

P-Card Process and Workflow Manual

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Overview

I. P-Card forms available online

a. Purchasing Card (Cardholder Agreement Form)

*This form is used to collect the information required before a person can request a P-Card.

Purchasing Card (Cardholder Agreement Form)

 **Dirk Small,**

This form is required to be submitted by a UNF employee requesting a new Purchasing Card (by the cardholder themselves). You must read and mark off each item as read and understood.

If you have any questions about this form or other general questions about a P-Card please contact the P-Card office at pcardadministrator@unf.edu or 620-1738.

For more information you can click on [Documentation](#).

EMPLOYEE INFORMATION

Employee ID: N00005595

Employee Name: Dirk Small

STATEMENT OF UNDERSTANDING

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE UNF PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY:

***You must check off all items as read and understood.**

- I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the State of Florida and will strive to obtain the best value for the state.
- I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself. Using the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions, up to and including termination of employment and prosecution to the extent permitted by law.
- I will follow Florida Law, UNF purchasing policies, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- The Controller's Office is **NOT** responsible for my failure to adhere to the purchasing policies regarding the use of the P-Card.
- I have been provided a copy of the Purchasing Card Guidelines, attended training, and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program. *
- I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.
- The Controller's Office is not responsible for retaining receipts and appropriate documentation.
- I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the University of North Florida for all incurred charges and any costs related to the collection of such charges. Any such charges that I owe the University will be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Rule 3A-21.004, F.A.C.

Select Action/Reason if requested. Then click the "Submit" Button.

Submit your request.

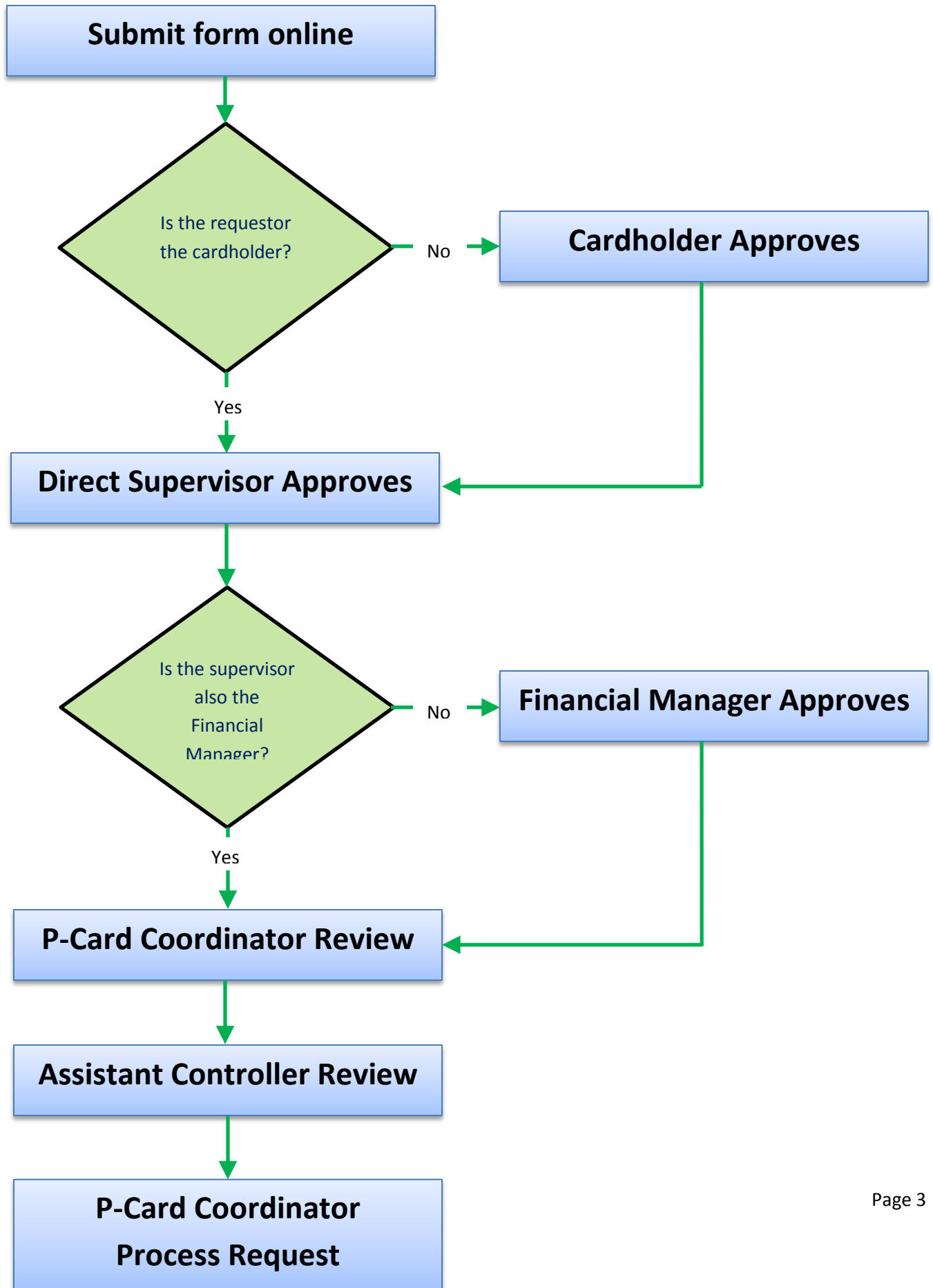
b. Purchasing Card (New Card Request)

