Rowan-Salisbury Schools

P-Card Training

P-Card Training

Completion of this training is mandatory for new P-Card Coordinators, and Cardholder Managers prior to being allowed to obtain or use a…

Procurement Card

Rowan-Salisbury
SCHOOL SYSTEM
Extraordinary Education Every Day
Be an original.

P-Card Training

The Rowan-Salisbury Schools Procurement Card, also known as P-Card, is a valuable tool for <u>*quickly*</u> and <u>*efficiently*</u> purchasing and paying for small-dollar expenditures.

P-Card Training: Overview

- Chapter 1: Definitions & General Information
- Chapter 2: Using your P-Card
- Chapter 3: Cardholder Responsibilities
- Chapter 4: Coordinator & Cardholder Manager Responsibilities
- Chapter 5: Allowable Purchases & Restrictions
- Chapter 6: Documentation
- Chapter 7: Other Information and Completion Form

CHAPTER 1

Definitions & General Information

P-Card Training: Definitions

What is a P-Card?

- A Visa card issued by Truist Bank

Who is a Cardholder?

- Any individual employee who has been issued a P-Card.

P-Card Training: Definitions

What are School & Department P-Cards?

- P-Cards embossed with the school or department name. Only **RSS employees** may use these cards with proper RSS identification.

Who is a P-Card Coordinator?

- The employee responsible for overseeing card activity and reviewing transactions in Truist's Enterprise Spend Program (ESP). Generally, it's the Financial Secretary in a school and the Administrative Assistant in a department.

P-Card Training: Definitions

Who is the Cardholder Manager?

- For purposes of the P-Card, this refers to the: Principal or Director with budgetary authority for the unit.

Who is the P-Card Manager?

- The Finance Department representative responsible for the P-Card program.

P-Card Training: Introduction

How does the P-Card function?

Just like a debit card in that a purchase order provides the funding for purchases rather than a bank account.

- Qualified purchases do not require a purchase order at the school level.
- A blanket purchase order is already open in K12 for all P-Card purchases.

P-Card Training: Billing Information

What is the statement billing address?

- PO BOX 2349 Salisbury, NC 28145

What is the billing telephone number?

-704-636-7500

(Either or both may be requested by vendors for phone orders)

P-Card Training: Billing Information Cont.

What is the **Billing Cycle**?

-Set by Truist Bank and runs from the 28th day of one month to the 27th day of the next month.

What is the **Cycle Cutoff** date?

-The last date of the billing cycle.

- Truist has set this date to be the 27th day of the month.

Chapter 2

Using your P-Card

P-Card Training: Using your P-Card

Spending Limits/ Monthly Limits

- It is limited to available balance on the P-Card.
- Cannot spend more than the remaining amount encumbered on each P-Card purchase order in K12.
- Once you have hit your PO limit you will need to reach out to Kristina to open a new PO with a new amount and budget code.
- Use Excel Sheet to keep up with spending total from each PO.

P-Card Training:Using your P-Card

- The main purpose of the P-Card is for purchases from vendors that will not accept our PO's.
- You should not use the card for vendors that we already have cards or that we have accounts with.
- Examples of where NOT to use: Food Lion, Amazon, Staples, Office Depot, and etc..

P-Card Training: Using your P-Card

Purchasing Guideline

- Identify yourself as a RSS Employee.
- Confirm the vendor accepts Visa.
- Confirm pricing, availability, and specifications of the order.
- All packages/packing slips must identify the name of the School or Department embossed on the card.

P-Card Training: Using your P-Card

Internet Purchases

- Always use a secure web browser.
- Always obtain receipts. Examples are screen print of orders, email confirmations, and shipping documents.
- Use vendors that are reputable and maintain a secure website (https://).

CHAPTER 3

Cardholder Responsibilities

P-Card Training: Cardholder Responsibilities

Protection of Card

- Cardholder must always protect the security of P-Cards and the P-Card numbers.
- If the card is **lost or stolen**, immediately call Truist Bank at: 1 (800) 836-8562
- Cardholder must notify Finance Department by email **ASAP.**

P-Card Training: Cardholder Responsibilities

Limitations

Personal Gains

- Cardholder must not make P-Card purchases from friends or relatives where cardholder has a financial interest.
- Cardholder must not accept any gift or gratuity that *appears* to influence decision making regarding P-Card purchases.

