



# KSU P-Card Corner

October—December 2015

## Quarterly Updates

### Points of Interest

- Coming Soon!  
Updated Purchasing Card Procedures
- Due Dates—December
- P-Card Chip and PIN technology
- Thanks to Business Managers



### 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/>



## Updates are on the Way for KSU Purchasing Card Procedures!



Please be on the lookout for the newly updated KSU Purchasing Card Procedures. We have been working to make these needed changes and have considered all feedback from our cardholders. In taking a very close look at every item, we feel you will find them easier to follow, while offering more clarity. All rules have a reason for being in place and we have relaxed a few things without dismissing the vital requirements or the integrity of our program. Our release of these updates is scheduled for the end of March 2016.

### Purchasing Card Statement Tips

When submitting P-Card statements, please remember:

- It is the responsibility of the cardholder to obtain all necessary documentation.
- The submitted statements along with the required documentation need to arrive in the Office of Procurement and Contracting no later than the posted due dates.
- Please do not use staples, only paper or binder clips since we close out each monthly audit by scanning these documents.

## P-Card Due Dates

Please note the due dates in December provide a quick turn-around for allocations in Works®. The paper statements have a delayed due date. See below and please plan accordingly:

- **Dec - allocations due by 12/17/15 by 5pm**
- **Dec - statements due by 01/08/16 by 5pm**

### New! Chip and PIN cards arriving soon!

In late November, Chip and PIN Purchasing Card technology began and will be included on newly issued KSU Purchasing Cards. Some new card accounts have already received these new cards and starting in January, the renewal cards will reflect the changes. KSU will be fully converted over the course of three years.

- Please take extra care to not exceed your Cycle Limit or Single Transaction Limit during the month.

### Please note:

You are not allowed to use your KSU Purchasing Card when making purchases between KSU Departments, (e.g., purchasing items from the KSU Bookstores or the KSU Mall). Please contact us at OPC or talk with your Business Manager for assistance in processing these purchases correctly.

## Thanks KSU Business Managers!

### FY16 Works® Procedure Changes Announced

Thanks to all of the Business Managers who met with us and are working toward the needed changes in Works®.

For all other Business Managers, please plan on a short meeting with Pam Barnes before the end of March 2016. Meeting times are available on Thursdays.



*Wishing everyone a happy, safe and most blessed holiday!*

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

### Office of Procurement and Contracting

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