P-Card Training Questions & Answers

September 1 – September 23, 2016

1. **What day do I have to start uploading my paperwork into WORKS?**
   October 6th, beginning of the new billing cycle

2. **What do I do if I need to update who my approver or alternate approvers are?**
   Reach out to your P-Card Coordinator and have them update your original application. They will then send this updated information to the state office, P-Card Administrator

3. **How do I get a Temporary or Permanent limit increase on my P-Card?**
   Email your supervisor and get their written approval, send this email to your P-Card Coordinator so that they can reach out to the State P-Card Administrator to get your limit increased.

4. **What if I don't have a PID# for a client that is being served?**
   Use the client's fist/last initials and the last 4 of their SS#. If this information is unavailable provide as much as you can, without providing full identifying information. At month-end, if you still do not have the PID or other information, then you will have to work with Regional Accounting so that they can determine who the person is in order to post the expenditures appropriately

   REMINDER: Regardless, if you don't have a PID# or the alternate identifier, do not put anything more on the receipt or email that could be a HIPAA violation

5. **What if the purchases are not client related?**
   Then state that the purchases are for supplies, equipment, general assistance, etc., and remember to put what account is to be charged

6. **Do we still have to complete the Prior Approval Log?**
   No, however, you must have a prior approval email for EVERY purchase that you make regardless of the dollar value

7. **If a vendor is offering promotional gift cards, based on how much I purchase, can I accept them?**
   No.

8. **What all has to be uploaded into the WORKS system?**
   On each transaction, you must load your Prior Approval Email and the Original Detailed Receipt, make sure the information on the receipt can tell you what it was that was purchased, no abbreviations or SKU#'s. Receipt should also have the Account Number written on it for payment purposes, if you don't know reach out to Accounting for help
   At the end of each month, you must then go back to the first transaction for that month, and add the Activity Log and Bank Statement (approved by the cardholder and their approver)

   REMINDER: Do not put any client information on the approval email, receipt or activity log. If you do, all references to the client must be redacted before they are loaded into WORKS, as this information will be available to any upon request

9. **What do I do with the paper copies of the Prior Approval Email, Original Receipts, Activity Logs, and the Bank Statement?**
   All paperwork is to still be sent to Regional Accounting by the 15^{th} of the month for processing

10. **Can I purchase food for a client with the P-Card?**
    Yes

11. **Can I purchase food for a stakeholder activity, mandated by the state office, or other trainings within my offices that employees will partake in?**
    No, work with your Regional Accounting office to obtain a check to the vendor you will make the purchases from or put it on your travel statement and be reimbursed.

12. **Do I have to have an approver and an alternate approver?**
    The Prior Approver and/or Alternate Approver identified on the Card Holder's Visa Application will be in a position or classification superior to the position of the cardholder and will be held accountable for all transactions approved.

13. **If I am making purchases for more than one client at the same time, we have been told by Regional Accounting that each client's purchases are to be rung up separately?**
    No, this is viewed in the WORKS system as a split transaction. Separate the items by client and ask the cashier to provide subtotals between each client's items

14. **Can I buy Birth Certificates for clients with my P-Card?**
    Yes, but please remember that the state office has now worked out an agreement with Vital Records that these are free if request are made to the Atlanta offices.

15. **Do I have to go and pre shop to get an exact amount when I need a check, since the P-Card cannot be used to purchase food?**
    No, however check request amount should be as close to the amount needed as possible as many locations do not give change back, but want to give a gift card. We cannot accept gift cards in lieu of change. Original receipt should be returned to the Regional Accounting office, and change must be remitted to the local office to be receipted.

    REMINDER: Failure to return the original receipts to Regional Accounting and receipt the change can jeopardize your office's ability to get a check in advance in the future.

16. **Do I have to complete an ADPOR on each receipt?**
    No, however you do need to provide them with what program/account the expenditure will be charged to. This can be written on the Prior Approval Email or the Original Receipt

17. **Can I purchase supplies, equipment and other operating cost associated in maintaining my building?**
    Yes. However, all purchases, no matter what the payment method will be or source of funds, must be made in compliance with State Purchasing regulations.

18. **If I have a client that we are repairing their car through employment services, can I use the P-Card?**
    No, no type of car expenditures can be paid for with a P-Card

19. **If I am doing staff meetings or trainings, can I use the P-Card to purchase the food based on the GROUP MEAL in the P-Card policy?**
    No. GROUP MEALs are defined as EMERGENCY, such as if there is a manhunt for an escaped prisoner and local law enforcement tells DFCS that staff should not leave the building. Only in those situations could food be purchased to feed the staff.

    NOTE: Food for meetings or trainings for staff cannot be purchased with the PCard. Those purchases must be made using a check or other method of payment.