

From: Ask P-Card

Sent: Thursday, February 20, 2020 9:08 AM

Subject: P-Card Program: Did you know? Revised P-Card User's Manual

Did you know:

The **P-Card Program User's Manual** has been recently revised and is available on the P-Card web site (<https://www.csn.edu/askpcard>).

It is highly recommended that all Cardholders and Transaction Approvers review the revised manual. Some of the changes to the manual include:

- Commodity Approvals: Software purchases require prior Commodity approval each time a Cardholder makes a purchase. The Cardholder should complete a software questionnaire and email it to the P-Card Coordinator requesting approval to use the P-Card for the software purchase. (Refer to page 15)
- Hosting Purchases: A P-Card must be used for all on-site catering with CulinArt Group. (Refer to page 16)
- Trackable Items: The Cardholder must add the Detail Code - Track Sensitive Items: Board Mandated when Verifying their transaction in Workday when they purchase a trackable item. (Refer to page 19)
- Restrictions: (Refer to page 20)
 - The P-Card is not to be used for payment of goods that have already been received. A Supplier Invoice Request must be processed through Workday for all after-the-fact invoices.
 - Printers, Postage, and Postal Services have been added to the list of restricted purchases.

We appreciate your time, have a great day!