* This form is used to request a card for a new cardholder.

c. Purchasing Card (Change Request)

* This form is used to request a change to the card that has already been issued.

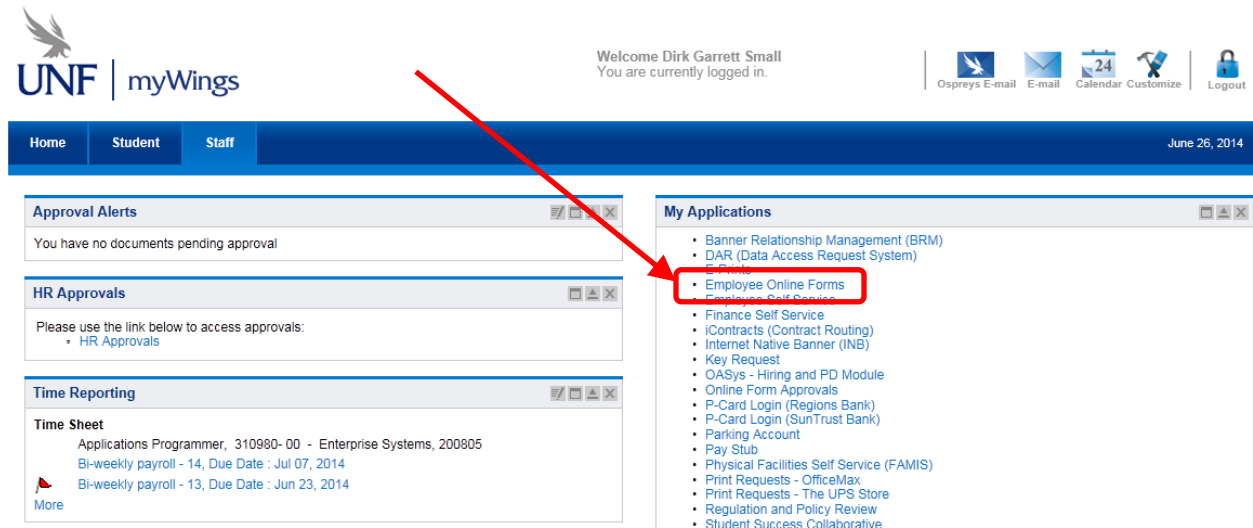
II. Approval Workflow (used for New P-Card Request and P-Card Change Request)



