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] Submit your request.

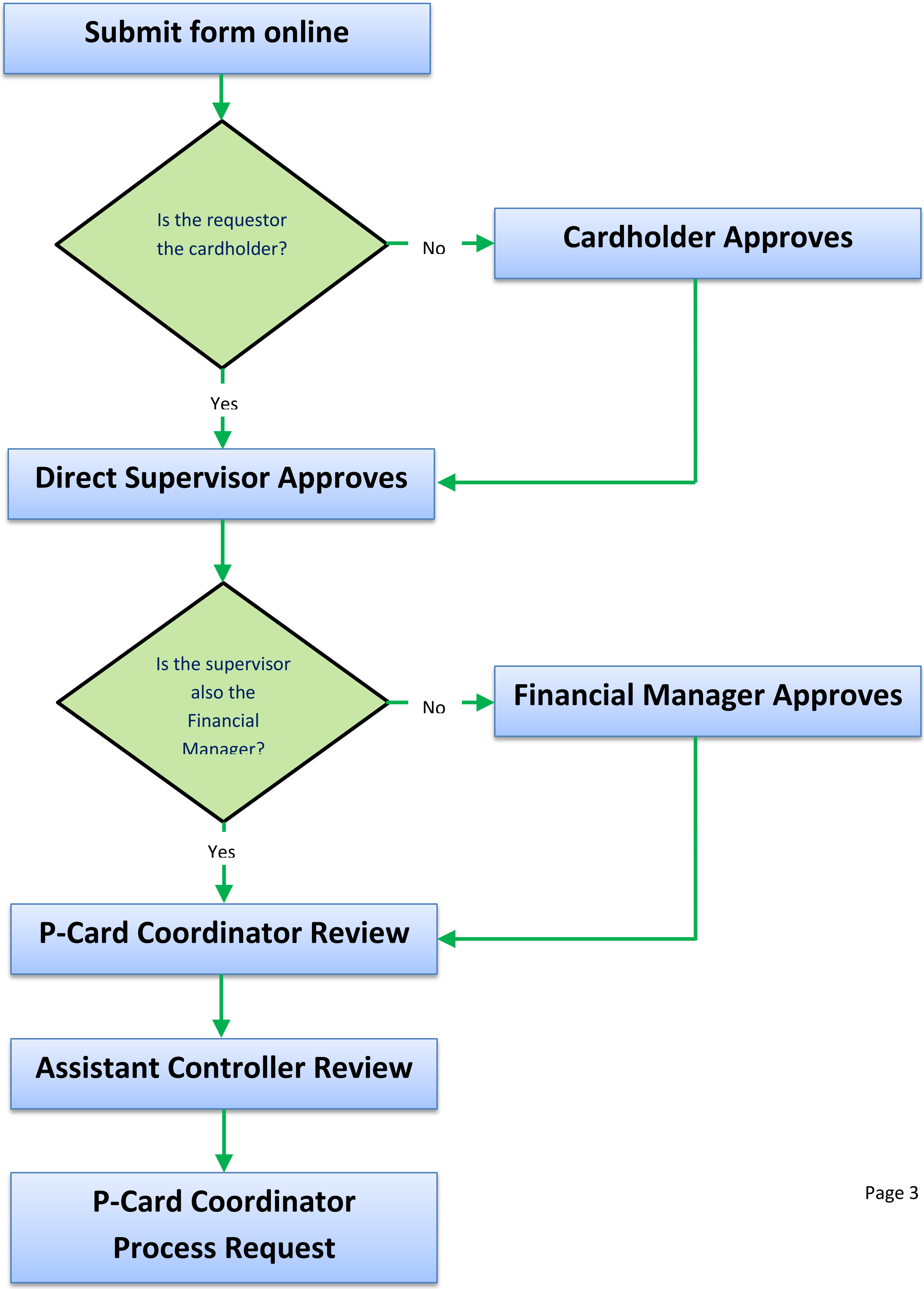
b. Purchasing Card (New Card Request)

* 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.

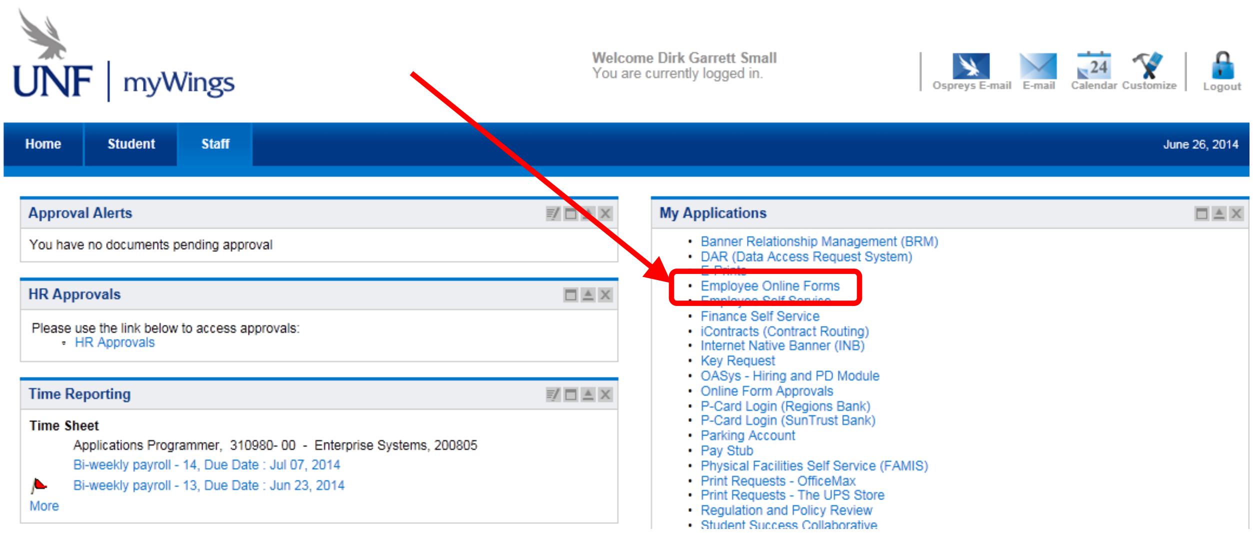
II. Approval Workflow (used for New P-Card Request and P-Card Change Request)



