



KSU P-Card Corner

January—March 2016

Quarterly Updates

Points of Interest

- Deadlines and Due Dates April, May and June 2016
- Recertification Due Again!
- Upcoming Changes



Purchasing Card Resources

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

<http://procurement.kennesaw.edu/pcardresources.php>

• BOR Guidelines
<http://www.usg.edu/policymanual/>

P-Card Due Dates and Year-End Deadlines

We are fast approaching year end for FY16. Please note the deadline dates for allocations and paper statements to be submitted to our office:

April, May and June 2016:

- ◆ 04/28/16 by 5pm
- ◆ 05/27/16 by 5pm
- ◆ 06/28/16 by 5pm

Also, please note that the KSU P-Cards will be shut down during the final two weeks of the fiscal year:

(June 16 - June 30, 2016)

***** All P-Card transactions should be processed no later than June 1st to ensure they post by June 15, 2016. *****

Purchasing Card Statement Tips

When submitting P-Card statements, please remember:

- Please take care to adhere to your Cycle Limit and Single Transaction Limit during the month. With end of year spending, you may see that you need a temporary increase in one or both of your P-Card Limits. Please request the amount, time needed and copy your supervisor when you request these changes.

Annual P-Card Recertification Coming up Soon

We will be contacting you in April to ask you to renew or “recertify” your need for a P-Card and/or access to the Works@ system.

Failure to respond could result in your card account being closed and/or your Works@ access being deactivated.

This process is an annual DOAA requirement and KSU must remain in compliance. Please help us out and respond quickly. Be on the lookout for an email from us very soon!



P-Card Default Mailing Address:

**Procurement Card Administration
Kennesaw State University
3391 Town Point Drive NW,
Ste 3750
Kennesaw, GA 30144**

- Please do not use staples, only paper or binder clips since we close out each monthly audit by scanning these documents.

FY16 Changes

- ◆ All P-Card Supervisors must sign off in the Works@ system as well as sign the hard copy statements.
- ◆ There are no dual roles allowed for P-Card Cardholders, Supervisors or Business Managers.

Changes are just around the corner!!

Beginning with FY17, we are happy to announce a few changes coming your way! Here are a few of the things that will change no later than July 1, 2016:

- ◆ Automated P-Card Request and Change form
- ◆ New online training package
- ◆ New classroom training package

Classroom Training

We will be offering “P-Card Basics” training on May 11, 2016.

Please check out the link at <http://tinyurl.com/kennesaw-pcb>. Once you sign in to OwlTrain, it will then route you to “P-Card Basics”.

This course has been designed with new cardholders in mind, but it also offers basic overview information, useful for any P-Card cardholder, supervisor or business manager.

Office of Procurement and Contracting

**Main Line
470.578.4355**

Pam Barnes
P-Card Program Manager
470.578.3603
pbarnes@kennesaw.edu

Laurie Morse
P-Card Program Specialist
470.578.2587
lmorse@kennesaw.edu