CHAPTER 4

Coordinator & Manager Responsibilities

P-Card Training: Coordinator Responsibilities

P-Card Coordinator Main Duties

- Code and approve transactions in Truist ESP.
- **<u>Coding is required within 2 days of transactions posting in Truist ESP.</u>**
- Reconcile, upload, and retain all P-Card documentation.
- Custodian of School or Department P-Card(s).
- Main contact person for all card users.

Coordinator Responsibilities Continued

How does a P-Card Coordinator get access to Truist ESP?

- Obtain a User ID & Temporary Password from the P-Card Manager.
- Login to the Truist ESP website at:
  https://enterprisespendplatform.suntrust.com
- Save the website to your Desktop or Favorites for faster access.

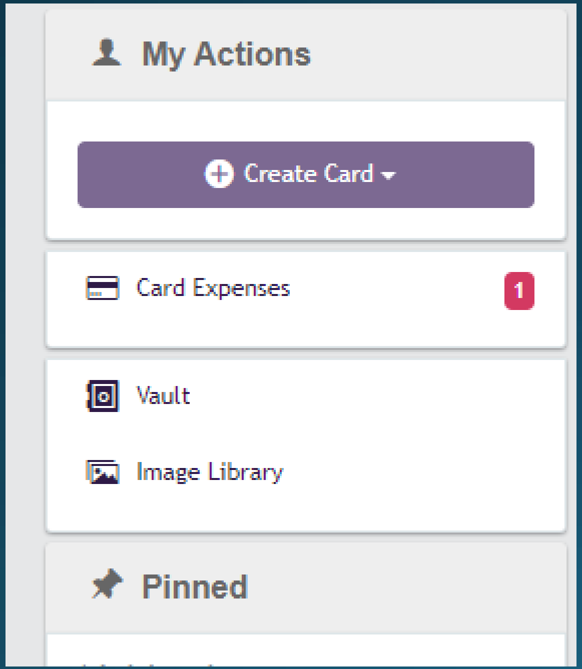
The following slides will show you the approval process step by step.

P-Card Steps

First step, scan all receipts to desktop as soon as you have them.

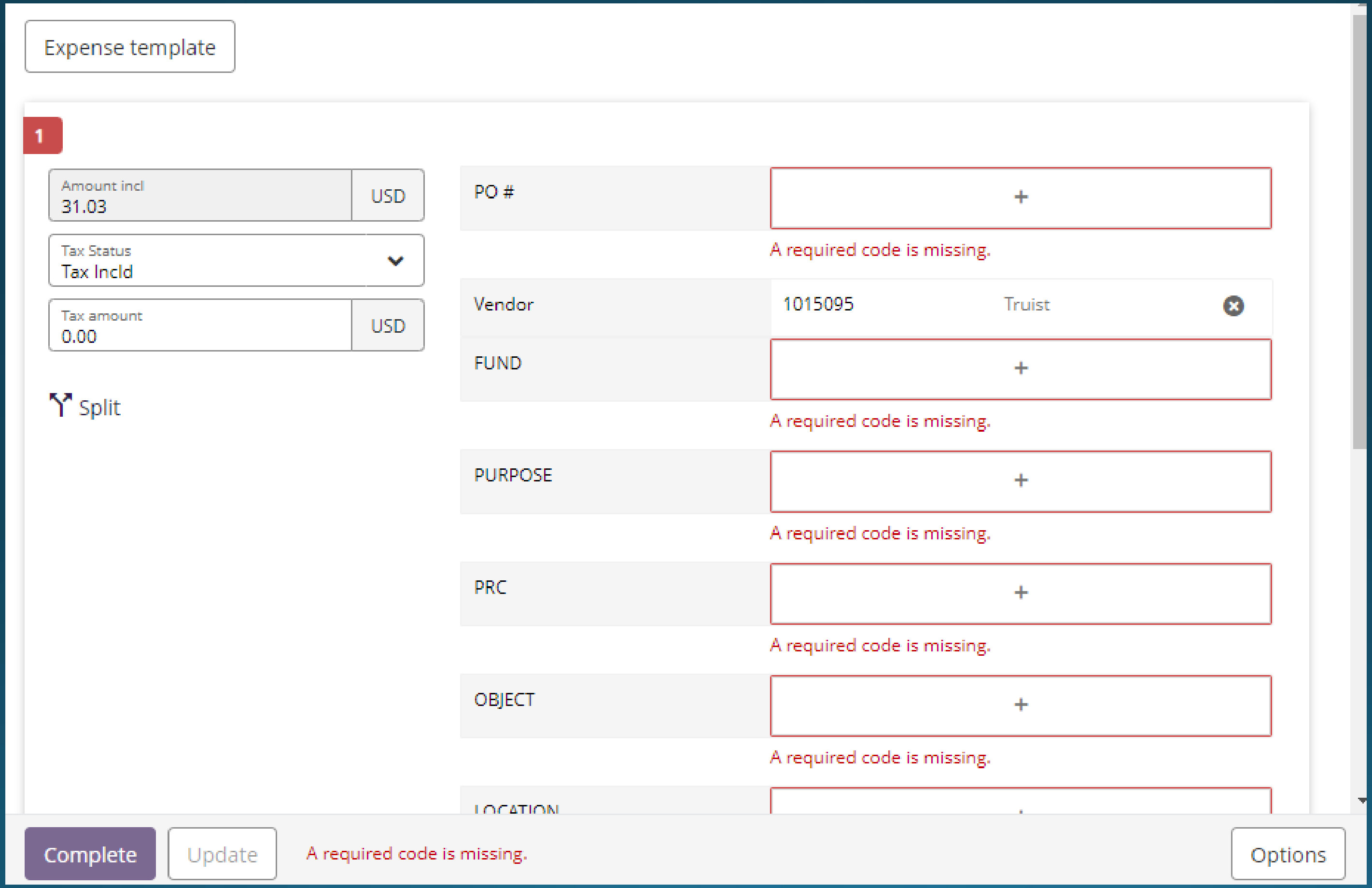
DO NOT wait until the last minute to start this process. It will be easier on you if you upload and approve as soon as you receive each receipt.