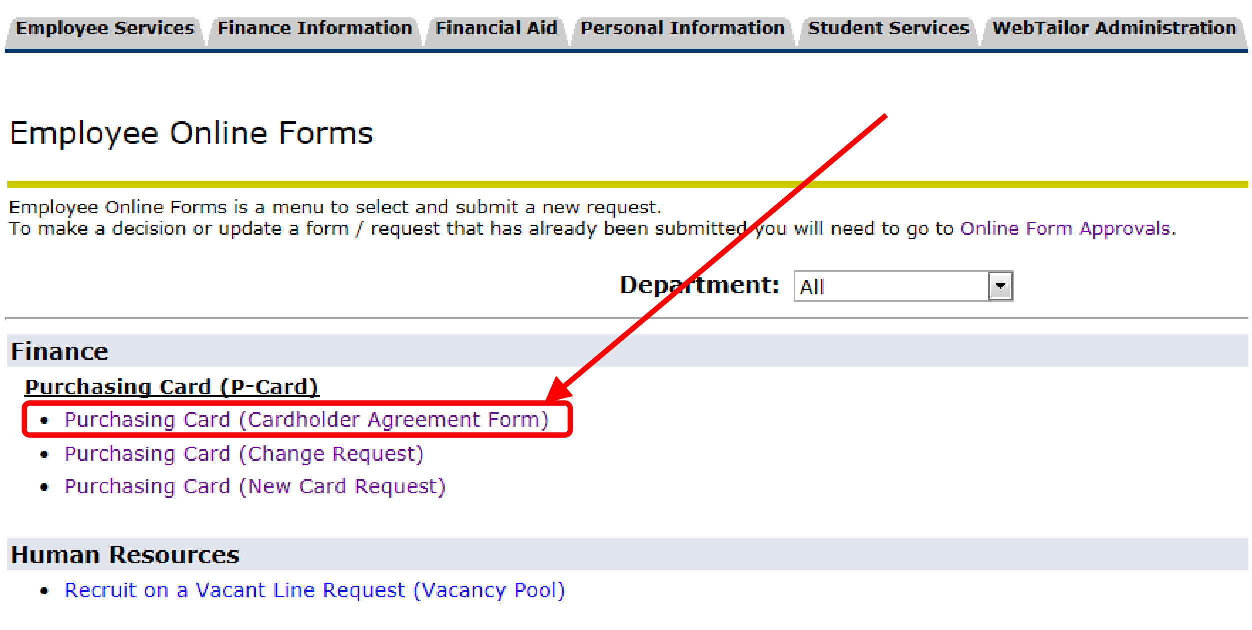
Form Submission Process

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

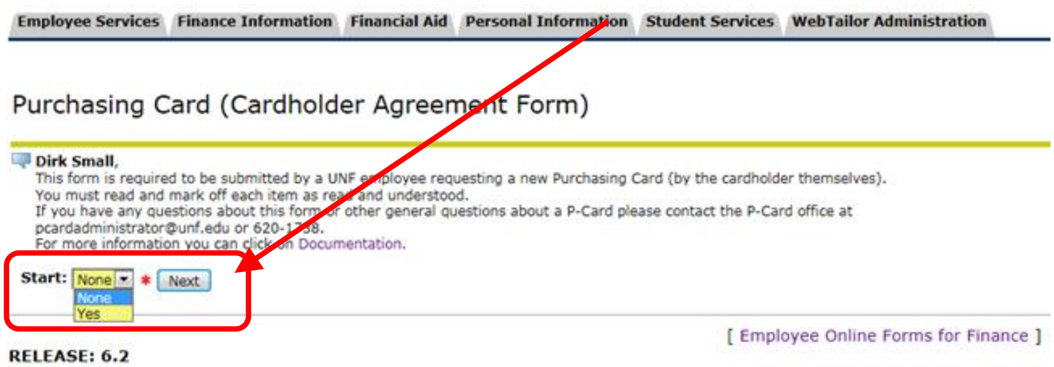
a. The link to the online forms is located in the "Mywings" portal under the **Staff tab** in the **My Applications** channel and look for **Employee Online Forms**.



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



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)

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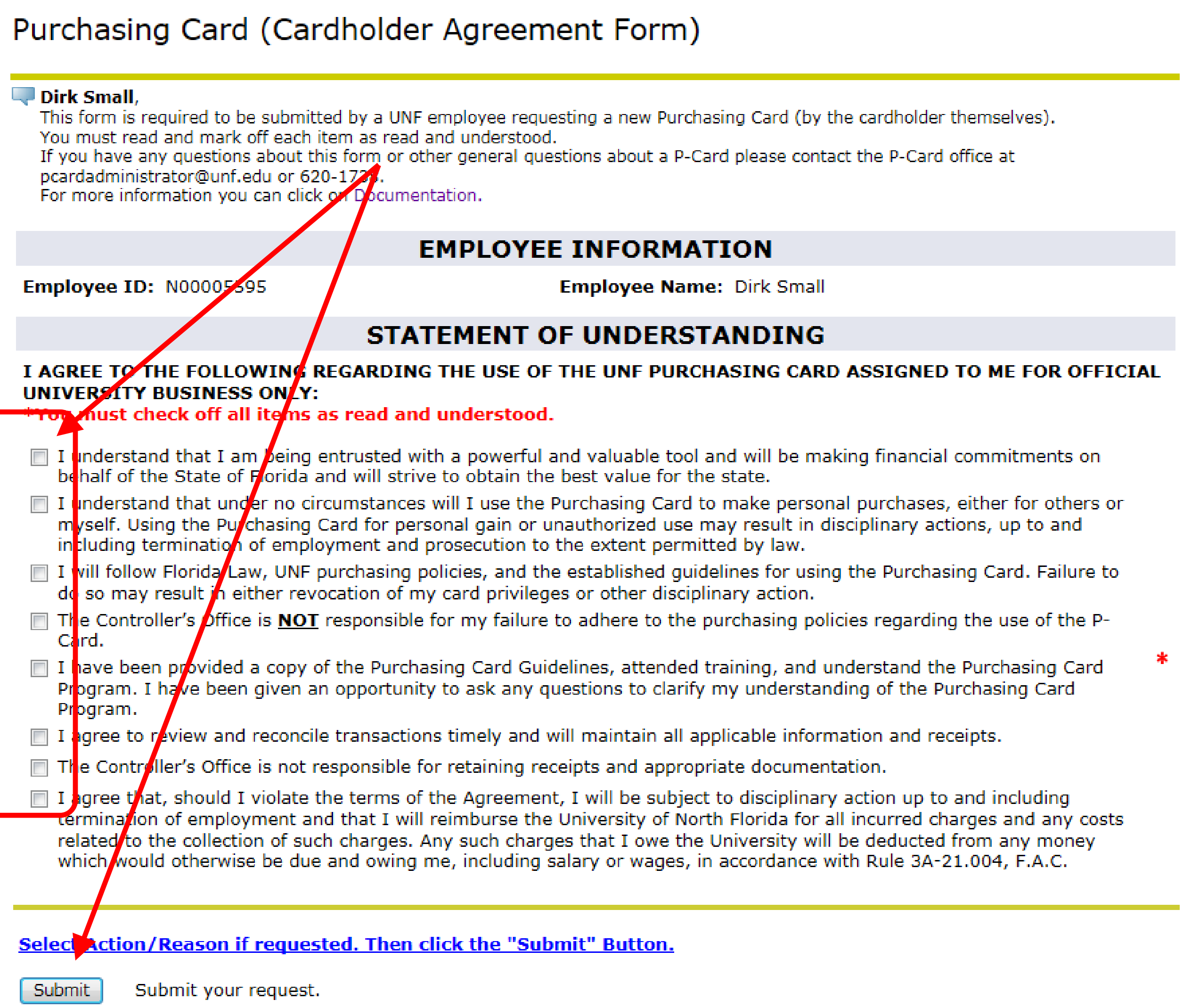
This form is required to be submitted by a UNF employee requesting a new Purchasing Card (by the cardholder themselves).
You must read and mark off each item as read and understood.
If you have any questions about this form or other general questions about a P-Card please contact the P-Card office at pcardadministrator@unf.edu or 620-1738.
For more information you can click on Documentation.

