

## Frequently Asked Questions (FAQs)

The College of Southern Nevada has established a J.P. Morgan MasterCard credit card purchasing program (P-Card). The P-Card will reduce the number of Purchase Requisitions and Payment Vouchers and provide a more efficient and cost-effective method for departments to make small dollar purchases.

The following is a list of questions and corresponding answers that may help to further explain the P-Card Program. Additional information regarding the P-Card Program is available on the Ask P-Card website at <http://www.csn.edu/askpcard/>.

### **What is the purpose of the purchasing card (P-Card)?**

- Reduced costs and efficiency for making small dollar purchases
- Ease of acquisition for departments (no quotes, no routing of paperwork, no invoicing, no vendor holds)

### **What are some examples of appropriate uses of my P-Card?**

- Office Supplies (Office Depot/OfficeMax)
- Tools/hardware
- Books
- Conference Registrations
- Online/Internet Orders

### **What are some examples of restricted or prohibited uses of my P-Card?**

Refer to the *CSN P-Card Program User's Manual*, and training modules for the complete list of restrictions but some examples are:

- Items for personal use
- Cash Advances, Gift Cards, etc.
- Services
- Foreign/International purchases
- Travel and Travel Related expenses

### **Who can get a P-Card?**

- CSN Fulltime Classified, Academic and Administrative employees may be issued a P-Card with the approval of their department and successful completion of the P-Card Training. Part-time employees and students are not eligible for a card.
- Use the CSN Purchasing Card Application Form link on the Ask P-Card website to start the process.

### **What training is available on the P-Card?**

1. In-person training & *Workday* demo is scheduled by the Purchasing office.
2. *P-Cardholder Assessment* quiz in CANVAS; you will be notified via email to take the quiz.
3. Additional information such as the user's manual, *Workday* instructions, and other resources are available on the P-Card website: <http://www.csn.edu/askpcard/>.

**When I apply for a P-Card, will my personal credit history be checked?**

- No. Transactions are between CSN and the bank. They have no bearing on any employee's credit history.
- Each cardholder is still responsible to follow the P-Card policy and procedures.

**Can someone other than the Cardholder make purchases on the P-Card?**

No. The CSN P-Cards are individually held. Use of the P-Card is prohibited by anyone other than the Cardholder whose name appears on the card.

**What are the Cardholder's responsibilities?**

- Making only authorized purchases
- Obtaining a detailed receipt for each purchase
- Verifying their transactions in *Workday*
- Ensure transactions are verified before the billing cycle deadline
- Printing a Billing Cycle Report for each month they have transactions
- Resolving any discrepancies
- Ensuring credits are received
- Documenting spend category/commodity and hosting purchases as required
- Maintaining an auditable P-Card Binder
- **Reporting abuse**

**What are the Transaction Approver's responsibilities?**

- Reviewing and either Approving or Send Back cardholder transactions in *Workday* for compliance with P-Card guidelines
- When reviewing, the Transaction Approver must ensure transactions are fully Approved before the billing cycle deadline
- **Reporting abuse**

**What is *PaymentNet*?**

*PaymentNet* is the web accessible version of the J.P. Morgan P-Card software used only to review P-Card balances and/or dispute charges.

**What is *Workday*?**

*Workday* is a cloud-based software for human resources and financial management applications. *Workday* replaces the use of *PaymentNet* to verify and approve P-Card transactions.

**What do I do if my card is lost or stolen?**

Call J.P. Morgan IMMEDIATELY, at 1-800-270-7760. After this call, contact the P-Card Coordinator at (702) 651-4346 or email [ask.P-card@csn.edu](mailto:ask.P-card@csn.edu).