



Middle Georgia
State University

P-Card Training FY25

Amy Ingram

P-Card Administrator

Phone 478-934-5204

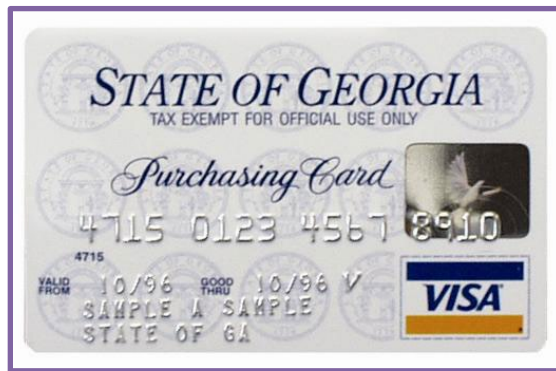
EMAIL: Amy.ingram@mga.edu

Christy Colvin

Director of Finance

Phone 478-757-3602

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Use of the Purchasing Card

- All transactions made using the State of Georgia Purchasing Card must benefit and support the University's mission of education, research, and public service.
- Purchases made with the Purchasing Card must follow State of Georgia Purchasing Guidelines and Procedures.
- The Purchasing Card is a privilege that is granted to certain employees of Middle Georgia State University.
- Purchases for personal use or benefit should never be made with the purchasing card.

WHERE TO GET HELP



Contact P-card Administrator:

Phone: 478-934-5204 EMAIL: Amy.ingram@mga.edu

Contact Backup P-card Administrator:

Phone: 478-757-3602 EMAIL: Christy.colvin@mga.edu

BANK OF AMERICA

To report a *lost/stolen card* call 1-888-449-2273.



Middle Georgia
State University

Changes to p-card police effective April 1, 2017

- P-card is no longer the preferred method of procurement small value items – Epro is to be used whenever possible
- Pre-Approval Process – two signature requirement – budget approver and fiscal approver
- Credit Check – initial and at time of card renewal
 - Score provided – either pass or fail

Unplanned, non-routine and urgent point of sale p-card transactions

- Purchases such as office supplies do not meet this requirement e.g. ink cartridges
- If in doubt – complete the p-card purchase request form and have it approved prior to purchase
- Regular p-card transactions should not be unplanned, non-routine or urgent

Order of Precedence

The Order of Precedence provides you with a list of sources you must use to determine if the commodity or service you are trying to acquire has already been negotiated and must be purchased from the source.

Must be followed in this order:

1. Mandatory Statewide Contracts

2. Existing State Entity Contracts

3. Statutory Sources:

**Products Certified as Mandatory by the State User Council, which includes some products provided by the Georgia Enterprises for Products and Services (“GEPS”)
Georgia Correctional Industries Administration products which have been certified as Mandatory by the Commissioner of the Department of Corrections (“GCI”)**

4. Choice of 5 as:

Convenience Statewide Contracts

GEPS Preferred Products (i.e. those items not certified as mandatory)