Start: None * Next
None
Yes

[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)

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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.
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- 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.

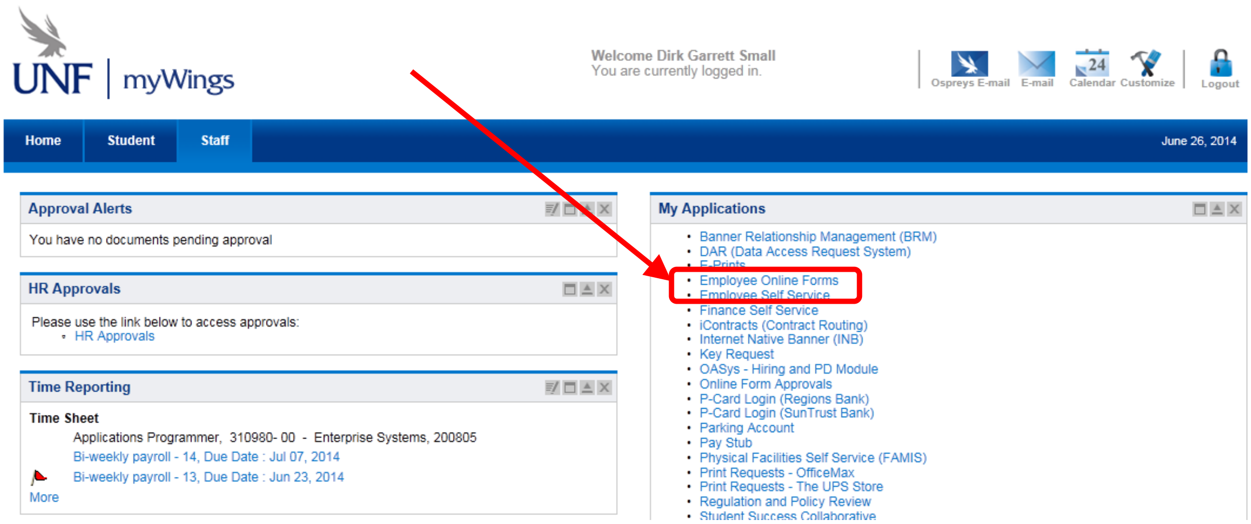
Submit   Submit your request.

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

✔ Your Request was submitted.

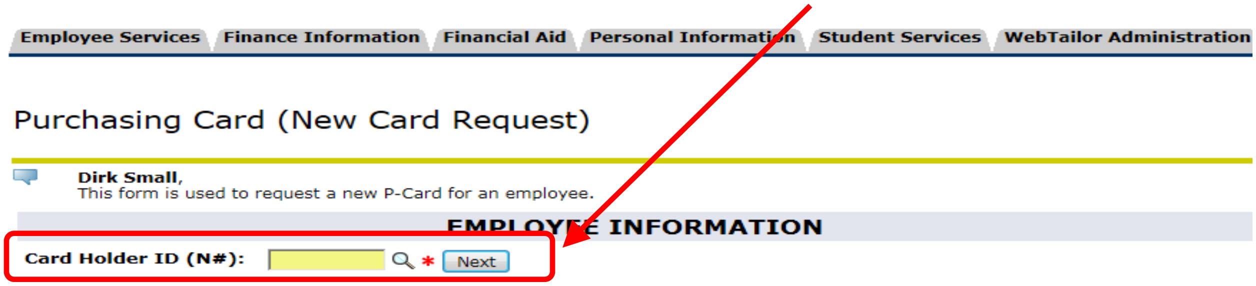
II. How to Submit a Purchasing Card (New Card Request)

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.**



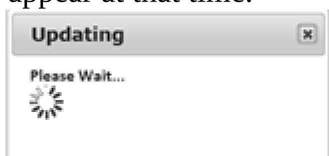
b. Under the category **Finance/Purchasing Card (P-Card)** you will see **Purchasing Card (New Card Request).**

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



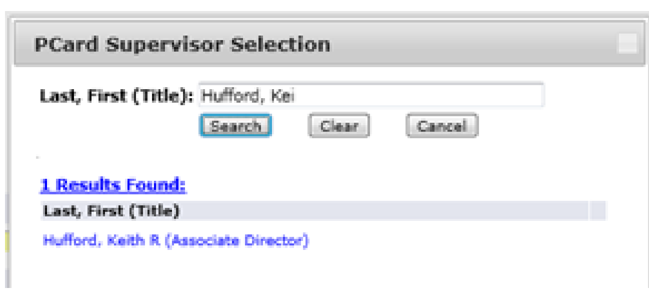
NOTES:

- ➢ 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.



