

## Nilsen, Leslie-Ann

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**From:** Nilsen, Leslie-Ann  
**Sent:** Tuesday, July 23, 2019 1:15 PM  
**Subject:** P-Card Program - Did you know? Cardholder Responsibility reminders

### *Did you know:*

Cardholder Responsibility reminders:

- Purchases must be for the use and benefit of the College and must have a business purpose.
- Safeguard the card and card account number. Receipts and supporting documentation must not show your full credit card number and/or security PIN. **Please block these numbers out before attaching it to your Workday transaction and in your P-Card binder.**
- Ensure a *Detailed* Receipt is attached to your Workday transaction and file it in your P-Card Binder. A credit card slip alone, with the “total only” is **not** appropriate documentation.
  - A detailed receipt should include the following information:
    1. Merchant name
    2. A description of what was purchased
    3. The cost/price of each item
    4. Total amount paid
    5. Method of payment
    6. Date of purchase
- Splitting Transactions to Avoid Exceeding Limits are a Violation of P-Card policy:
  - Pyramiding - Dividing a large transaction into smaller ones to bypass the P-Card spending limits is not allowed.
  - Card Sharing – Two Cardholders split a transaction to avoid the P-Card spending limits is not allowed.
- Alert merchants that CSN is tax exempt prior to making your purchase. **Please check your receipt before checking out.**
- Ensure that commodity approvals are obtained prior to making your purchase; attach it to your Workday transaction and also file it in your P-Card Binder.
- All hosting purchases require a hosting checklist to be approved prior to making your purchase and a Detail Code is also required when Verifying your transaction in Workday.

Notice:

Janet Daniels is no longer with Office Depot. Please make a note of our new local representative:

Jason Kleitz

Major Account Manager

Cell: 702.301.2469 | Fax: 561.438.9349

Customer service at 888.263.3423

[Jason.Kleitz@officedepot.com](mailto:Jason.Kleitz@officedepot.com)

**Office DEPOT. OfficeMax**

Let me know if you have any questions.

Sincerely,

Leslie Nilsen

PCard Coordinator

CSN Purchasing Department

702-651-4346

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<https://www.csn.edu/askpcard>

**If you have a P-Card emergency, please contact JP Morgan Chase at 1-800-270-7760.**