



Office of Procurement
and Contracting

KSU P-Card Corner

May 2014

Quarterly Updates

Points of Interest

- Year End Deadline
- New Bank of America Merrill Lynch "Works" System Interface
- Credit Limit and Single Transaction Limit Increases
- P-Card Statement Tips

Resources

- KSU P-Card Policy [https://
olicy.kennesaw.edu/
sites/web.kennesaw.edu.
policy/files/purchasing
cardpolicy.pdf](https://olicy.kennesaw.edu/sites/web.kennesaw.edu/policy/files/purchasingcardpolicy.pdf)
- KSU P-Card Procedures [http://
www.kennesaw.edu/
procurement/files/
pcardprocedures.pdf](http://www.kennesaw.edu/procurement/files/pcardprocedures.pdf)
- DOAS Statewide P-Card Policy [http://doas.ga.gov/State
Local/SPD/Docs SPD
Cards/PCard_Policy.pdf](http://doas.ga.gov/StateLocal/SPD/Docs_SPDCards/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)

Year End Deadline

We are fast approaching the 2014 Fiscal year-end. There is only one more P-Card Statement Cycle remaining:

5/16 - 6/13

All KSU P-Cards are shut down during fiscal year end.

From 6/14 to 6/30, no P-Card transactions are allowed. P-Card functions will resume on 07/01/2014.

It is strongly recommended that you complete all purchases by 6/10/2014 to allow transactions to post in time for year-end processing.

Requesting Card Limit Increases

To request a P-Card limit increase, first determine if an increase in credit limit, single transaction limit or both are needed. Then submit the request ensuring both the cardholder and supervisor are copied:

- 1) Credit Limit increase amount (\$5,000, \$10,000, other amount?) If over \$25,000, DOAS special permission required.
- 2) Single Transaction Limit increase amount . If over \$4,999.99, DOAS special permission required.
- 3) Cycle period needed.

New "Works" System Interface

Beginning Fall 2014, P-Card holders may begin using the new Bank of America Merrill Lynch Works® interface.

A Focus Group of 12 members piloted the system during spring 2014, giving excellent feedback with the functions and various changes.

There will be online as well as classroom training options available.

More news on the system coming soon!



P-Card Statement Tips

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

Proper signatures

Everyone should use the signature stamps provided. Please advise if any cardholders still need these.

Receipts included

Also for any smaller size documents, please be sure to tape to 8 1/2 x 11 paper. Please do not staple receipts or any part of statement packet.

Sales Tax

Make sure no sales and use tax charged.

Proper Approvals

Approvals for Food and from various campus groups such as ITS, AVTS, Design, and/ or Legal.

E-Verify

Affidavit documentation is required for "services" over \$2,499.99.

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.

Office of Procurement
and Contracting

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