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

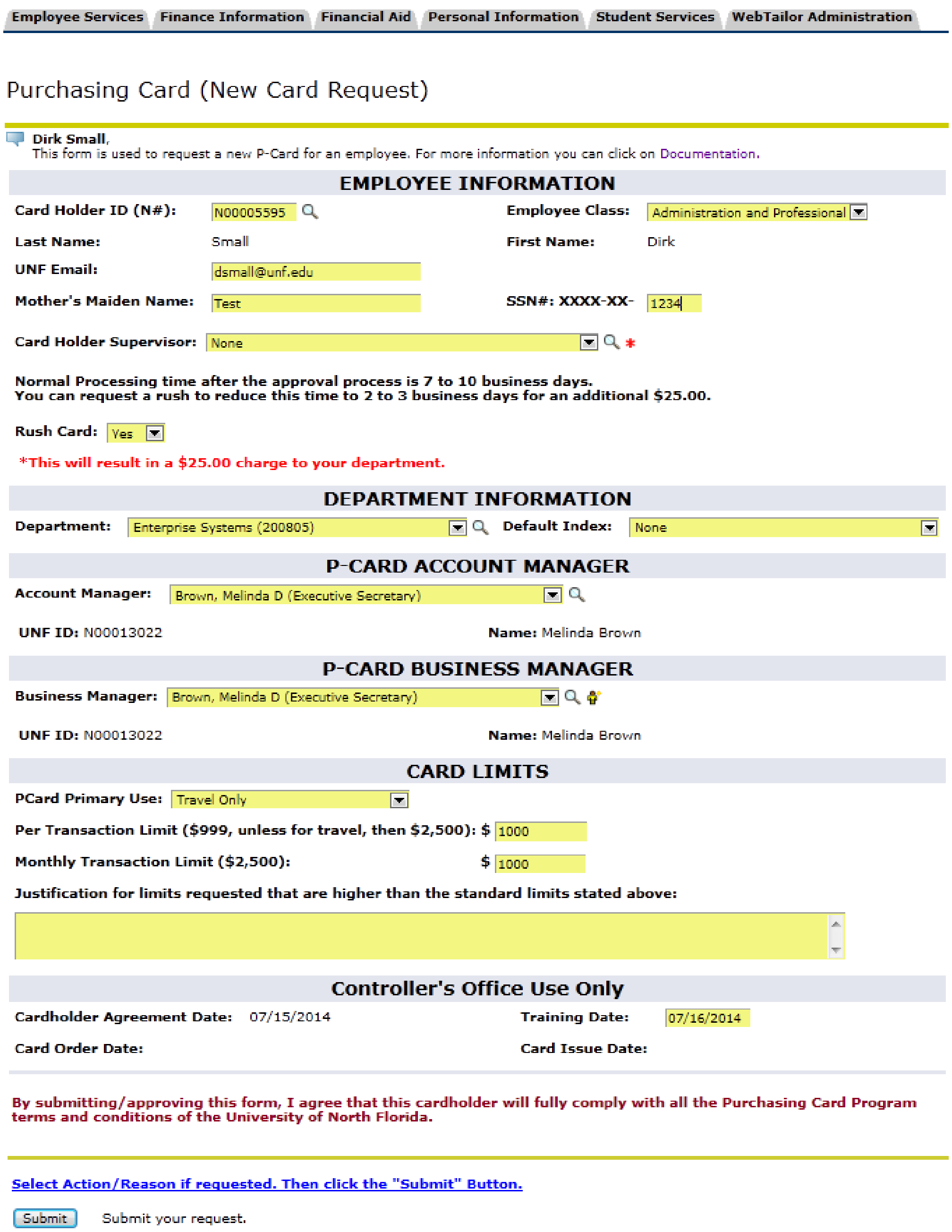
e. Enter all the information.

- Some fields are required before it can pass to the next step in the workflow.
  - o Requestor
    - ▪ Direct Supervisor of the Cardholder
    - ▪ Rush Card
  - o 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#): N00005595
Employee Class: Administration and Professional
Last Name: Small
First Name: Dirk
UNF Email: dsmall@unf.edu
Mother's Maiden Name: Test
SSN#: XXXX-XX- 1234
Card Holder Supervisor: None *

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: Yes

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

DEPARTMENT INFORMATION

Department: Enterprise Systems (200805)
Default Index: None

P-CARD ACCOUNT MANAGER

Account Manager: Brown, Melinda D (Executive Secretary)
UNF ID: N00013022
Name: Melinda Brown

P-CARD BUSINESS MANAGER

Business Manager: Brown, Melinda D (Executive Secretary)
UNF ID: N00013022
Name: Melinda Brown

CARD LIMITS

PCard Primary Use: Travel Only
Per Transaction Limit ($999, unless for travel, then $2,500): $ 1000
Monthly Transaction Limit ($2,500): $ 1000
Justification for limits requested that are higher than the standard limits stated above:

Controller's Office Use Only

Cardholder Agreement Date: 07/15/2014
Training Date: 07/16/2014
Card Order Date:
Card Issue Date:

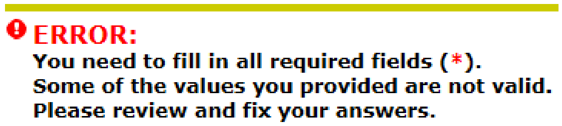
By submitting/approving this form, I agree that this cardholder will fully comply with all the Purchasing Card Program terms and conditions of the University of North Florida.

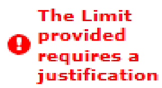
Select Action/Reason if requested. Then click the "Submit" Button.

Submit | Submit your request.

g. If there are any errors that prevent you from submitting they will be displayed at the top of the form.