Form Submission Process

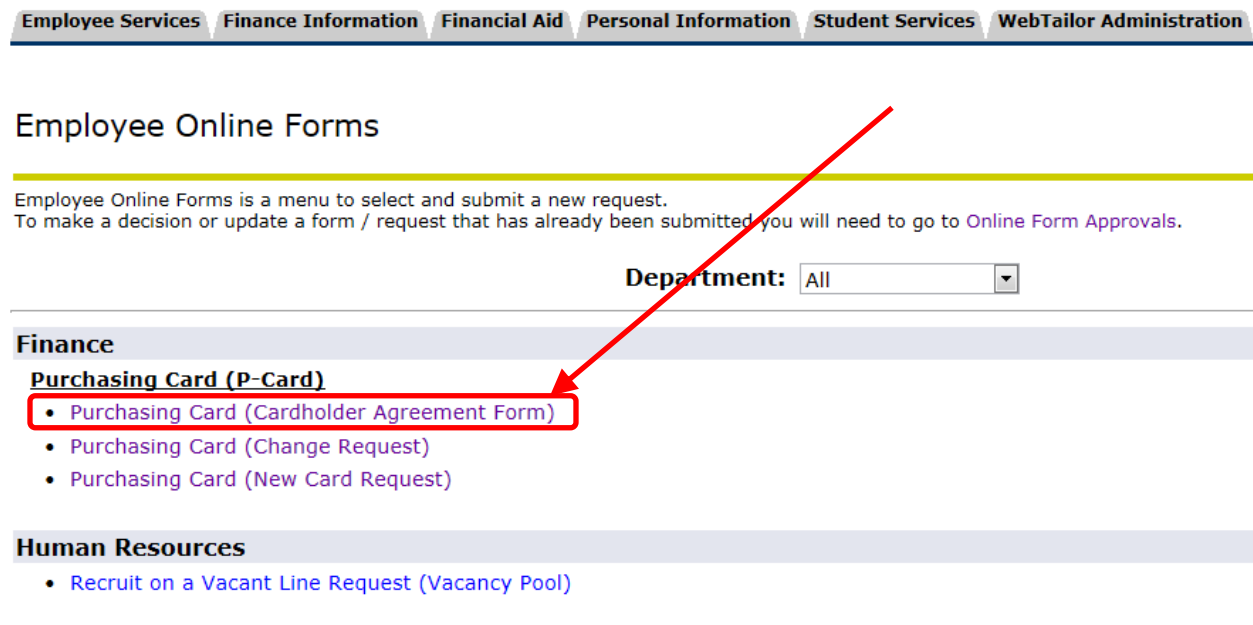
I. How to Submit a Purchasing Card (Cardholder Agreement Form)

- a. The link to the online forms is located in the “Mywings” portal under the **Staff tab** in the **My Applications** channel and look for **Employee Online Forms**.



The screenshot shows the UNF myWings portal interface. At the top, there is a navigation bar with 'Home', 'Student', and 'Staff' tabs. The 'Staff' tab is selected. Below the navigation bar, there are several sections: 'Approval Alerts', 'HR Approvals', and 'Time Reporting'. On the right side, there is a 'My Applications' menu with a list of links. A red arrow points to the 'Employee Online Forms' link in this menu, which is also highlighted with a red box.

- b. Under the category **Finance/Purchasing Card (P-Card)** you will see **Purchasing Card (Cardholder Agreement Form)**.



The screenshot shows the 'Employee Online Forms' page. At the top, there is a navigation bar with 'Employee Services', 'Finance Information', 'Financial Aid', 'Personal Information', 'Student Services', and 'WebTailor Administration' tabs. Below the navigation bar, there is a section titled 'Employee Online Forms'. Under this section, there is a description: 'Employee Online Forms is a menu to select and submit a new request. To make a decision or update a form / request that has already been submitted you will need to go to Online Form Approvals.' Below the description, there is a 'Department:' dropdown menu with 'All' selected. Below the dropdown menu, there are three categories: 'Finance', 'Human Resources', and 'Recruitment'. Under the 'Finance' category, there is a list of links: 'Purchasing Card (P-Card)', 'Purchasing Card (Change Request)', and 'Purchasing Card (New Card Request)'. A red arrow points to the 'Purchasing Card (P-Card)' link, which is also highlighted with a red box.

- c. Select "Yes" for **Start** and Click the **Next** button.

Employee Services Finance Information Financial Aid Personal Information Student Services WebTailor Administration

Purchasing Card (Cardholder Agreement Form)

Dirk Small,
This form is required to be submitted by a UNF employee requesting a new Purchasing Card (by the cardholder themselves). You must read and mark off each item as read and understood. If you have any questions about this form or other general questions about a P-Card please contact the P-Card office at pcardadministrator@unf.edu or 620-1777. For more information you can click on [Documentation](#).

Start: None *

[Employee Online Forms for Finance]

RELEASE: 6.2

- d. You will see your name and N# under employee information. Read and check all the boxes under **Statement of Understanding** and click **Submit**.

Purchasing Card (Cardholder Agreement Form)

Dirk Small,
This form is required to be submitted by a UNF employee requesting a new Purchasing Card (by the cardholder themselves). You must read and mark off each item as read and understood. If you have any questions about this form or other general questions about a P-Card please contact the P-Card office at pcardadministrator@unf.edu or 620-1777. For more information you can click on [Documentation](#).

EMPLOYEE INFORMATION

Employee ID: N00005595 **Employee Name:** Dirk Small

STATEMENT OF UNDERSTANDING

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE UNF PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY:
You must check off all items as read and understood.

