



KSU P-Card Corner

Oct—Dec 2016

Quarterly Updates

Points of Interest

- Bank of America Merrill Lynch® contract awarded
- Annual P-Card Re-Certification closed for FY17
- KSU P-Card Procedures and Training Updates
- New “P-Card Plan” deadlines and implementation in 2017



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/)

Bank of America Merrill Lynch® contract awarded

Effective September 22, 2016, the new mandatory P-Card contract with Bank of America®, N.A. became available for Authorized Users to utilize.

FY17 P-Card Re-Certification Closed for FY17

DOAA requires all P-Card cardholders and Works® users to “re-certify” annually that they still require a P-Card and/or access to the Bank of America Merrill Lynch® Works system. We will offer this each October and it is very important that all users respond promptly. Failure to re-certify will result in cards and/or users being deactivated. We are 100% compliant for FY17. Thank you!

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

P-Card Statement Deadline Dates

- ♦ **December
Allocations Due by
Dec 16, 2016, 5 pm**
- ♦ **Statements Due by
Jan 6, 2017, 5 pm**

KSU P-Card Procedures and Training Program

As required for issuing new P-Cards or completing annual P-Card training requirements, we now accept online OR classroom training.

The training package material is the same in either format and is now required for all cardholders, supervisors and business managers.

Due to pending changes in the P-Card Program at the state level (beginning April 2017), we have temporarily halted classroom options. These classroom training sessions will resume in March or April 2017.

To register for the online class, log into the OwlTrain Online Training System at <http://owltrain.kennesaw.edu>. Once in OwlTrain, go to Search and type in “P-Card”. Here you will find the course, “FLEx: Purchasing (P-Card)”



Special Note

To all Cardholder Supervisors:

It is required for you to sign off for your cardholder(S) on all transactions in Works in addition to approving and signing the paper statement each month. Failure to do so places KSU out of compliance.

New “P-Card Plan” requirements coming in 2017

Most of you already know about the changes anticipated with the P-Card Program across the state of Georgia. We sent an informative email dated November 2, 2016, requesting input and justification regarding the number of cards per department as well as the usage amount of the cards. The Office of Planning and Budget (OPB), The State Accounting Office (SAO) and the Department of Administrative Services (DOAS) are making changes to the P-Card program that will be effective in April 2017. Until this date, we will be working to seek waiver approvals regarding the profile limits needed in order to meet KSU’s purchasing needs.

Let us know if you have any questions.

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