

# **DFCS County P-Card Program**

## **Question & Answers**

*(March 2014)*

### **1. How do I apply for a P-Card?**

**All forms are located on the FFS Website under the Heading Information, then look for P-Cards**

- Print out the DHS/DFCS P-Card Checklist Form.
- Once all of the information is complete and all of the appropriate forms are attached as a package to the DHS/DFCS P-Card Checklist, they have to be submitted to the Regional P-Card Coordinator (normally the RD's Administrative Assistant) who will batch them and mail to the State P-Card Administrator for processing.
- An email and excel spreadsheet listing the new p-card applicants will be sent to [alHUDSON@dhr.state.ga.us](mailto:alHUDSON@dhr.state.ga.us) first, then the original application packets will be mailed to Angela Hudson at:  
**DFCS State P-Card Administrator**  
**2 Peachtree Street, NW 18-398**  
**Atlanta, GA 30303-3142**
- Once the DHS/DFCS Checklist Form and all applicable forms are received and reviewed for accuracy, the two Release of Information Consent Forms will be sent to Office of the Inspector General (OIG) for the Criminal Background and Credit Checks to be completed.
- OIG will remit a report to the State P-Card Administrator detailing the results of their investigations.
- The State P-Card Administrator will validate that the trainings have been completed.
- The State P-Card Administrator will order the employee's P-Card through Bank of America and once received will send the P-Card and Cardholder Agreement Form to the Regional P-Card Coordinator for disbursement.
- Cardholder, Approver and Alternate Approver must sign, date and return the Agreement Form to the State P-Card Administrator within 15 days of card receipt.

### **2. What are the procedures the cardholder follows to use their P-Card?**

- a. Cardholder request prior approval from supervisor to make P-Card approved purchases
- b. Cardholder logs approval for use on their Prior Approval Log
- c. Cardholder completes their purchase and records on their Activity Log
- d. Each week, the WORKS system will generate a weekly statement which the cardholder needs to print and submit to their supervisor for approval and submission for payment.

**NOTE:** If the employee cannot print their weekly statement, then the employee will need to complete an Authorization for Disbursement Request Form (ADPOR)/Check Request Form in lieu of their weekly P-Card statement.

- e. The following items must be attached to their weekly statement or check request for payment
    - Cardholder Weekly Statement or Check Request
    - Prior Approval Log
    - Activity Log
    - Invoices/Receipts signed, dated and coded by cardholder and approved by the supervisor
    - If the purchase is child specific, such as a meal for a child, the child(ren) name, date of birth and county of residence needs to be included for proper processing of invoice/receipt
  - f. The supervisor will sign off approving all purchases and forward to their Accounting Liaison for batching to the regional accounting office
  - g. The Regional Accounting office will code all invoices in the WORKS system
  - h. The Regional Accounting office will validate that all invoices are accounted for against the Master Region Statement and process for payment
- 3. When will P-Cards go live for all DFCS offices?**  
Currently, a pilot is being conducted in Region's 3 and 6 to determine the feasibility, and resolve any obstacles experienced by the field in using the P-Cards. The goal to implement the P-card program statewide is March 1, 2012.
- 4. What are the procedures for ordering supplies using the P-Card?**  
Policy still applies that all supply orders and equipment orders MUST have prior approval from the state office.
- 5. A Monthly Blanket Purchase Order payable to Bank of America (VID#39494) should be sufficient for all purchases with the P-Card.**
- Policy on the use of the P-Card is still applicable. The worker still completes the Prior Approval Log and receives approval from their supervisor to make their purchase.
  - These logs must be attached to the receipts/invoices/statements for payment. The receipts/invoices/statements and the approval logs must be signed by the supervisor, and indicate what program it is to be paid from, and if it is for a particular child, we must have the child's name, age and county of residence.
- 6. Can the P-Card be used to purchase items that have been normally purchased with Petty Cash?**  
Yes. This should eliminate the need to have a petty cash funds in the office. However, normal purchasing procedures are still required.

**7. Can we continue purchasing items and turn in on our travel statements?**

- **Yes.** It is not mandatory for every employee to have a P-Card and so in those situations where they may have to make emergency purchases for items such as kid's meals, emergency clothing, formula, etc, an employee is to be reimbursed.
- An employee should not submit purchases for planned functions such as supplies and training materials on their travel statements.

**NOTE:** Regional Accounting will receive a report listing the last 4 digits of each employee's credit card, and will verify this list to ensure no credit cards receipts that are submitted on an employee's travel statement are for P-Card purchases.

**NOTE:** Regional Accounting also receives an email every time a purchase is made, so they will be verifying that an employee does not loan their card to another employee. A P-Card cannot be shared.

**8. Can I continue to have bank credit cards, company credit cards and charge accounts with local vendors?**

- No. Once you receive your P-Card, all credit cards and charge accounts must be discontinued.
- Once Regional Accounting has been informed that their region's P-Cards have been delivered, they will stop processing credit cards, charge card and charge account invoices.
- If you have a charge account that you feel you need to continue to use, you will need to follow the TANF Gift/Gas Card program, where you buy gift cards from the vendor and distribute to the clients and/or staff to use on behalf of the client (such as a child).

**9. Can I choose to keep my bank credit cards, company credit cards and charge accounts and NOT participate in the P-Card program?**

No. This is a state mandatory program, it is not optional. Whether anyone in your offices chooses to get a P-Card, all credit cards, company credit cards and charge accounts must be deactivated when your region goes live on the P-Card program.