- I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the State of Florida and will strive to obtain the best value for the state.
- I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself. Using the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions, up to and including termination of employment and prosecution to the extent permitted by law.
- I will follow Florida Law, UNF purchasing policies, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- The Controller's Office is **NOT** responsible for my failure to adhere to the purchasing policies regarding the use of the P-Card.
- I have been provided a copy of the Purchasing Card Guidelines, attended training, and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program. *
- I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.
- The Controller's Office is not responsible for retaining receipts and appropriate documentation.
- I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the University of North Florida for all incurred charges and any costs related to the collection of such charges. Any such charges that I owe the University will be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Rule 3A-21.004, F.A.C.

Select Action/Reason if requested. Then click the "Submit" Button.

Submit your request.

- e. You will see a confirmation message letting you know it has been submitted.

✔ Your Request was submitted.

II. How to Submit a Purchasing Card (New Card Request)

- a. The link to the online forms is located in the “Mywings” portal under the **Staff tab** in the **My Applications** channel and look for **Employee Online Forms**.

The screenshot shows the UNF myWings portal interface. At the top, there is a navigation bar with tabs for Home, Student, and Staff. The Staff tab is selected. Below the navigation bar, there are several sections: Approval Alerts, HR Approvals, and Time Reporting. On the right side, there is a 'My Applications' menu with a list of links. A red arrow points from the 'Employee Online Forms' link in the 'My Applications' menu to the 'Employee Online Forms' link in the 'My Applications' menu. The 'Employee Online Forms' link is highlighted with a red box.

- b. Under the category **Finance/Purchasing Card (P-Card)** you will see **Purchasing Card (New Card Request)**.

The screenshot shows the 'Employee Online Forms' page. At the top, there is a navigation bar with tabs for Employee Services, Finance Information, Financial Aid, Personal Information, Student Services, and WebTailor Administration. Below the navigation bar, there is a section titled 'Employee Online Forms'. The text below the title reads: 'Employee Online Forms is a menu to select and submit a new request. To make a decision or update a form / request that has already been submitted you will need to go to Online Form Approvals.' Below this text, there is a 'Department:' dropdown menu set to 'All'. Below the dropdown menu, there is a section titled 'Finance' with a sub-section titled 'Purchasing Card (P-Card)'. Under 'Purchasing Card (P-Card)', there are three links: 'Purchasing Card (Cardholder Agreement Form)', 'Purchasing Card (Change Request)', and 'Purchasing Card (New Card Request)'. The 'Purchasing Card (New Card Request)' link is highlighted with a red box. Below the 'Finance' section, there is a section titled 'Human Resources' with a link: 'Recruit on a Vacant Line Request (Vacancy Pool)'. A red arrow points from the 'Purchasing Card (New Card Request)' link in the 'Purchasing Card (P-Card)' section to the 'Purchasing Card (New Card Request)' link in the 'Purchasing Card (P-Card)' section.

- c. Enter the **Card Holder ID (N#)** and click **Submit**.

Employee Services Finance Information Financial Aid Personal Information Student Services WebTailor Administration

Purchasing Card (New Card Request)

Dirk Small.
This form is used to request a new P-Card for an employee.

EMPLOYEE INFORMATION

Card Holder ID (N#):

NOTES:

- There will be a short pause while the form goes and gets information after some questions are answered. A warning will appear at that time.



- All employee fields (Cardholder, Direct Supervisor, Account Manager, Business Manager) all come with a search option icon (). This will open up a search box where you can perform a search.

- ❖ Type in the person's name (Last Name, First Name).
- ❖ Click the Search button.
- ❖ It will display a list of names that meets your criteria.
- ❖ Click the name of the person you want and it will populate into the field.

PCard Supervisor Selection

Last, First (Title): Hufford, Kei

1 Results Found:

Last, First (Title)

Hufford, Keith R. (Associate Director)

- d. A rush request will result in a \$25.00 charge to your department's account.

Rush Card:

***This will result in a \$25.00 charge to your department.**

- e. Enter all the information.

- Some fields are required before it can pass to the next step in the workflow.
 - Requestor
 - Direct Supervisor of the Cardholder
 - Rush Card
 - Cardholder

- Mother's Maiden Name
 - Last 4 of the SSN
- Direct Supervisor
 - Employee's Department
 - Index
 - Account Manager
 - Business Manager
 - Card Use
 - Per Transaction Limit
 - Monthly Limit

f. Once the form has been completed, click **Submit** at the bottom.

Employee Services Finance Information Financial Aid Personal Information Student Services WebTailor Administration

Purchasing Card (New Card Request)

Dirk Small.
This form is used to request a new P-Card for an employee. For more information you can click on [Documentation](#).