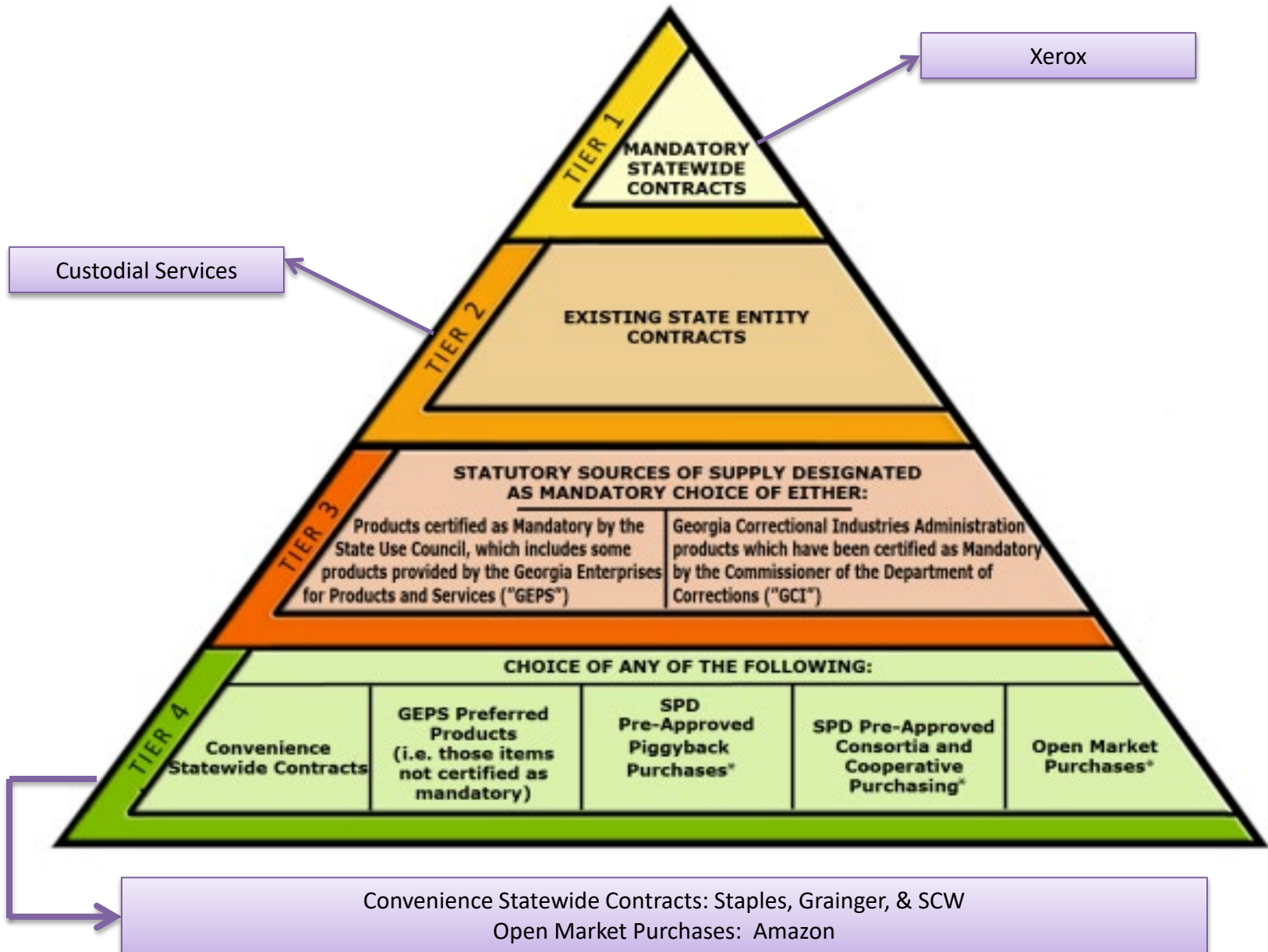
SPD Pre-Approved Piggyback Purchases

SPD Pre-Approved Consortia and Cooperative Purchasing

Open Market Purchases



Order of Precedence

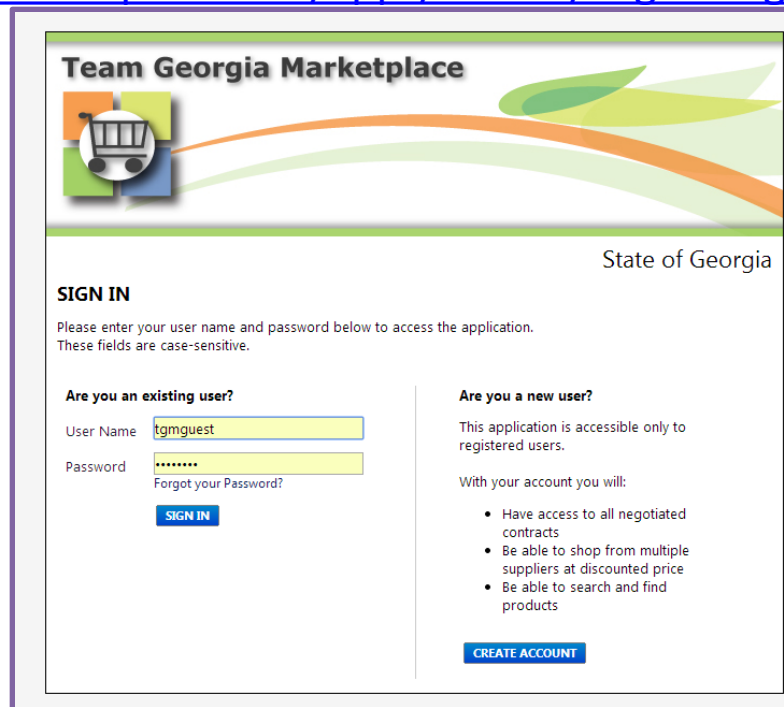


Team Georgia Marketplace

To look up statewide contracts you can utilize the Team Georgia Marketplace Window Shopper website. Please keep in mind that statewide contracts are changing. Some will be renewed and may have a new number, some may be discontinued. Other statewide contracts may be created for the first time.

Access the site at:

<https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia>



Team Georgia Marketplace

State of Georgia

SIGN IN

Please enter your user name and password below to access the application.
These fields are case-sensitive.

Are you an existing user?

User Name:

Password:

[Forgot your Password?](#)

Are you a new user?

This application is accessible only to registered users.

With your account you will:

- Have access to all negotiated contracts
- Be able to shop from multiple suppliers at discounted price
- Be able to search and find products

User Id and Password: tgmguest

You can find contract items

Look up by keyword

The screenshot shows the 'Team Georgia Marketplace' interface. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons. Below this is a breadcrumb trail: 'Contracts > Contracts > Search Contracts'. The main content area features a welcome message: 'Welcome To Team Georgia Marketplace's Statewide Contracts Page! TGM Guest Users: Use The Quick Access Menu To View Specific Statewide Contracts. For More Specific Inquires Use The Field Below To Search By Contract Number, Description, and/or Supplier.' Below the message is a search form with the following fields:

- Contract/Supplier Information:** A text input field with the placeholder 'Search by contract name, number, summary, etc.' and a search button.
- Contract Status:** A dropdown menu currently set to 'Active'.
- By Begin/Expire Date:** A dropdown menu currently set to 'As of Today'.
- Created Date:** A dropdown menu currently set to 'All Dates'.