**10. Will an individual statement be sent to the employee?**

Each week, the employee should receive an email to remind them to check the WORKS system and print their weekly statement. The employee should print this statement out, attach any invoices they have, have their supervisor approve them, and send on to Regional Accounting for processing.

**11. Will the county receive their own statement?**

Yes, each county will receive an individual county statement. A consolidated statement will be mailed directly to Regional Accounting who will reconcile against the invoices received from the counties.

**12. Can the county choose to continue ordering supplies using the Purchase Order system?**

Yes. However, it is strongly recommended but not mandatory to pay for supplies with the P-Card.

**13. During the holidays we have used the Wal-Mart Card to purchase the foster care children gifts and other food supplies we send out to the community. Due to the cardholder limits, how will this be handled going forward?**

If you are buying the children gifts, you may have to have several different folks charge the purchases to their P-Cards, or you may ask your Regional Director to submit a request to Richard O'Neill's unit for them to increase the cardholder's limit for a specified time frame (*see #24 for instructions to request increase*).

**NOTE:** If you are purchasing gift cards for the children, you complete a Purchase Order for a check and take it directly to the vendor to make your purchase thus you will not need to use the P-Card in these situations.

**14. Is the limit per cardholder or per agency?**

Currently, it is per cardholder.

Regional Directors - **\$2500 limit**

County Directors - **\$1500 limit**

Supervisors - **\$750 limit**

All other employees - **\$500 limit**

**15. What can I use the P-Card for? *Review pages 7, 8 and 9 in P-Card Policy Manual***

- The P-Card can be used to purchase any supplies as long as you have received approval on the critical supply request form
- You can purchase meals and miscellaneous items needed for foster care kids
- You can purchase client related cost, Social Services or Eligibility, for items such as diapers, car seats, baby supplies, clothing, formula, medicine, strollers, toys, clothing, eye glasses, car repairs, etc.

**16. Can I buy car seats or clothing for foster care kids with the P-Card?**

- Yes – However, when you purchase the items using the P-Card, the car seat will be charged against your Regular Operating funds, and clothing will be charged against county funds.
- No- If you want to use State funds, the foster parents must purchase and be reimbursed.

**17. Can an employee use the P-Card for work related travel expenditures?**

No. P-Card usage is for client related or office related purchases only. Employees must request a Hotel check and Travel advance for trainings, meetings, etc.

**18. When do I have to have all of my invoices in to Regional Accounting?**

The billing cycle ends on the 5<sup>th</sup> day of each month. SMI our accounting software vendor will be downloading the data from Bank of America each month into our system on the 15<sup>th</sup>, so we must have all invoices in weekly, but no later than the 10<sup>th</sup>.

**19. Since my name is on the card, if the bill is paid late, will this affect my credit rating?**

No. The statement will be paid in full by the 25<sup>th</sup> to the Bank of America whether the invoices have been received or not.

**NOTE:** If an employee continues to be late in submitting their invoices or not submitting them at all, their P-Card will be deactivated

**NOTE:** If the invoices are not sent to Regional Accounting by the 10<sup>th</sup> of each month, all expenditures will have to be paid from county funds.

**20. Will having the P-Card impact my personal credit report in any way?**

- No. The P-Card is not connected to your personal credit in any way. Any state employee receiving a P-Card is required to have their credit checked under O.C.G.A 50-5-83.
- When a credit check is completed by the DHS/OIG as part of the eligibility process, the check is done INTERNALLY and has no impact on the employee's personal credit history.
- Furthermore, when applying for a P-Card, the employee is not applying for personal credit in the form of financing from a bank or otherwise and therefore the credit check does not show up on their personal credit report as in inquiry.
- The individual's personal credit has no bearing on eligibility for the Visa P-Card because DHS is responsible for paying the monthly statements, the employee does not make payment as an individual.
- The credit and background checks are completed by an employer not a potential creditor. If the background check has no incidences of fraud, theft, or similar financial or criminal offenses, eligibility for the card is not affected.

**21. Is it necessary for a worker to submit anything to Regional Accounting if they had no charges for the month?**

No. The Consolidated Statement is broken down by county and by cardholder, so we will be able to verify who had or did not have charges for the month.

**22. What type of supporting documentation is required in order for Regional Accounting to pay the invoice?**

- The monthly blanket purchase order will need to be returned to Regional Accounting each month signed approving payment attached to the statement.
- Each week the individual cardholder should print their Statement from WORKS, attach that week's invoices/receipts, their Prior Approval Log and their Activity Log. Each invoice/receipt should be approved and have the appropriate UAS Code/Entitlement Code written on it. Service Authorizations should be attached, if applicable.

**23. Are the Activity Logs maintained by county or does each cardholder have to submit one with invoices/receipts?**

These should be submitted weekly with the invoices/receipts as supporting documentation

**24. Are the Prior Approval Logs maintained by county or does each cardholder have to submit one with invoices/receipts?**

These should be submitted weekly with the invoices/receipts as supporting documentation

**25. What are the steps to request a temporary or permanent credit limit increase?**

An increase to the P-Card limit can be requested via the following steps.

- Email justification and requested increase amount to Regional Director (RD)
- Be sure to indicate if the request is **permanent or** temporary. If temporary you must include how long the increase will be needed
- Regional P-Card Coordinator will email RD's approval to State Office (Richard O'Neill) for approval then he will forward approval to State P-Card Administrator (Angela Hudson) to enter increase request in the Bank of America WORKS system
- Email notification will be sent to "ALL" when process is complete