



WELCOME

P-Card Office Hour

Prepared By:
Frank Mark -Kossow



Visit Our Website
<https://www.csn.edu/askpcard>

“Empowering Purchases,
Ensuring Compliance”

CSN P-Card Program



"Empowering Purchases, Ensuring Compliance"

The College of Southern Nevada (CSN) Purchasing Card (P-Card) Program is designed to provide employees with a convenient, efficient, and secure method for making authorized business purchases while maintaining strong financial controls and compliance with college, state, and federal funding requirements.

The program streamlines the procurement process by reducing administrative burden, accelerating purchasing timelines, and enabling departments to acquire goods needed to support CSN's educational mission. Through clearly defined policies, cardholder training, transaction monitoring, and regular audits, the P-Card Program promotes accountability, transparency, and responsible stewardship of college resources.

Guided by the motto "Empowering Purchases, Ensuring Compliance," the CSN P-Card Program balances operational efficiency with fiscal responsibility.

Cardholders are entrusted with purchasing authority and are expected to follow established procurement guidelines, maintain adequate documentation, and ensure that all expenditures are appropriate, necessary, and compliant with applicable regulations.

By fostering a culture of accountability and customer service, the CSN P-Card Program helps departments meet their operational needs while safeguarding institutional assets and supporting CSN's commitment to excellence in financial management.



Meet the P -Card Team

Frank Mark -Kossow
Internal Compliance Coordinator

With more than 25 years of experience in audit and compliance, I have specialized in travel and entertainment auditing, accounts payable, and financial compliance. Throughout my career, I have led diverse operational and financial functions, including managing a travel accounting office and overseeing the first universityowned corporate travel department. I also successfully managed the implementation of an enterprise expense management system, helping to streamline processes, enhance controls, and improve reporting capabilities. My experience combines operational leadership, compliance expertise, and process improvement to support organizational efficiency and accountability.





P-Card Team

 **Princess Jones**
P-Card Coordinator

With a background in education administration and procurement operations, I specialize in compliance, process improvement, and cross-department collaboration. I am dedicated to maintaining accuracy, supporting organizational goals, and creating efficient solutions that improve operations and strengthen accountability. I'm here to help, feel free to reach out anytime with questions that you may have!





Today's Agenda

- UPDATES
- P-CARD BINDER REVIEW
- ITEMIZED RECEIPTS & SPEND CATEGORIES
- HOSTING CHECKLIST AND DOCUMENTS
- MEMO FIELD
- REFUNDS
- REQUESTING INCREASES & SINGLE TRANSACTION LIMITS
- SUBMITTING TRANSACTIONS
- Q&A



UPDATES



01

OFFICE SUPPLIES

Primary – Office Depot Business Solutions
Optional – Amazon for Business

02

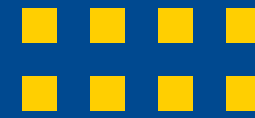
Nametags and Awards

Nametags – Smile
Awards – Desert Wind Engraving and Vegas Tro

03

Promotional Items

Consolidus
Smile
4Imprint
Blink



P-Card Binder Review

What?

A Procurement Card (P-Card) Binder Review is a compliance review conducted to verify that all procurement card transactions are properly documented, approved, and maintained according to organizational policies and procedures.

Why?

A P-Card Binder Review is an important internal control that helps ensure procurement card transactions are fully supported, properly approved, accurately reflected in Workday, and compliant with organizational policies. By identifying documentation gaps and discrepancies early, the review reduces compliance risk, strengthens financial accountability, and supports audit readiness.

When?

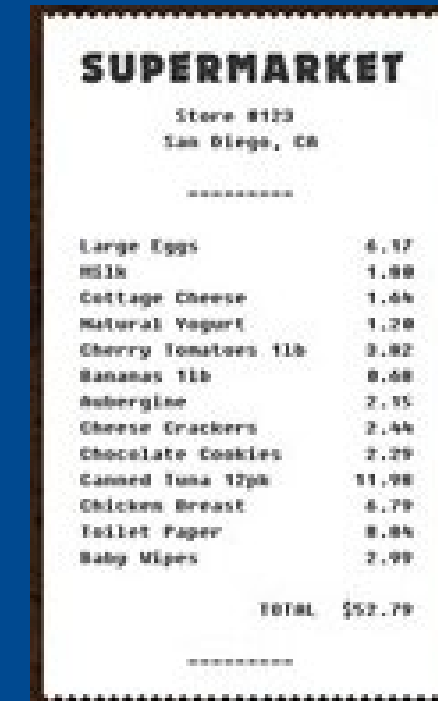
P-Card Binder Reviews are typically conducted on a random basis and may occur at any time during the year. While all cardholders may be selected for review, those with a history of policy violations, documentation exceptions, or compliance issues may have an increased likelihood of being selected for an audit.