There is also a link for 'Advanced Search' with a question mark icon.

You can look up statewide contracts

If you leave the search box blank and just click 'go' all statewide contracts will display

If you research the product you would like to purchase and you find that you could obtain the same item from a source not on statewide contract at a lower cost or faster, but the contract is **mandatory** please contact me to process a

Statewide Contract Waiver Request →

before you make the purchase.

I will submit the request to Process Improvement and most of the time I receive an approval.

This process does require additional time and effort and may not always be feasible. Please contact Amy Ingram to discuss on individual case basis.

The image shows a screenshot of the Georgia Statewide Contract Waiver Request form. At the top, there is the Georgia state logo and the title "Statewide Contract Waiver Request". Below the title, a yellow banner states "Form will not be accepted unless submitted by APO/CUPO". The form is divided into several sections with blue headers:

- Organizational Information:** Includes fields for State Entity Name, State Entity Code (5-Digit Code), Date (mm-dd-yy), and APO/CUPO Name.
- APO/CUPO Information:** Includes fields for Name, e-Mail Address, and Telephone.
- Statewide Contract Information:** Includes fields for Contract Name and Contract Number.
- Justification Details:** Includes a description of goods/services, reasons for waiver, request type (One Time Waiver or Repetitive Purchase), estimated waiver time frame, estimated quantity, and estimated amount.
- State Purchasing Division (SPD) Review Decision:** This section is highlighted in green and contains fields for Category Group Manager, approval status (Approved/Not Approved), approval date (mm-dd-yy), approval period, approved amount (not to exceed), and additional comments.
- Assistant Commissioner/Director:** Includes fields for approval status (Approved/Not Approved) and date approved (mm-dd-yy).
- Submission Details:** A purple header section at the bottom.

