

KSU P-Card Corner

Jan—Mar 2017

Quarterly Updates

Points of Interest

- P-Card Plan scheduled for April 1, 2017
- Looking for pilot group
- P-Cards and Year-End
- April, May and June Date Ranges and Deadlines



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/)

New updates regarding “P-Card Plan” coming soon!

We are still awaiting confirmation from the state regarding our submitted P-Card Plan that includes KSU special waiver requests. We will communicate with everyone as soon as we have received official word from DOAS.

Seeking P-Card Volunteers!

Have you ever wondered about the possibility of uploading receipts and scanning P-Card statements?

We are exploring these options and would like to set up a pilot group to assist us with trial testing.

The projected date to begin these trial processes will be early in the next fiscal year (July 2017).

If you are interested in helping us test, please email us at pcard@kennesaw.edu and enter PILOT GROUP in the subject line.

Please Note:

All comments entered into WORKS® must contain the justification for the item(s) purchased along with a brief description.

Please give us a call or email us at pcard@kennesaw.edu if you have questions.

Year-End 2017 and P-Card Transactions

If you were at KSU during the last few years, you will recall that P-Cards were shut down for the final two weeks each fiscal year.

For FY17, P-cards will remain active and will not be shut down.

The last regular statement for FY17 will include the date range from 5/16/17 - 6/15/17. This statement and all allocations in Works® will hit the deadline of 6/28/17. These transactions will be applied to FY17 funding.

For transactions posting from 6/16/17—6/30/17, please note these transactions will also hit the FY17 budgets. We will run an additional sweep on 6/30/17 in order to process toward FY17 funding. All allocations will need to be submitted no later than 6/30/17, 5pm.

Cardholders will not need to submit a separate statement for these final two weeks of June. These transactions will fall into the July statement. As explained above, the first two weeks of the July statement will hit FY17 and the second half of this statement period (7/1/17—7/15/17) will be expensed in FY18.

Changes for P-Cards at Year-End FY17

Upcoming DATE RANGES and DEADLINE DATES

APRIL
3/16/17 - 4/14/17
Due Fri, 4/28/17

MAY
4/15/17 - 5/15/17
Due Fri, 5/26/17

JUNE
5/16/17 - 6/15/17
Due Wed, 6/28/17

P-Card Plan Information Guide

Coming Soon!!



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