Itemized Receipts, Invoices & Spend Categories

Receipts and invoices must be clear, legible, and itemized. Information must include:

- A description of each item purchased
- Quantity of items purchased
- Purchase date
- Vendor information
- Shipping address

A clear and complete copy of the receipt or invoice must be attached to the transaction in Workday and maintained in the P-Card Binder. It is the cardholder's responsibility to ensure all supporting documentation is retained and available for review to support compliance, audit requirements, and transaction verification.



COLLEGE OF SOUTHERN NEVADA
HOSTING CHECKLIST
(This approved form must be attached to the payment request.)

1. A dated, detailed Vendor invoice/receipt must be provided.

2. Business reason for the hosting event.

If all attendees are CSN employees, provide justification of event and attach meeting agenda.

3. Location and date of the hosting event: _____

4. Who is being hosted? (See descriptions outlined below).

A. If hosting up to 20 people, names and business relationship of individuals hosted must be listed below. For CSN employees, in lieu of business relationship, check box.

	Name	Business Relationship		Name	Business Relationship
☐			☐		
☐			☐		
☐			☐		
☐			☐		
☐			☐		
☐			☐		
☐			☐		
☐			☐		
☐			☐		
☐			☐		

B. If hosting 20 or more people, state the estimated headcount and business relationship (CSN employees, CSN students, regents, donors, community members, etc.).

Business Relationship _____

Estimated Headcount _____

5. Host expenditures are only allowed on authorized work tags. Hosting amounts should comply with GSA per diem rates. List applicable work tag numbers below:

Program PG08897: CSN Institutional Hosting Grant _____ Cost Center _____

Detail Code DC039 Hosting-Small Gifts Community Gift _____ Unit _____

(A detail code is required.)

6. Obtain the signature of the President or a Vice President prior to incurring expenses, except agency funds (FD9xx). On agency funds, worktag manager's approval is required.

Signature below authorizes the use of hosting funds, but is not an indication that the event qualifies as a hosting expenditure. The amount should comply with GSA per diem rates. Authorized Amount: _____

Printed Name Date Signature

7. By signing below, the purchasing employee attests his/her understanding that if this transaction does not qualify as hosting expenditures, the employee may be liable for reimbursement to CSN.

Printed Name Date Signature-Employee

Hosting Checklist

1. A dated, detailed vendor invoice

2. Business reason for event

Employee only events – Meeting Agenda

Student/Community – Flyer, sign in sheet

3. Location and Date

4. Guest Count

Up to 20 attendees listed here

Attach a guest list for more than 20 guests

Business Relationship

Estimated Headcount

5. Hosting Work Tags and Detail Code

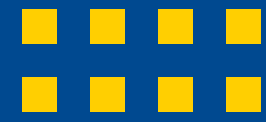
6. President or Vice President Signature

Printed Name, DATE, Signature

7. Card Holder Signature

Printed Name, DATE, Signature

REFUNDS



Memo Field

Original PCV number

Reason for return

Item returned

Verify

Original Worktags matches the original charge

Attachment

Return receipt

Original purchase receipt

Memo Field

What is Required in the Memo Field?

Tell the story...

WHO, WHAT, WHEN, WHERE, and WHY

Spell out acronyms

HELPFUL TIPS!



Live Demo



Q&A





WHAT'S NEXT

Let's collaborate, tell us what you'd like us to cover next quarter

ASK.P-CARD@CSN.EDU





Thank You For Attending

We look forward to the journey ahead, where we can turn our shared vision into reality.



Ask.p-card@csn.edu



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



North Las Vegas Campus