Allowable Purchases

Following State Purchasing Guidelines and Procedures:

- Supplies and materials
- Software
- Single Equipment Purchases under \$2,999.99
- Subscriptions
- Memberships

up to the cardholder's approved Single Transaction Limit (including shipping, handling, etc.)

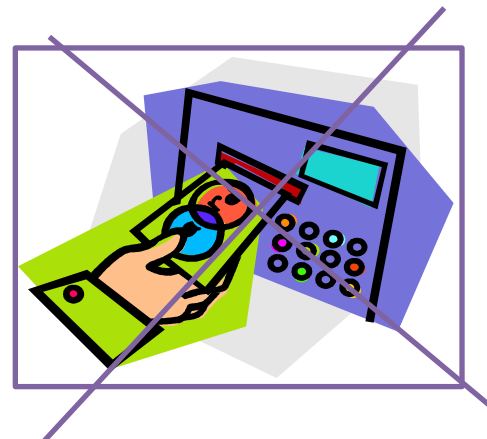
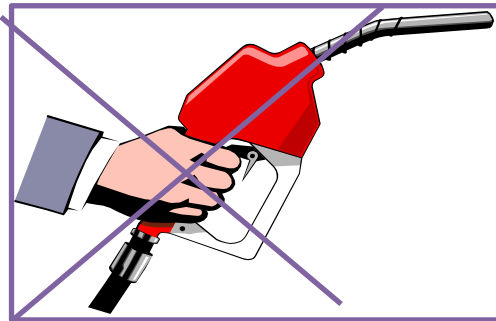
Do not split transactions between one or more cards or create multiple transactions with the same vendor to circumvent the Single Transaction Limit!!!

Prohibited Purchases

NO PETROLEUM

NO PERSONAL PURCHASES

(There is a Merchant Category Code [MCC] restriction on all College Purchasing Cards that specifically restrict the purchase of cash advances).



Purchasing within the School

Do not use your p-card to make purchases at the Bookstores, Cafeteria, or Conference Center.

To make purchases at the Bookstore please contract Barnes & Nobles directly.

To make purchases at the cafeteria or with catering, complete the catering request and enter a requisition into ePro.

To make purchases with the Conference Center send the completed registration form to Christy Colvin at Christy.colvin@mga.edu with department chart-field information.



Chip & PIN

How does a chip credit card work?

- It's easy. If the retailer has a chip-enabled terminal, simply insert your chip card face up in the terminal. The chip card will remain in the terminal while the transaction is processed. To authorize your transaction, just follow the prompts on the terminal as you do today.
- You'll be prompted for a signature to complete the purchase, you may be asked to provide a PIN. Should this occur, just enter the credit card PIN assigned to your card. Your card is available to be removed from the terminal once the transaction is completed.
- If the retailer is not equipped to read the chip card, just swipe as you do today. For transactions made over the phone or online, nothing changes.

What is Chip & PIN?

- The term "PIN" simply refers to how you will authorize the transaction – by entering a PIN. When using your Bank of America chip credit card, you'll be prompted for a PIN to complete the transaction. Should this occur, just enter the credit card PIN assigned to your card.
- The enhanced security against counterfeiting is contained within the chip itself. The chip makes the transaction more secure by encrypting information when completing a transaction at a chip-enabled terminal. As a result, Chip & PIN transactions offer enhanced security against counterfeiting.



Disputing a Transaction

When a cardholder discovers that an incorrect amount has been charged for goods received, or a questionable purchase or transaction appears on a cardholder's memo statement, the cardholder must immediately seek to resolve the problem with the vendor.

