

As the season changes, so does the P-Card Policy!

The State of Georgia initiated a change to Purchasing Card (P-Card) procedures and limits, which become effective April 1, 2017. The information is being communicated later than expected based on the final verification of the P-Card plan for Kennesaw State University.

As a result of these changes, cards that were not being used regularly have been deactivated and some spending limits will be reduced as directed by the Department of Administrative Services (DOAS). Please note the additional changes and action based on the revised P-Card policies:

1. The Single Transaction Limit (STL) is now reduced to less than \$1,000 for unexpected, non-routine, or urgent point-of-sale transactions. *Non-routine is defined as expenses that are not expected in advance or are irregular in nature for the standard course of the department/college's normal operation.*
2. All routine or non-urgent P-Card purchases under \$5,000 require at least two prior approvals - the cardholder's direct supervisor and business manager. If your department is without a business manager, the P-Card Administrator will be the second approver.

*Until a more streamlined process is developed, requests and approvals should be done using our requisition system, ePro. When creating a requisition for a P-Card order, please make a notation, "P-Card" as the first word in the Item Description field indicating that this purchase/payment will be processed with a P-Card. Two business days after the P-Card purchase is approved by the P-Card Administrator, the requisition will be cancelled and the encumbrance released. Please print a copy of the approved requisition for your P-Card statement.*

3. All cardholders and approvers must be re-trained by May 15, 2017. We are currently updating the online training and quiz which will be available on OwlTrain by April 14<sup>th</sup>. You'll receive a follow-up email once it's launched. In addition, we'll host a few in-person training sessions. Training dates will be posted next week on the following webpage: <http://ofm.kennesaw.edu/ofmquicklinks/training.php>.

As some of you know, we were able to get some "special approvals" based on your requests. That being said, we understand, and will work with you to moderate, the negative impact these restrictions will have on your department/college's flexibility to get things done. If for some reason, there is a change in your operations and we need to get a "special approval", please let us know and we'll advocate for your program with DOAS.

If you have any questions or concerns, please contact us at [pcard@kennesaw.edu](mailto:pcard@kennesaw.edu).