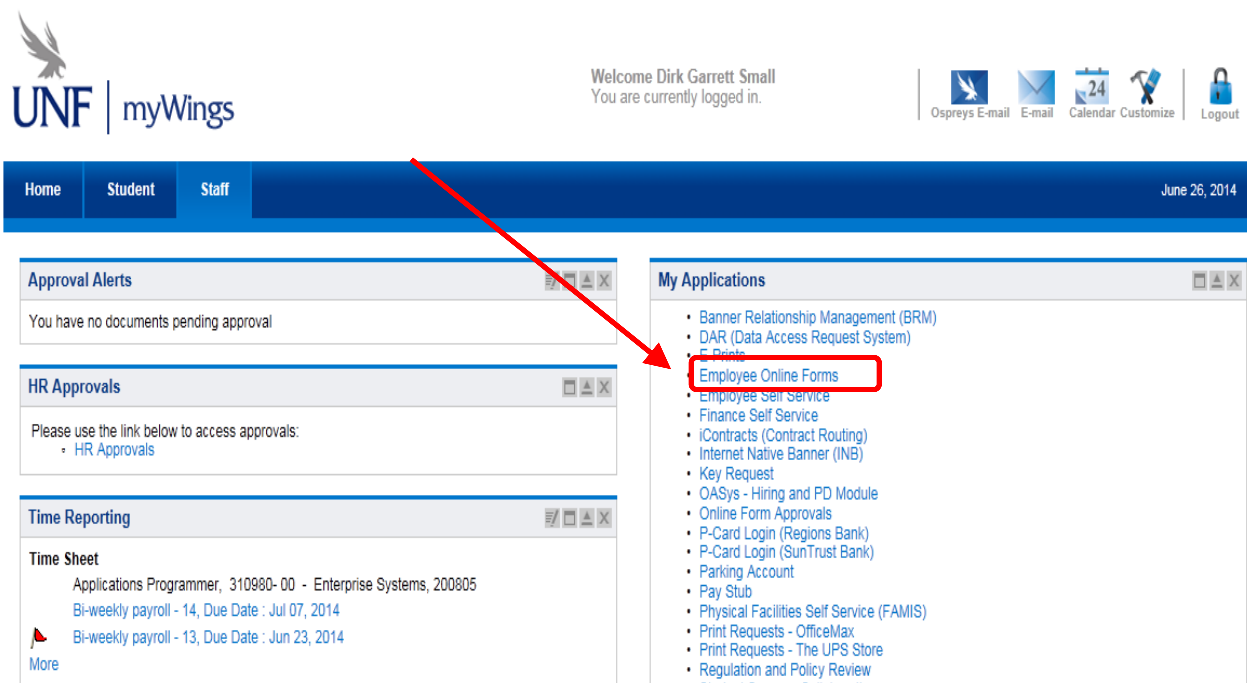
- General validation errors will be one or both of the following:
  - You need to fill in all required fields.
  - Some of the values you provided are not valid. Please review and fix your answers.



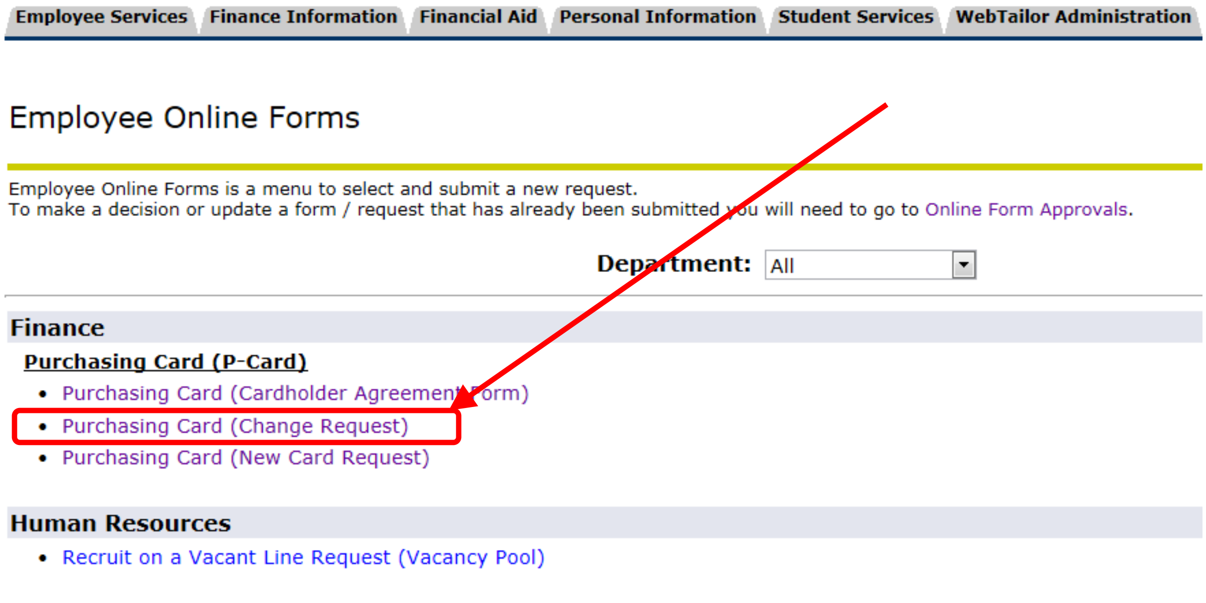
- Required answers will have a * next to them.
- Invalid answers will have a warning next to them.
  - Example: 

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

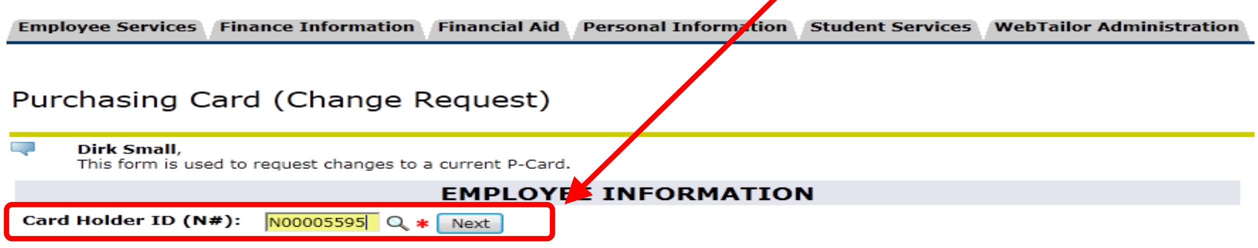
a. The link to the online forms is located in the "Mywings" portal under the **Staff tab** in the **My Applications** channel and look for **Employee Online Forms.**



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

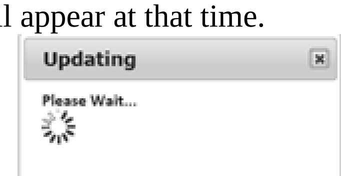


c. Enter the **Card Holder ID (N#)** and click the **Submit** button.