If no resolution can be made, the cardholder can dispute the transaction online in the Works software application within 60 days. The cardholder can find instructions in the Program Manual under "Disputing a Transaction." Link to dispute form:

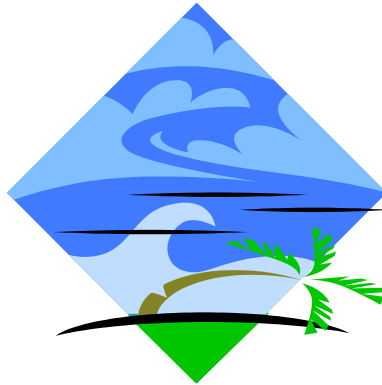
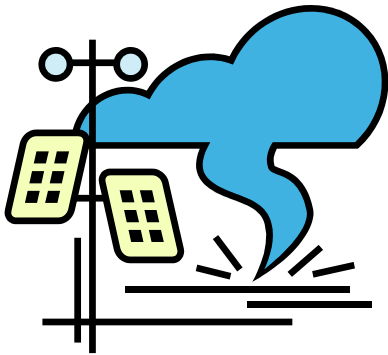
https://www.mga.edu/procurement/docs/Dispute_Form.pdf

If cardholder experiences any problems with the procedure, they can contact the Purchasing Card Administrator/Coordinator for assistance:

478-934-5204 Amy.ingram@mga.edu or 478-757-3602 Christy.colvin@mga.edu.

Emergency Purchases

An emergency situation exists in cases where the welfare of the general public is at stake e.g. extreme weather conditions, or official declared emergencies



SALES TAX EXEMPTION

- It is the responsibility of the cardholder to ensure that sales tax is not charged when making a purchase with the Purchasing Card. If tax is charged in error **the cardholder must** request a credit from the supplier as soon as possible after discovering the error.
- The embossed line on the Purchasing Card reads “State of Georgia”. The University is exempt from ALL sales taxes but it is the cardholders’ responsibility to provide vendors with the sales tax exemption form.
- The cardholder can contact the Purchasing card Administrator for a copy of the Sales and Use Certificate of Exemption. Amy.ingram@mga.edu

P-card Reconciliation

Cutoff/Deadlines For Purchases/Reporting

- Monthly cutoff for cardholder purchases posted **27th** of each month
- Procurement card statement issued to cardholder **5th** of each month
- WORKS sign-off completed by **27th of each month**
- **Approved Reconciliation upload to server with both signatures 15th of each month**
- **Weekly/Monthly Transaction Review:** In the Works application (web-based software used for reconciliation and reporting); the cardholder will be emailed after each transaction has been posted to their credit card. The cardholder will be responsible for reviewing and reconciling transactions weekly. Sign-off in WORKS must be completed by the 1st of the following month.
- The p-card holder shall include a monthly purchasing card log as part of his/her reconciliation package. In addition, the reconciliation package must include the p-card statement and the backup documentation for each charge.
- Link to Monthly Log: <https://www.mga.edu/procurement/documents.php>

Monthly P-Card Log

| Monthly Purchasing Card Log | | | | | Cardholder: | Your name here | | |
|---|---------------|---|----------|----------------------------|-----------------------|-----------------------------|---------------|---------|
| Month: <u>Name of Month 28, 20xx - Name of Month 27, 20xx</u> | | | | | Phone Number: | Your work phone number here | | |
| Date | Supplier | Item(s) Purchased | Amount | Employee Purchase Made For | Intended Business Use | Dept. | Grant/Project | Expense |
| of P-card transac | Supplier Name | Examples | | | Department | Number xxxxxxx | if applicable | xxxxxx |
| | | Conference registrations for John Smith and John Hancock to attend XYZ event on July 15, 20xx in Maui, Hawaii | \$150.00 | John Smith | Procurement Office | 1606030 | N/A | 727110 |
| | | Office Supplies - use EPRO!!! Do not purchase with p-card!!! | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | \$150.00 | | | | | |
| Cardholder <u>YOUR SIGNATURE HERE</u> | | | | | | | | |
| I certify that I have made all of the listed transactions on behalf of the Agency and that they comply with the established procedures for using the purchasing card. | | | | | | | | |
| Authorizing Official <u>P-CARD APPROVER SIGNS HERE</u> | | | | | | | | |
| I certify that I have reviewed all of the charges, invoices/receipts and charging information for the above purchases. All charges and documentation comply with State and Agency purchasing regulations and all charging information is complete and correct | | | | | | | | |
| ***** A COPY OF THIS LOG MUST BE ATTACHED TO THE MONTHLY STATEMENT ***** | | | | | | | | |