EMPLOYEE INFORMATION

Card Holder ID (N#): Employee Class:
 Last Name: First Name:
 UNF Email:
 Mother's Maiden Name: SSN#: XXXX-XX-
 Card Holder Supervisor:

Normal Processing time after the approval process is 7 to 10 business days.
You can request a rush to reduce this time to 2 to 3 business days for an additional \$25.00.

Rush Card:

***This will result in a \$25.00 charge to your department.**

DEPARTMENT INFORMATION

Department: Default Index:

P-CARD ACCOUNT MANAGER

Account Manager:
 UNF ID: N00013022 Name: Melinda Brown

P-CARD BUSINESS MANAGER

Business Manager:
 UNF ID: N00013022 Name: Melinda Brown

CARD LIMITS

P-Card Primary Use:
 Per Transaction Limit (\$999, unless for travel, then \$2,500): \$
 Monthly Transaction Limit (\$2,500): \$
 Justification for limits requested that are higher than the standard limits stated above:

Controller's Office Use Only

Cardholder Agreement Date: Training Date:
 Card Order Date: Card Issue Date:

By submitting/approving this form, I agree that this cardholder will fully comply with all the Purchasing Card Program terms and conditions of the University of North Florida.

Select Action/Reason if requested. Then click the "Submit" Button.

Submit your request.

- g. If there are any errors that prevent you from submitting they will be displayed at the top of the form.
- General validation errors will be one or both of the following:
 - You need to fill in all required fields.
 - Some of the values you provided are not valid. Please review and fix your answers.

ERROR:
 You need to fill in all required fields (*).
 Some of the values you provided are not valid.
 Please review and fix your answers.

- Required answers will have a * next to them.
- Invalid answers will have a warning next to them.

- Example: **The Limit provided requires a justification**

III. How to Submit a Purchasing Card (Change Request)

- a. The link to the online forms is located in the “Mywings” portal under the **Staff tab** in the **My Applications** channel and look for **Employee Online Forms**.

The screenshot shows the UNF myWings portal interface. At the top, there is a navigation bar with tabs for Home, Student, and Staff. The Staff tab is selected. Below the navigation bar, there are several panels: Approval Alerts, HR Approvals, and Time Reporting. On the right side, there is a 'My Applications' panel containing a list of links. A red box highlights the 'Employee Online Forms' link, and a red arrow points to it from the text above.

UNF | myWings

Welcome Dirk Garrett Small
You are currently logged in.

Ospreys E-mail E-mail Calendar Customize Logout

Home Student **Staff** June 26, 2014

Approval Alerts
You have no documents pending approval

HR Approvals
Please use the link below to access approvals:
• [HR Approvals](#)

Time Reporting
Time Sheet
Applications Programmer, 310980-00 - Enterprise Systems, 200805
Bi-weekly payroll - 14, Due Date : Jul 07, 2014
Bi-weekly payroll - 13, Due Date : Jun 23, 2014
[More](#)

My Applications

- Banner Relationship Management (BRM)
- DAR (Data Access Request System)
- E-Books
- **Employee Online Forms**
- Employee Self Service
- Finance Self Service
- iContracts (Contract Routing)
- Internet Native Banner (INB)
- Key Request
- OASys - Hiring and PD Module
- Online Form Approvals
- P-Card Login (Regions Bank)
- P-Card Login (SunTrust Bank)
- Parking Account
- Pay Stub
- Physical Facilities Self Service (FAMIS)
- Print Requests - OfficeMax
- Print Requests - The UPS Store
- Regulation and Policy Review
- Student Success Collaborative

- b. Under the category **Finance/Purchasing Card (P-Card)** you will see **Purchasing Card (Change Request)**.

Employee Services Finance Information Financial Aid Personal Information Student Services WebTailor Administration

Employee Online Forms

Employee Online Forms is a menu to select and submit a new request.
To make a decision or update a form / request that has already been submitted you will need to go to [Online Form Approvals](#).

Department: All

Finance

Purchasing Card (P-Card)

- Purchasing Card (Cardholder Agreement Form)
- Purchasing Card (Change Request)
- Purchasing Card (New Card Request)

Human Resources

- Recruit on a Vacant Line Request (Vacancy Pool)

- c. Enter the **Card Holder ID (N#)** and click the **Submit** button.

Employee Services Finance Information Financial Aid Personal Information Student Services WebTailor Administration

Purchasing Card (Change Request)

Dirk Small,
This form is used to request changes to a current P-Card.


EMPLOYEE INFORMATION

Card Holder ID (N#): N00005595

NOTES:

- There will be a short pause while the form goes and gets information after some questions are answered. A warning will appear at that time.