NOTES:

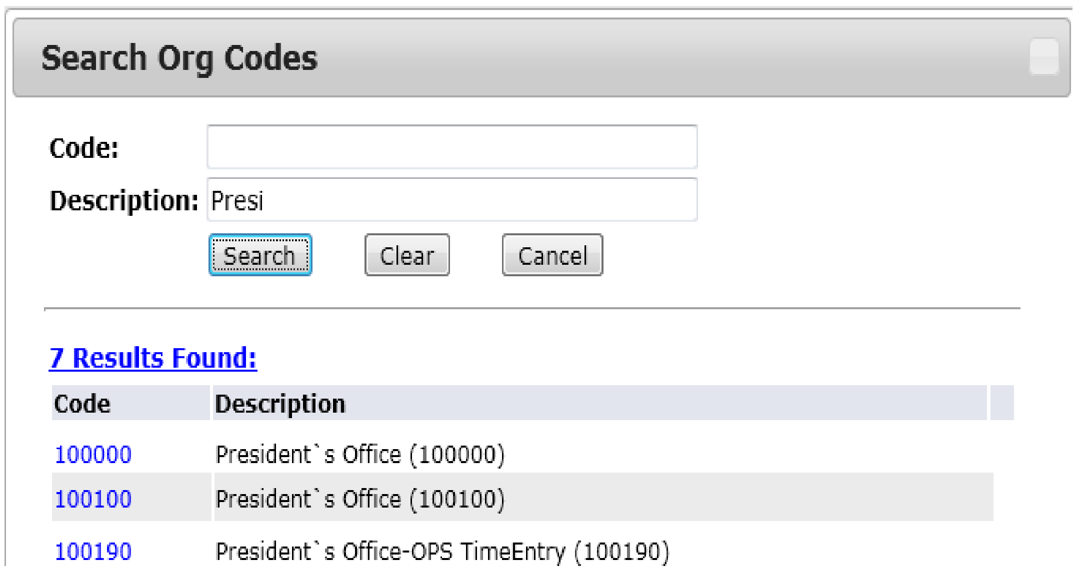
- ➢ There will be a short pause while the form goes and gets information after some questions are answered. A warning will appear at that time.



- ➢ 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.

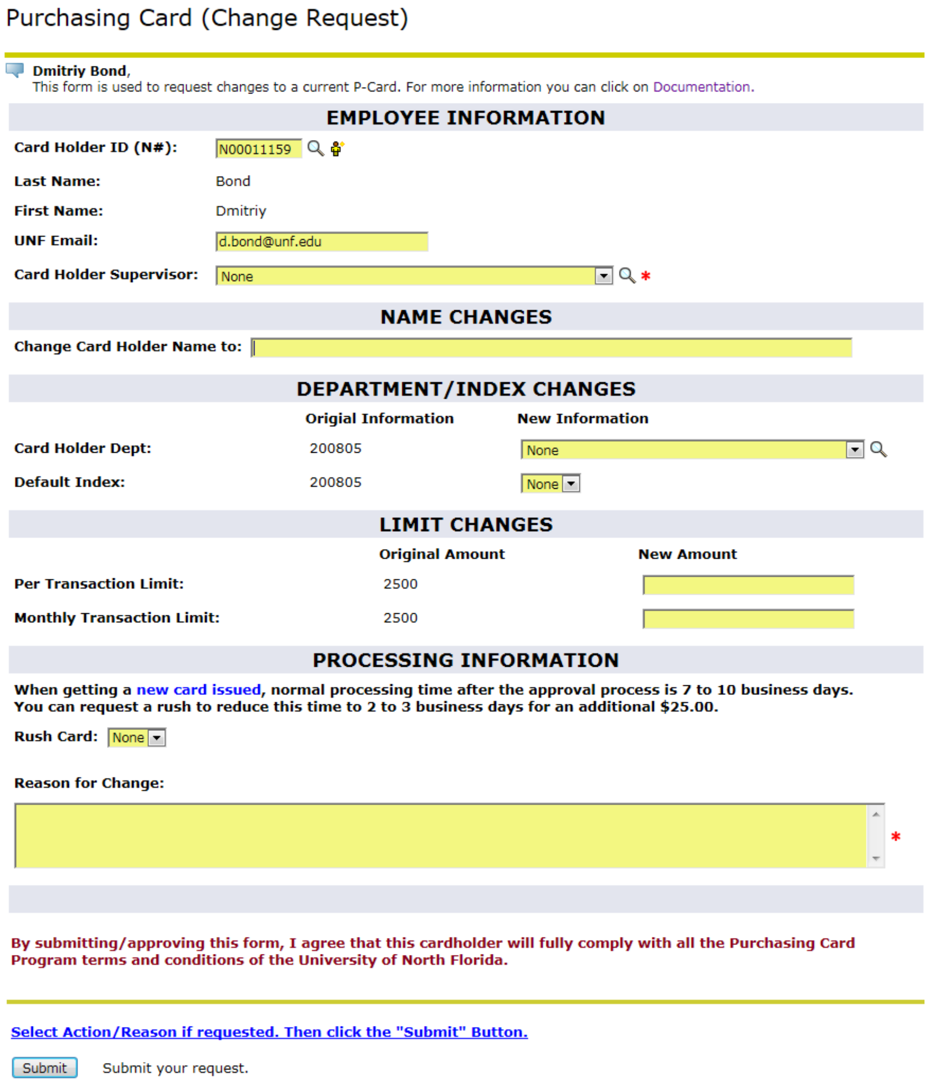
- ➢ Other fields will also have searches where you can search by Code or Description.
  - ❖ Cardholder's Department



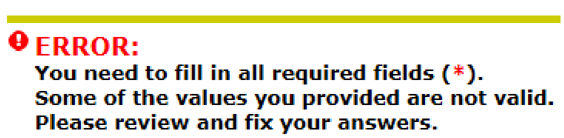
d. The only required field is the direct supervisor, one change request field entered and reason for change.

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

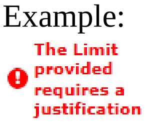
e. Click **Submit** at the bottom of the form.



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.