DOCUMENTATION REVIEW

PURCHASES OF SUPPLIES AND MATERIALS

There is no one right definition of adequate documentation for all transactions. The nature of the goods or services received determines what information the invoice or receipt must contain.

However, all invoices should contain basic information about the transaction.

These are:

- Vendor or merchant name
- Transaction date
- Line item information
 - Quantity
 - Description
 - Unit Price
 - Line Price (quantity times unit price)
- Total invoice amount
- Attestation of receipt of goods or services

If the documentation is a cash register receipt, then the cardholder's signature should be on it.

If the items were shipped, the receiving employee should sign the packing slip, and the invoice if it comes in the shipment, and send to the documentation to the cardholder. The cardholder should keep the original, signed packing slip and invoice with the transaction log or monthly billing statement.

Shipping addresses should be to the school addresses only.

Specialized Transactions

In addition to the above information, good accounting practices dictate that certain transactions have the following documentation:

Subscriptions (Newspapers, magazines)

- Length of subscription or renewal
- Name of periodical
- Name of employee for whom periodical was ordered
- Delivery address for the periodical
- Cardholder should sign original order or renewal form

Organizational Memberships

- Name of employee for whom the membership is paid
- Length of the membership period

Printing

- Copy of finished product
- Job order or other document showing the number of documents printed

Add p-card reconciliation to shared network drive

- Save p-card statement, p-card monthly log and supporting documentation as one pdf (Adobe) file
- Name it: Last name, First Initial of First Name – Month of transaction & year
Example: Stefano, S Oct 2022.pdf
- Map shared network drive: Pcard_Reconciliations\$
- Find correct monthly folder and save:
Example: 04 Oct 2024
- Make sure you signed off on your transactions in Works
- Verify all documentation has been submitted
- The complete electronic p-card reconciliation must be uploaded to the server by the 15th of each month.

Reminder for P-Card Reconciliation

- Make sure that no sales tax is added to your purchases.
- Review the p-card manual for allowable purchases and prohibited purchases.
- The signatures of the p-card holder and the authorizing official by the 15th of each month are required on the p-card statement and on the monthly purchasing card log.
- Allocate your chart field strings in Works and sign-off weekly.
- Add comments for each transaction describing the purchase.
- Upload your monthly p-card reconciliation no later than the 15th of each month to the Pcard_Reconciliations\$ server.
- Make sure that you have proper documentation for each transaction including the pre-approved p-card purchase request form

Reminder for P-Card Reconciliation

AUTHORIZING OFFICIAL

The Authorizing Official is responsible for the following:

•Approval Review:

Each Authorizing Official is responsible for ensuring all items purchased by an employee have been approved and has the signature of the card holder and authorizing official on the bank statement and monthly log. The Authorizing Official's signature confirms that sufficient funds are available.

•Budget Review:

Authorizing Officials are responsible for ensuring sufficient funds are available for all items purchased within his/her Division/Department.

•Review of Monthly Cardholder Reconciliation:

The Division/Department heads are responsible for ensuring that monthly statements are verified to supporting documentation and are accurate. The statement cutoff date is the 27th of each month.

Resources

- Georgia Procurement Manual online
<http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies>
- Department of Administrative Services (DOAS)
<http://doas.ga.gov/>
- State of Georgia P-card policy
http://doas.ga.gov/assets/State%20Purchasing/PCard%20Marketplace%20Documents/PCard_Policy.pdf
- Bank of America (Works)
<https://payment2.works.com/works/>

Questions?



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