- All employee fields (Cardholder, Direct Supervisor, Account Manager, Business Manager) all come with a search option icon (). This will open up a search box where you can perform a search.
- ❖ Type in the person's name (Last Name, First Name).
 - ❖ Click on the Search button.
 - ❖ It will display a list of names that meets your criteria.
 - ❖ Click the name of the person you want and it will populate into the field.

PCard Supervisor Selection

Last, First (Title): Hufford, Kei

[1 Results Found:](#)

Last, First (Title)
Hufford, Keith R. (Associate Director)

➤ Other fields will also have searches where you can search by Code or Description.

❖ Cardholder's Department

Search Org Codes

Code:

Description:

[7 Results Found:](#)

Code	Description
100000	President`s Office (100000)
100100	President`s Office (100100)
100190	President`s Office-OPS TimeEntry (100190)

d. The only required field is the direct supervisor, one change request field entered and reason for change.



- Changes can be one or all of the following:
 - Cardholder's Name
 - Cardholder's Department /Index
 - Cardholder's Limits

- e. Click **Submit** at the bottom of the form.

Purchasing Card (Change Request)

Dmitriy Bond
This form is used to request changes to a current P-Card. For more information you can click on [Documentation](#).



EMPLOYEE INFORMATION

Card Holder ID (N#):  

Last Name:

First Name:


UNF Email:

Card Holder Supervisor:   *

NAME CHANGES

Change Card Holder Name to:

DEPARTMENT/INDEX CHANGES

	Original Information	New Information
Card Holder Dept:	200805	<input type="text" value="None"/> 
Default Index:	200805	<input type="text" value="None"/>

LIMIT CHANGES

	Original Amount	New Amount
Per Transaction Limit:	2500	<input type="text"/>
Monthly Transaction Limit:	2500	<input type="text"/>

PROCESSING INFORMATION

When getting a **new card issued**, normal processing time after the approval process is 7 to 10 business days. You can request a rush to reduce this time to 2 to 3 business days for an additional \$25.00.

Rush Card:

Reason for Change:

By submitting/approving this form, I agree that this cardholder will fully comply with all the Purchasing Card Program terms and conditions of the University of North Florida.

Select Action/Reason if requested. Then click the "Submit" Button.

Submit your request.

- f. If there are any errors that prevent you from submitting they will be displayed at the top of the form.
- General validation errors will be one or both of the following:
 - You need to fill in all required fields.
 - Some of the values you provided are not valid. Please review and fix your answers.

❗ ERROR:

You need to fill in all required fields (*).
Some of the values you provided are not valid.
Please review and fix your answers.

- Required answers will have a * next to them.
- Invalid answers will have a warning next to them.

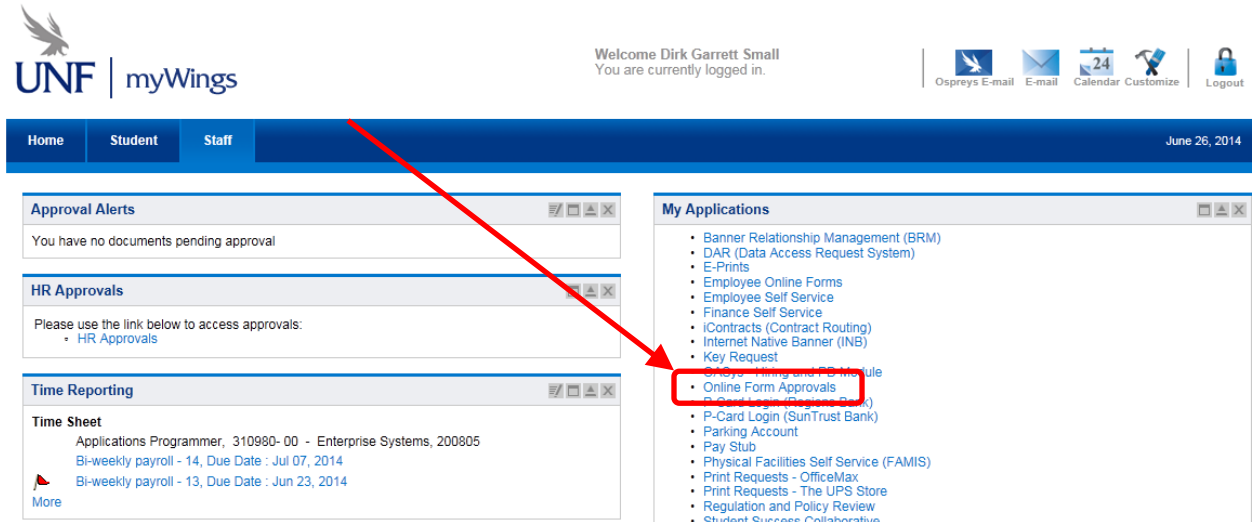
- Example:

