System Interface

In November, KSU began using the new Works® interface. All transactions and activity will be reported in both the old and new system until sunset date of 5/31/15.

In January, the website was updated to reflect the new URL and the old interface URL was removed.

We offer a special thanks to our “focus group” who gave excellent feedback this past Spring and advised training sessions were not needed.

Ann Ryan (EIM) stated, “I found the new interface to be very user-friendly.”

## Updated P-Card Request and Change Form

We have recently updated the P-Card Request and Change Form which now includes the Card Profile Limits. In order to request a new card, to change the cardholder name, update home department or request a permanent profile change, you will need to submit the new form. It is now located on the OPC website. See <http://kennesaw.edu/financialmanagement/forms.html>



## Spending Limit Profile Options Streamlined and Updated in Works®

As we prepare for growth in 2015, we have updated the KSU P-Card Cardholder Profile Spending Limits. We offer general monthly spending limits of \$1,000, \$5,000, and \$10,000. Other limits may be requested by contacting the KSU P-Card Program Manager.

**For the November 2014 Deadline of 12/2/14, we received 100% of the P-Card statements on time!**

**Thanks to all of our P-Card Cardholders, Supervisors and Business Managers!**

## P-Card Statement Tips

When submitting P-Card statements, please remember to double-check the packet for the following:

**Statement Requirements**  
Submitted statements should show final allocations, have detailed comments that justify the purchase and have proper signatures (cardholder and immediate supervisor).

**Receipts and packing slips**  
If you have small size receipt or documentation, please be sure to securely tape to a regular 8 1/2 x 11 size sheet.

**Sales Tax**  
Make sure no Georgia sales and use tax was charged.

**Proper Approvals**  
Approvals for Food and from various campus groups such as UITS, AVTS, Design, and Legal.

**E-Verify**  
Affidavit documentation is required for “services” over \$2,499.99. See <http://kennesaw.edu/procurement/files/everifyfaqs.pdf>

**Properly secure statement**  
Packet should be secured with binder clip, not paper clips or staples.

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

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