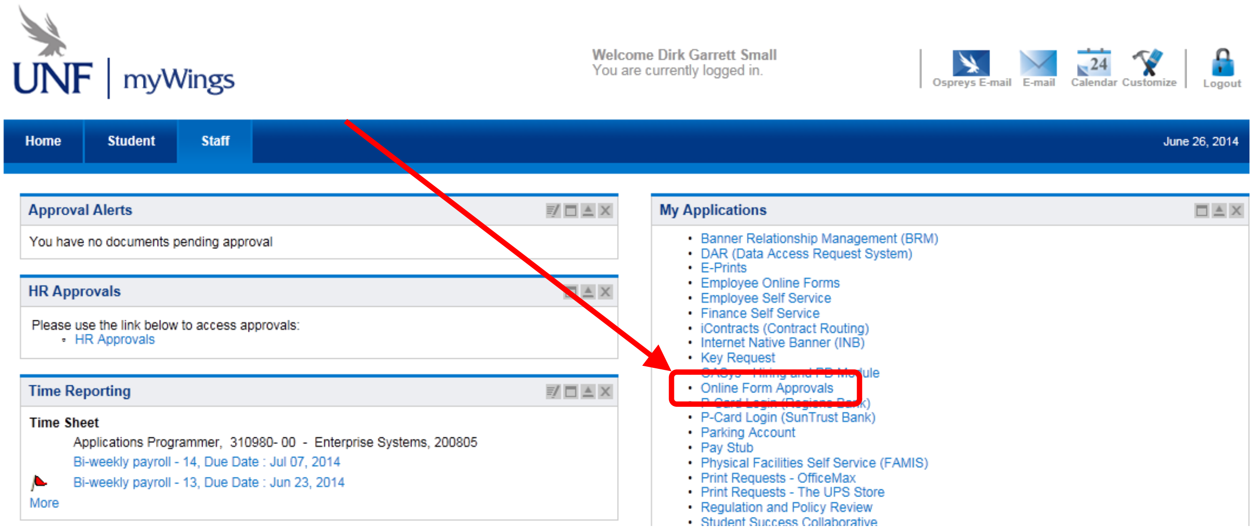
- Required answers will have a * next to them.
- Invalid answers will have a warning next to them.
  - Example:



Approval Process

I. Where to go to see your work

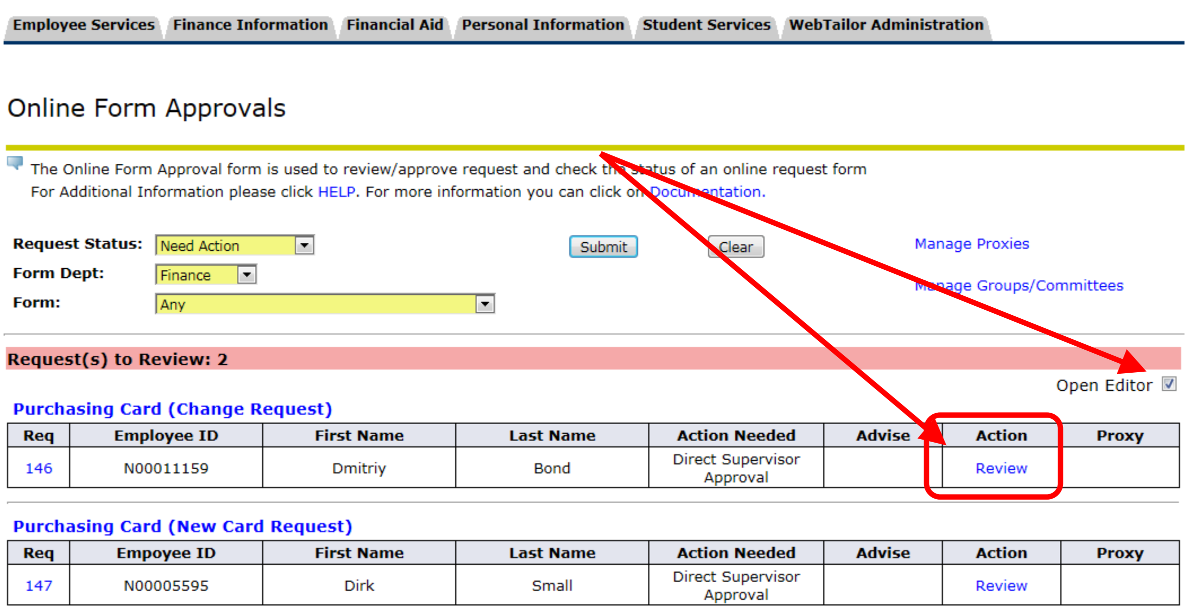
a. The link to the online forms is located in the "Mywings" portal under the **Staff tab** in the **My Applications** channel and look for **Online Form Approvals.**



