



KSU P-Card Corner

July—Sept. 2016

Quarterly Updates

Points of Interest

- KSU P-Card Changes
- P-Card Training Updates
- Works® Re-certification required by October 14, 2016



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/>

KSU P-Card Changes are here!

We are happy to announce several changes to the KSU P-Card program.

As most of you know, we are up and running with the new, automated *P-Card Request and Change Form*. This form can now be accessed via KSU Connect and is used for requesting cards, changes with current cards, requesting Works® access or responding to our annual Re-certification for the Works® system.

Changes have also been made to the *KSU P-Card Procedures* that go into effect on 9/16/16. They are posted to the website under P-Card Resources. We have also made changes in our classroom training package to reflect the changes in Procedures and our online training package will be ready by October 1, 2016.

Last, but not least, we now have our own resource account - pcard@kennesaw.edu. Please email us at this email address when you have specific P-Card questions.

Please check our mailing address when sending items interoffice to us:
Our mail drop number is **#9121**

KSU P-Card Training Programs Updates

For issuing new cards or completing annual P-Card training requirements, we will accept online OR classroom training beginning this fiscal year. The same training course will now be required for cardholders, supervisors and business managers.

Projected classroom training sessions:

- Sept. 21, 2016 - KSU Center
- Nov. 9, 2016 - KSU Center
- Jan. 25, 2017 - Marietta Campus
- Apr. 19, 2017 - KSU Center

You may register for our online classes through the Center for University Learning at: <http://tinyurl.com/kennesaw-pcb>. Once you sign in to OwlTrain, it will then route you to:

“FLEx: Purchasing (P-Card) Fundamentals”.

Annual Re-certification Due October 2016

FY16-FY17 Re-certification for the Works® system is required by October 14, 2016. This requirement is for all P-Card cardholders, P-Card supervisors and business managers to declare yes or no if they still need their card and/or access to the Works® system. Emails will be sent asking for your cooperation with this compliance issue.

Statement Deadline Dates

July * Aug * Sept

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

Purchasing Card Statement Tips

When submitting P-Card statements, please remember:

- In-store receipts must be signed by cardholder and supervisor.
- Make sure both the cardholder and the cardholder's supervisor have approved/signed the monthly statement. Supervisors are now also required to sign off of transactions in Works®.

Let us know if you have any questions.

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