The Limit
provided
requires a
justification

Approval Process

I. Where to go to see your work

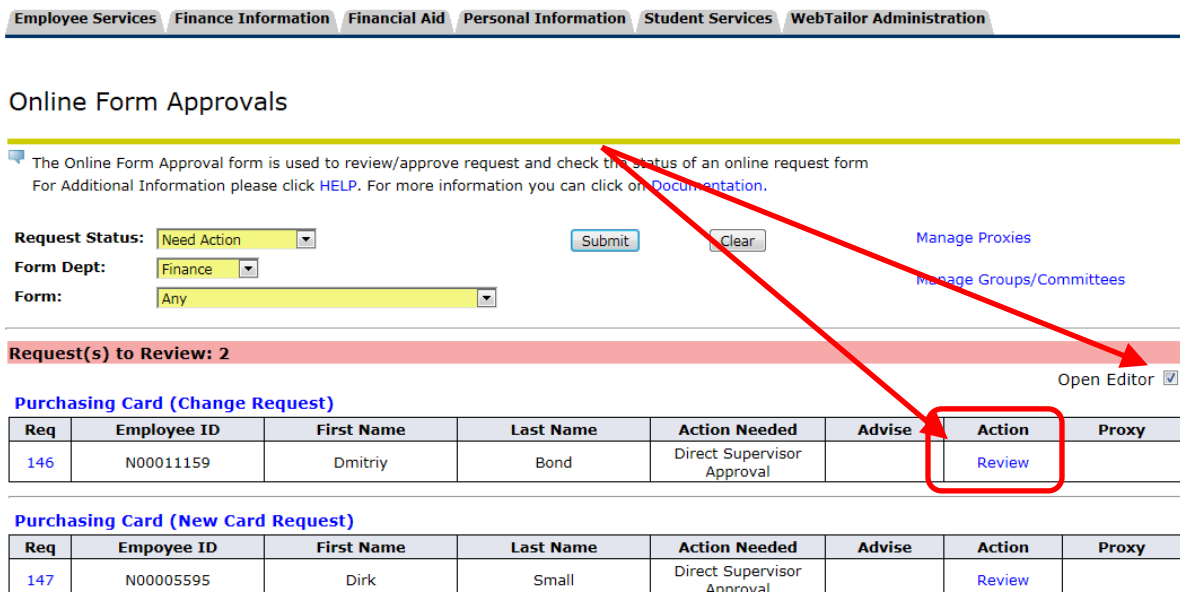
- The link to the online forms is located in the “Mywings” portal under the **Staff tab** in the **My Applications** channel and look for **Online Form Approvals**.



II. How to approve/deny a request

- Under **Request to Review** in the “Action” column click on the **Review** link to open the request to review and approve.

NOTE: If you need to make changes to the requested information you need to check the **Open Editor** box before opening.



- b. Review the request. At the bottom, select the decision you want.

Employee Services Finance Information Financial Aid Personal Information Student Services WebTailor Administration

Purchasing Card (Change Request)

Dirk Small.
This form is used to request changes to a current P-Card. For more information you can click on [Documentation](#).

EMPLOYEE INFORMATION		
Card Holder ID (N#):	N00011159	
Last Name:	Bond	
First Name:	Dmitriy	
UNF Email:	d.bond@unf.edu	
Card Holder Supervisor:	Small, Dirk G (Applications Programmer)	

NAME CHANGES		
Change Card Holder Name to:		

DEPARTMENT/INDEX CHANGES		
	Original Information	New Information
Card Holder Dept:	200805	
Default Index:	200805	

LIMIT CHANGES		
	Original Amount	New Amount
Per Transaction Limit:	2500	1000
Monthly Transaction Limit:	2500	1000

PROCESSING INFORMATION

When getting a new card issued, normal processing time after the approval process is 7 to 10 business days. You can request a rush to reduce this time to 2 to 3 business days for an additional \$25.00.

Rush Card:

Reason for Change:
This is for testing

By submitting/approving this form, I agree that this cardholder will fully comply with all the Purchasing Card Program terms and conditions of the University of North Florida.

Select Action/Reason if requested. Then click the "Submit" Button.

Action:
 Select Action
 Approve
 Deny
 Hold
 Redirect
 Send Back

RELEASE: 6.2

- c. If the next step is optional then you will be required to select who to send it to next.
- Example: Direct Supervisor is also the Financial Manager so they would skip that step and send it on to the P-Card Office

Select Action/Reason if requested. Then click the "Submit" Button.

