P-Card System and Policy Changes
WHY THE CHANGES

• Reduce the number of low-value vouchers and purchase orders, and increase the efficiency in the purchasing process

• Convert the P-Card system to a user-friendly, Web-based Reconciliation Solution (WORKS) with enhanced functionality such as splitting transaction GL codes & electronic receipt upload

• Increase the flexibility of P-Card purchases by removing restrictions on common, low-risk purchases
Proposed Allowable Policy Changes

- All conference registration charges are allowed.
- Professional memberships are allowed and includes subscriptions and journals.
- Equipment and space rentals which include contract terms and conditions will require review by Purchasing.
- Travel is allowed but limited to athletic team travel and student travel by request.
- Lyft and Uber service are allowed when provided for clinical trial studies only (which requires using Vendor Dashboard and approval by IRB).
Policy 1252, Small Order Purchase via P-Card
Procedure 1252.1, Obtaining a Purchasing Card
Form 1252.1.1f, P-Card Application
Form 1252.1.2f, P-Card Account Maintenance
Related Data Item 1252.1rd, Purchasing Card Program Handbook
Procedure 1252.2, Using a P-Card
Procedure 1252.3, Reconciling a P-Card
Form 1242.3.1f, Missing Receipt Affidavit
Related Data Item 1252.2rd, P-Card Misuse/Abuse Notification
Deleted Form 1242.1.3f, P-Card Violation Warning
Deleted Form 1252.3.2f, Disputed Item
UPDATED TRAINING MATERIAL

COMPUTER-BASED TRAINING (CBT)
Initial P-Card Accountholder Training
Reconciling P-Card Transactions and Uploading Receipts Training
Approving P-Card Transactions Training

QUICK REFERENCE CARDS (QRC)
Uploading P-card Receipts
Reconciliation P-Card Transactions
Approving P-Card Transactions
Uploading Receipts for P-Card Transactions
Running Reports
IMPORTANT DATES

- July 24\textsuperscript{th} - CBT Training
- August 1\textsuperscript{st} - Live Webinar
- August 16\textsuperscript{th} - Redeployment
- WORKS Go Live
## PROJECT TEAM

<table>
<thead>
<tr>
<th>PROCUREMENT</th>
<th>Beau Jimmerson</th>
<th>Chief Procurement Officer (Sponsor)</th>
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<tr>
<td>Travis Henderson</td>
<td>Director, Procurement Services &amp; M.M.</td>
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<td>Jessica Hwang-Strickland</td>
<td>Director, Procurement Services Operations</td>
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<td>Hua Shen</td>
<td>P-Card Program Manager</td>
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<td>Celeste Nelson</td>
<td>P-Card Re-Deployment Project Manager</td>
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<td>ITS</td>
<td>Mechelle Clayton</td>
<td>Director, University Services Applications</td>
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<td>Becky Arnold</td>
<td>Director, Finance Liaison</td>
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<td>COMMUNICATION</td>
<td>Janet Kelly-Scholle</td>
<td>Associate Director, Communication</td>
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<td>Christine Shia</td>
<td>Public Communication Specialist</td>
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<td>TRAINING</td>
<td>Justin Case</td>
<td>Training Manager</td>
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<td>Cortney Alston</td>
<td>Finance Training Specialist</td>
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<td>ATHLETICS</td>
<td>Mike Perkins</td>
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<td>CHEMISTRY</td>
<td>Karen Holmes</td>
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<td>Adriana Shepherd</td>
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<td>MEDICINE_1</td>
<td>Cortilya Jones</td>
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<td>Cammie Davis</td>
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<td>Monique Worthington</td>
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<td>PHARMACY</td>
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<td>SERVICE CENTER</td>
<td>Troy Morse</td>
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<td>Bernard Law</td>
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FINANCE COUNCIL COMMUNICATIONS AND POLICY SUBCOMMITTEE

Chair:
Janet Kelly-Scholle

Current Co-Chairs:
Audra Slavin
Wilhelmina Steen

Members
• Ben Davidson
• Brooke O’Neal
• Cheryl Gerringer
• Dave Kass
• DeAhn Baucom
• Elizabeth Josephs
• Janet Rupert
• Jennifer Washington
• Joann Gustafson
• Kathi Wimmer
• Lisa Miller
• Matt Rivenbark
• Micah Malouf
• Mike Perkins
• Nikkia Sheppard Lynch
• Susie Sanford
• Tamala Gray
• Teri Smith
• Travis Henderson
April 13
[Collaboration Comment] There is a new comment by O'Neal, Brooke: eCommerce Business Specialist on a policy that you are involved in: "This procedure states the scope of what the Purchasing Card can be used for to comply with state auditing rules. It details allowable and non-allowable ..."

April 17
[Collaboration Comment] There is a new comment by Rivenbark, John: Senior Director of Finance (Pharmacy) on a policy that you are involved in: "Do we need to clarify whether p-card holders are allowed to use their card to pay a registration or membership expense for someone else? Cardholders ..."

July 17
[Collaboration Comment] There is a new comment by Slavin, Audra: Dir of Business & Finance for SA on a policy that you are involved in: """"The accountholder must upload receipts for all P-Card purchase (not credit) transactions in the WORKS." This sentence is confusing and may not be accurate for ..."

July 19
[Collaboration Comment] There is a new comment by Petree, Phyllis: Chief Audit Officer on a policy that you are involved in: "Purpose and Scope of Applicability are standard parts of the Policy, Procedure, at you are involved in: "Purpose and Scope of Applicability are standard parts of the Policy, Procedure, and Standards
Thank You!