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Subject: PCard Procedure Reminder

Importance: High

Hello All,

I am writing to clarify the Order of Operations for a Procurement Card purchase as put forth by the State of Georgia regulations for using a Pcard.

How a Pcard Purchase must take place.

- Pcard holder is informed that a purchase must take place, preferably via email so that the Pcard holder will have backup documentation for their charge.
- The Pcard holder researches the purchase and completes a Pcard Requisition form.
- The Pcard Requisition Form is sent via DocuSign (or in person) for completion to Person 1.
- The Pcard Requisition Form is sent via DocuSign (or in person) for completion to Person 2 after Person 1 completes the signature.
- The Pcard Requisition Form is returned completed to the Pcard holder after Person 2 has completed the signature.
- It is at this point that the Pcard holder then may make the purchase, not before.
 - **If the purchase has already been made prior to this point, this action is a violation of State of Georgia Pcard policy and disciplinary action could be incurred.**
- The Pcard Charge appears in Workday for the Pcard Holder to Verify the information.
- The Pcard holder adds the documentation to confirm the charge (invoice, email approval from director, etc..,)
- The Pcard Verification goes to their Manager and the Cost Center Manager for approval in Workday.
 - If there are questions regarding the charge at this point it is the Manager and Cost Center Manager's function to get these questions resolved with the employee prior to approval taking place.

- Once the Pcard Verification is approved, then the charge is completed.
- Pcard verifications that are not approved in a timely manner will result in Pcard suspension to Pcard deactivation.

Problems we have seen that must be corrected:

- **Pcard Holders may NOT charge to their PCards PRIOR to the completion of the Pcard Requisition Form.**
 - DocuSign has a time stamp on it that is researchable by Auditing.
 - Even if the charge and the form are completed on the same day, the time stamp will be used to verify the order of operation.
- **The amount on the Pcard Requisition Form must match the amount of the charge.**
- Rolling charges that have the same amount can use the same completed Pcard Requisition Form with a few caveats
 - The same employees must be still active in order for their signatures to be valid.
 - If the amount changes on the charge then a new form must be completed.
 - If everything does remain the same, a new form still must be completed on a yearly basis.

A note on “Emergency Purchases”

- Yes, emergency purchases are allowed on a Pcard, however the state defines an emergency as fire, flood, bodily injury, etc.
- Actions such as a late Pcard request (conference registration is about to close at 5 pm and it is 4:50 pm) would not be considered an emergency for this purpose and the Pcard holder must still follow the same procedures as listed above.

Best Practices:

- It is our advice that Directors and Pcard holders discuss the upcoming weeks/months purchases ahead of time so you can complete all these actions correctly and remain compliant with this program.

If there are any questions, please contact me and I will be happy to address your concerns.

Thanks,
Darren

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