Action: Approve 

Send To:
 Select Option
 Select Option
 Financial Manager
 PCard Office

d. Enter any notes you want saved about the decision (This is optional).

➤ **NOTES:**

1. Internal notes are only shared with the person or group making the decision.
2. Communication information is shared with everyone in the workflow.

Select Action/Reason if requested. Then click the "Submit" Button.

Action:

Send To:

Submit your request.

Internal Notes

These are notes for me

Communication Information

This is a test

e. Click the **Submit** button.

f. You will receive a confirmation message that your request was submitted.

Purchasing Card (Change Request)

✔ Your decision on this request was submitted.

You can find all your request(s) and their status under UNF Administrative Applications in [Online Form Approvals](#).

III. How to find the status/history of a request

NOTE: You can only see the request that you have made a decision on or you are in a group that is required to see the request.

a. The link to the online forms is located in the “Mywings” portal under the **Staff tab** in the **My Applications** channel and look for **Online Form Approvals**.

Welcome Dirk Garret Small
You are currently logged in.

Ospreys E-mail | E-mail | Calendar | 24 | Customize | Logout

Home | Student | **Staff** | June 26, 2014

Approval Alerts
You have no documents pending approval

HR Approvals
Please use the link below to access approvals:
• HR Approvals

Time Reporting
Time Sheet
Applications Programmer, 310980-00 - Enterprise Systems, 200805
Bi-weekly payroll - 14, Due Date : Jul 07, 2014
Bi-weekly payroll - 13, Due Date : Jun 23, 2014
More

My Applications

- Banner Relationship Management (BRM)
- DAR (Data Access Request System)
- E-Prints
- Employee Online Forms
- Employee Self Service
- Finance Self Service
- iContracts (Contract Routing)
- Internet Native Banner (INB)
- Key Request
- Ospreys Training and E-Learning
- **Online Form Approvals**
- P-Card Login (Progress Bank)
- P-Card Login (SunTrust Bank)
- Parking Account
- Pay Stub
- Physical Facilities Self Service (FAMIS)
- Print Requests - OfficeMax
- Print Requests - The UPS Store
- Regulation and Policy Review
- Student Success Collaborative

- b. The request that you submitted and is still in the workflow will be seen in the default view under **Pending Request(s):**

Pending Request(s): 1
Purchasing Card (New Card Request)

Req	Employee ID	First Name	Last Name	Action Pending	Details
170	N00005595	Dirk	Small	Direct Supervisor Approval	View

- c. For a request you did not submit but have been approved/denied or is in a group that is required for review:
- Request Status: Set to “Show All”
 - Form - Department to “Finance” * This is the department where the form was created for.
 - Select the form you want.
 - Only the forms that were submitted and you have access to will appear in the drop down.

Online Form Approvals

The Online Form Approval form is used to review/approve request and check the status of an online request form. For Additional Information please click [HELP](#). For more information you can click on [Documentation](#).

Request Status: Employee ID: [Manage Proxies](#)

Form Dept: First Name: [Manage Groups/Committees](#)

Form: Last Name: [Export to Excel](#)

Request No:

Requester ID:

Status Date:

Request(s) to Review: 1 Open Editor

Purchasing Card (New Card Request)

Req	Employee ID	First Name	Last Name	Action Needed	Advise	Action	Proxy
145	N00005595	Dirk	Small	Direct Supervisor Approval		Review	

- d. To view the history of who has submitted a current request click on the request number.

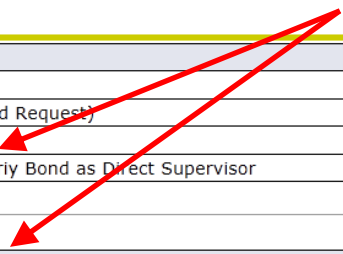
Request Selected: 1
Purchasing Card (New Card Request)

Status	Date	Req	Employee ID	First Name	Last Name	Action Pending	Details
Pending	06/27/2014	170	N00005595	Dirk	Small	Direct Supervisor Approval	View

- e. A new window will open showing you the current status and the decision history of the request.
Request Status Review

Current Status Information							
Request No:	170						
Request Type:	Purchasing Card (New Card Request)						
Requester:	Dirk Small (N00005595)						
Status:	Pending Approval by Dmitriy Bond as Direct Supervisor						

Request History							
Position	Person	Action	Reason	Internal Notes	Comm Text	Date	Proxy for
Requester	Dirk Small	Submitted				06/27/2014 09:56 AM	



- f. Close this window to go back to the main review screen.