Login to you Truist account.

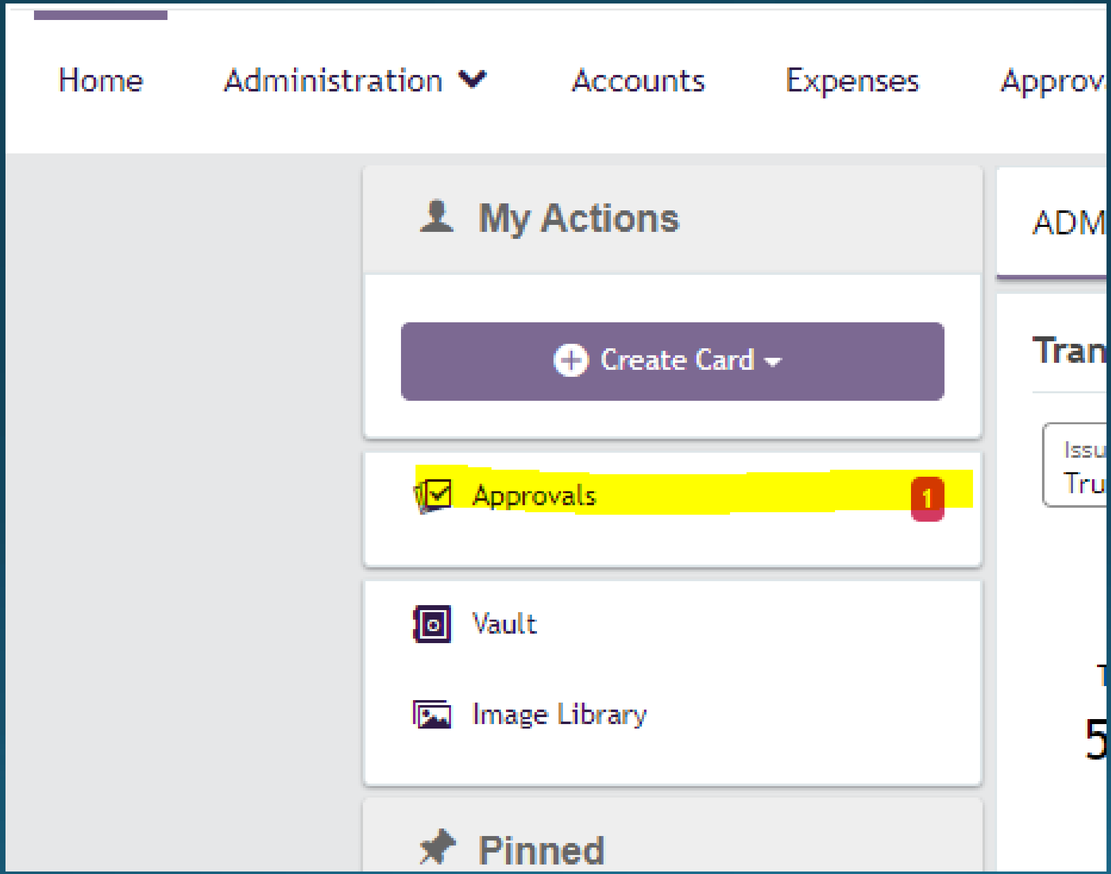


Click on Card Expenses to start approving and attaching the receipts.

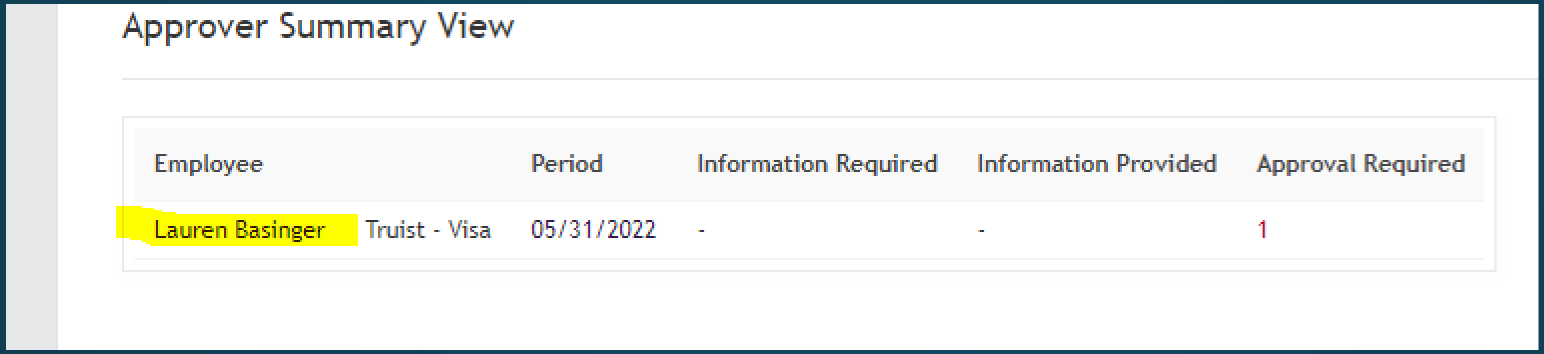
This is where you will upload the receipt and fill in the needed details. (PO# and budget code)
Kristina will provide PO numbers for you.
Click complete when you are finished and continue the process until all Expenses have cleared.



Once you've submitted your PO and budget code, go back to the HOME tab.
You should still see approvals, click on approvals again for the second step in this process.