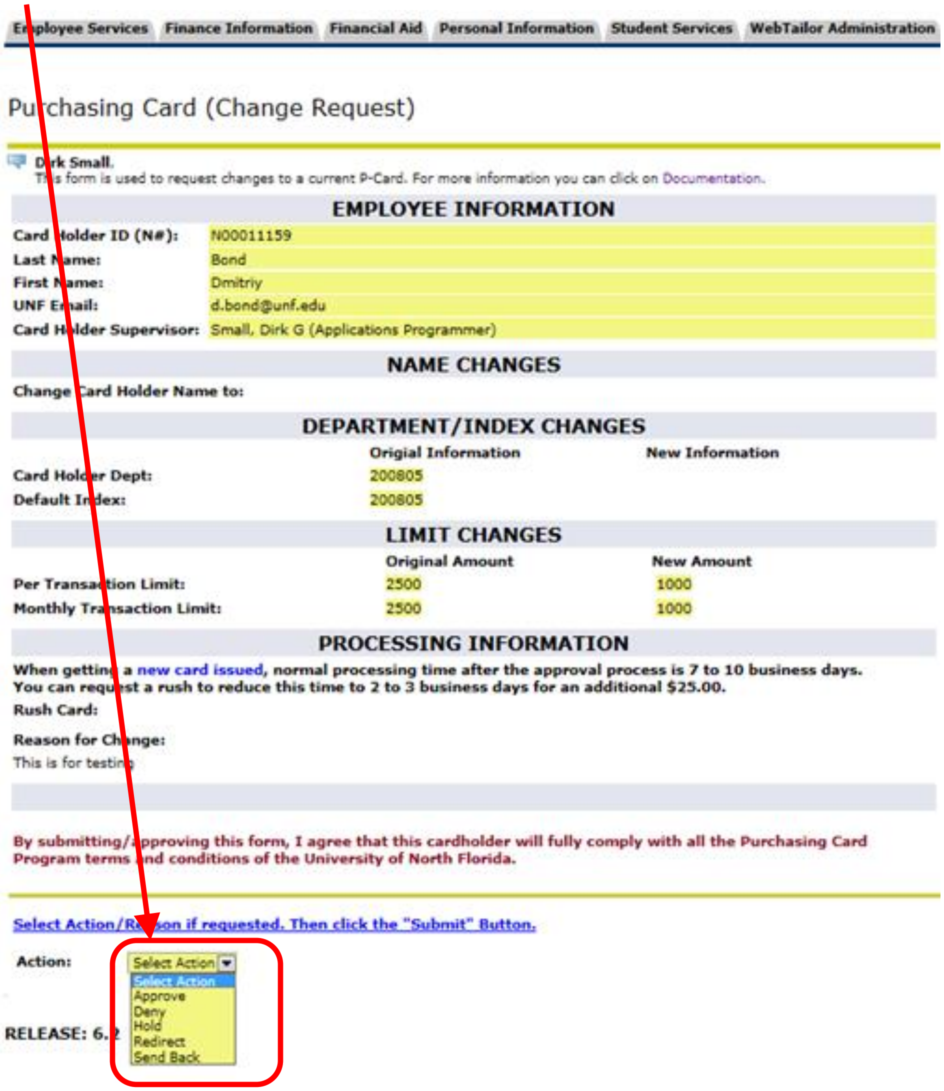
II. How to approve/deny a request

a. 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.



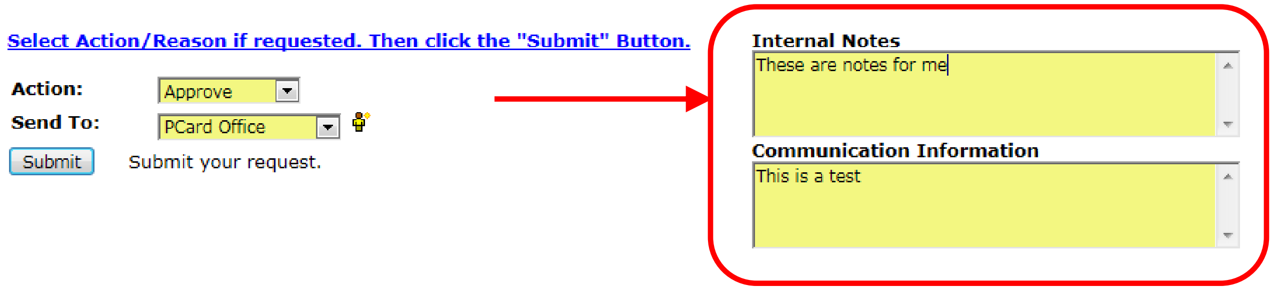
c. If the next step is optional then you will be required to select who to send it to next.

- ➢ Example: Direct Supervisor is also the Financial Manager so they would skip that step and send it on to the P-Card Office

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

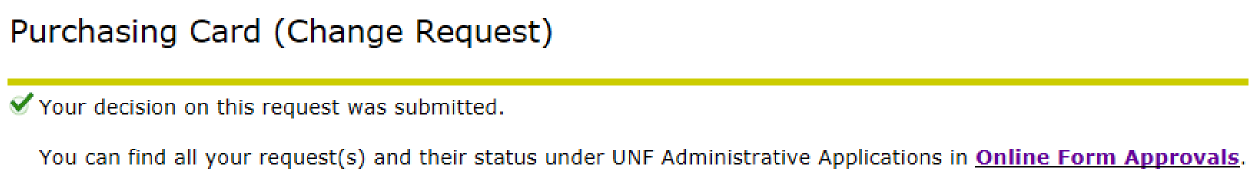
➢ **NOTES:**

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



e. Click the **Submit** button.

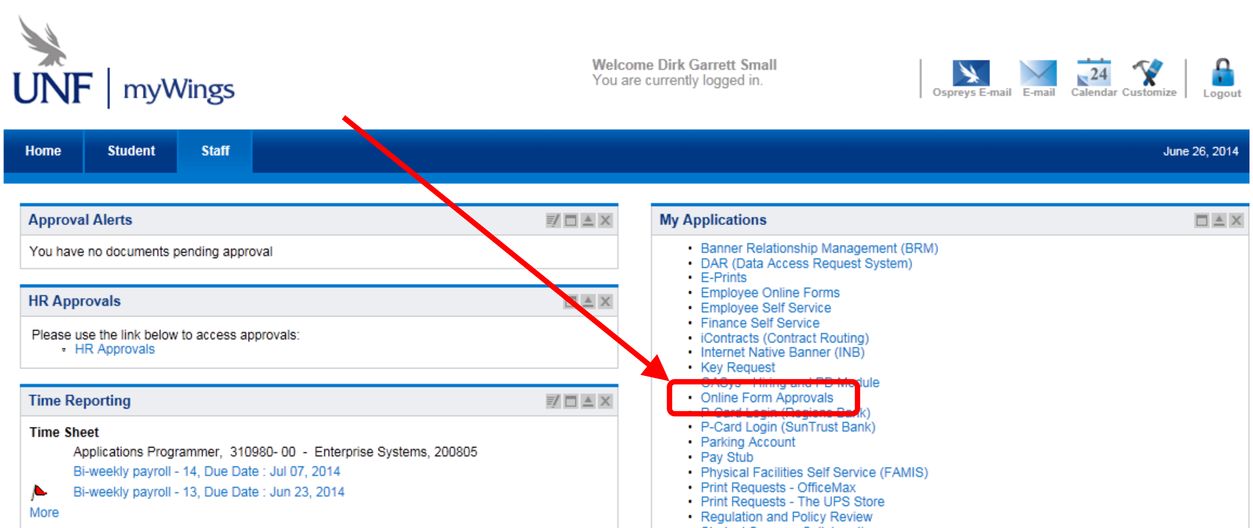
f. You will receive a confirmation message that your request was submitted.



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.**



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	Empoyee 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: Need Action
Form Dept: Finance
Form: Purchasing Card (New Card Request)
Request No:
Requester ID:
Status Date:

Empoyee ID:
First Name:
Last Name:

Submit Clear

Manage Proxies
Manage Groups/Committees
Export to Excel

Request(s) to Review: 1

Open Editor

Purchasing Card (New Card Request)

Req	Empoyee 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	Empoyee 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.