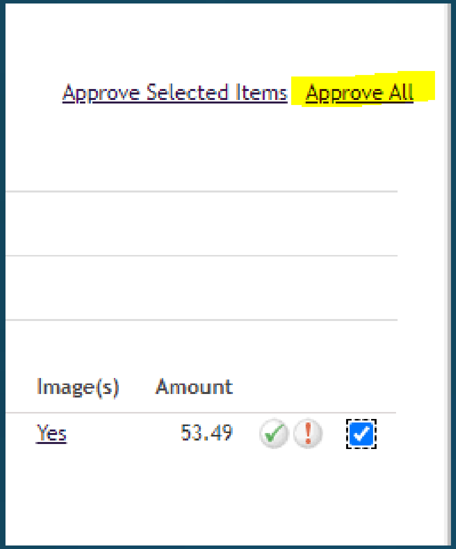


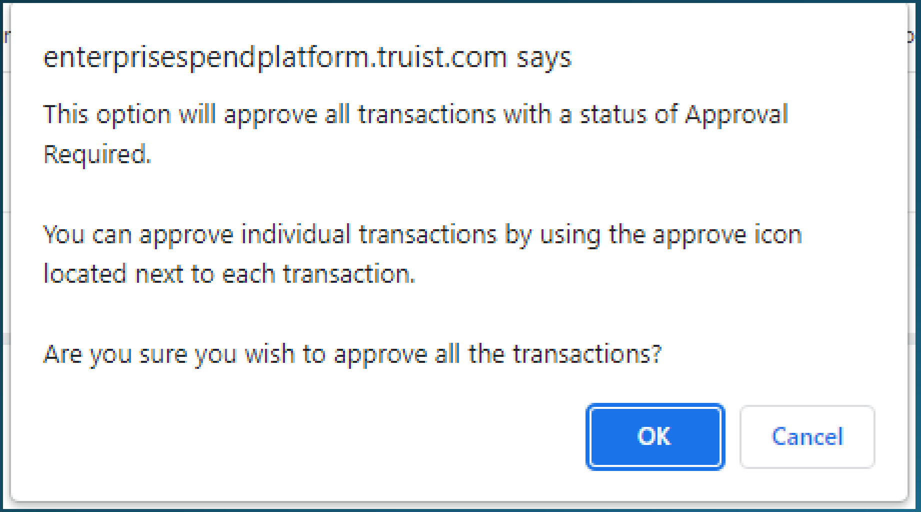
Click on your name on this screen.



Here you will see the date of the transaction, where the transaction took place, the PO number used, the budget code you just keyed in step 1 and the amount including tax. To the far right of this screen, then you must check the highlighted box.

After you have checked this box click on the APPROVE ALL link above.





After you approve all the purchases, this screen will pop up. Click ok and you have completed all the steps.

IMPORTANT**

Notify your principal once you have finished your part, so that they can approve the second part.

P-Card Training: Manager Responsibilities

Cardholder Manager Main Duties

- Approve Cardholders & assigns Coordinator.
- Approve billing statements & transaction reports.
- Responsible for all aspects of the program in the absence of a Coordinator.
- Notify P-Card Manager of changes in Coordinator.
- Ensure timely adherence to program dates.

P-Card Training: Coordinator & Manager Responsibilities

Tips for avoiding P-Card Violations

- Log in & Review daily.
- Code and Approve ASAP.
- Reconcile monthly.
- Submit reports timely.
- Pay attention to details.

CHAPTER 5

Allowable & Restricted Purchases

Allowable Purchases

Budget Code Limitations:

- Only allowable purchases for the budget codes attached to the P-Card.
- Please contact Finance for specific items that can be purchased from these budget codes.

Food Purchases:

Only allowable from 411 & 451.

- Departments: Food purchases are allowed but must be pre-approved by the Cardholder Manager.
- Schools: Food purchased from 411 must be for instructional purposes & approved by the Cardholder Manager.

Restricted Purchases

Prohibited Purchases:

- P-Cards cannot be used for the following transactions:
  - Anything personal in nature
  - Cash Advances
  - Gifts cards for employees
  - Cell phone Services

Commodity Restrictions:

- P-Cards cannot be used for the following commodities unless **pre-approval** is provided:
  - Furniture (chairs, tables, desks, etc.)
  - Computer systems & Printers
  - Audio Visual Equipment

ABSOLUTLEY NO BANK OR ATM'S

CHAPTER 6

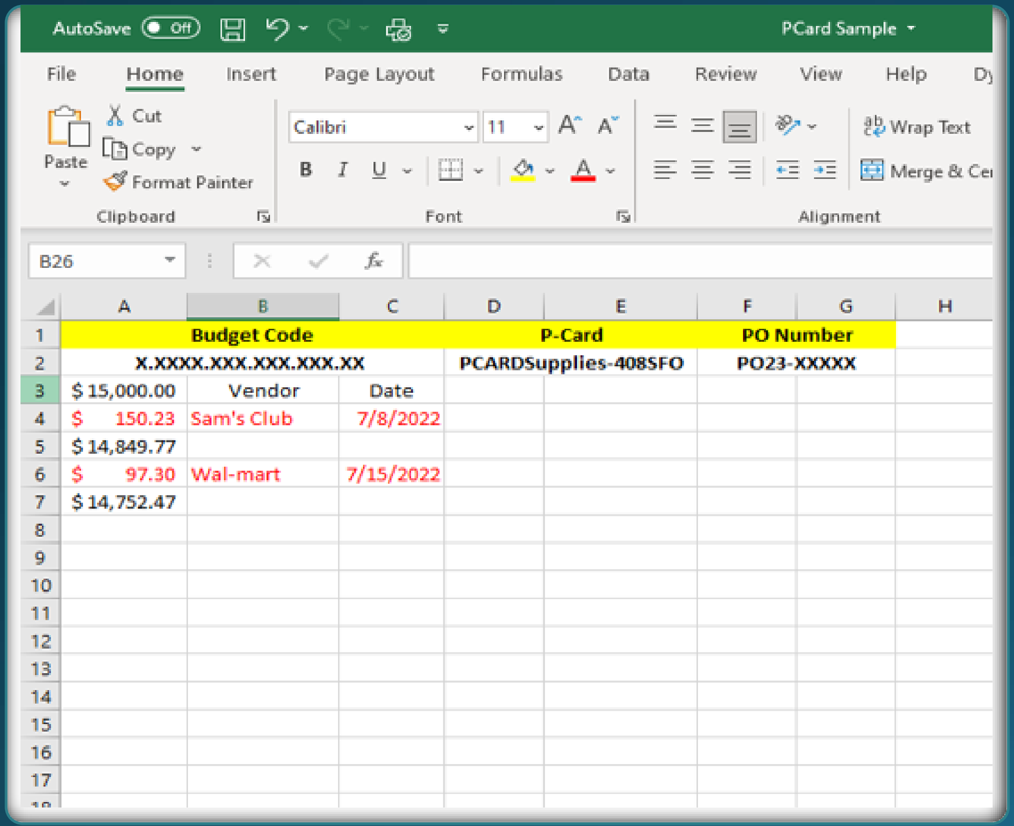
Documentation

P-Card Training: Documentation

Tips for maintaining proper documentation:

- Retain all receipts, packing slips, or any other documents you receive for an order. Restaurant receipts must be detailed.
- Attach transaction reports and documentation to the monthly billing statement.
- Upload receipts as soon as the purchase post in Truist ESP.
- Explain any problems with an order in Truist ESP.

P-Card Training: Documentation



- **EACH** transaction must be recorded on the appropriate **P-Card Excel Sheet.**
- The **P-Card Excel Sheet** will help keep up with your balance on the current PO.

P-Card Training: Documentation

- EVERY TIME a P-Card is taken from the P-Card Coordinator's work area it must be signed out and signed back in on the appropriate **P-Card Log**.
- P-Card log should have name of person signing the card out, the date, and when they returned it.

CHAPTER 7

Other Information & Completion Form

P-Card Training: Other Information

Card Renewals:

- Renewal Cards are sent directly to the P-Card Manager:
  - An email is sent to P-Card Coordinator once cards are ready to be picked up.
  - All cards must be picked up in person from the Finance Department.
  - Contact P-Card Manager if not received 2 weeks before the expiration date.

P-Card Training: Other Information

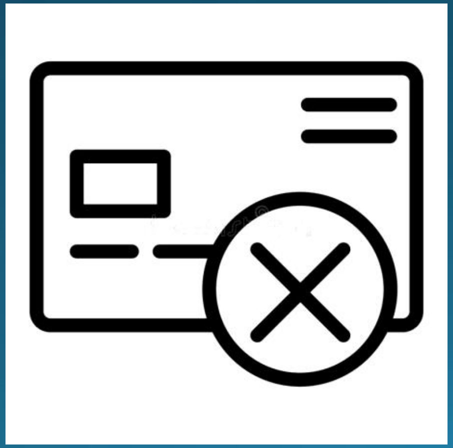
Card Replacements:

- Send email to the P-Card Manager requesting a replacement:
  - An email is sent to P-Card Coordinator once cards are ready to be picked up.
  - All cards must be picked up in person from the Finance Department.
  - Replacements can take as long as 10 business days to receive.

P-Card Training: Other Information

Card Cancellation:

- Send email to the P-Card Manager requesting the card be cancelled:
  - An email is sent to P-Card Coordinator once cards are cancelled.
  - All cancelled cards must be turned in to the Finance Department.
  - All cards must have a zero balance in order to be cancelled.



CONGRATULATIONS

You have completed the P-Card training!!