

Starting July 1, 2008, the University of Georgia implemented new P-Card policies and procedures as a result of revised Board of Regents (BOR) policies, Department of Administrative Services (DOAS) state purchasing policies, and the new HB1113 legislation. Since that time, additional policy clarifications have been received from these organizations. Additionally, based on questions and feedback received from UGA P-Card holders and approvers, several sections of the P-Card Manual have been updated to provide clarification. These additions and clarifications as listed below are effective immediately and have been incorporated into the P-Card Manual that is available online at: http://www.busfin.uga.edu/procurement/NEWPC_MANUAL070108.pdf.

Thank you for your continued diligence and effort to practice good controls over the use of the P-Card. Your questions, suggestions and recommendations are welcome. Please email them to: Jill Haag (jhaag@uga.edu) or Lynn Stephens (stephens@uga.edu), the P-Card Administrators in the Procurement Department.

Criminal/Credit Background Checks

The Board of Regents and DOAS have clarified the requirements for background checks for P-Card holders. Such checks are required for new cardholders and are now also required for existing cardholders upon the renewal date of the existing P-Card. Sections 3.1 and 4.7 of the manual have been amended for this requirement and to provide procedures for processing those checks.

3.1 Criminal/Credit Background Checks

Added:

For existing cardholders as of July 1, 2008, background checks, including a credit check, will be performed prior to the next renewal date of the individual's P-Card. In accordance with DOAS State Purchasing Division (SPD) P-Card policy, if a background check reveals any misdemeanors or felonies related to financial wrongdoing, theft or other act of dishonesty, the cardholder's privileges will be terminated immediately and the State Cards Program Manager will be notified. The actual background investigation report will not be provided to DOAS.

4.7 Background and Credit Checks for Existing Cardholders as of July 01, 2008

Added:

1. Complete the Background Investigation Consent form: http://www.busfin.uga.edu/forms/bi_consent.pdf and submit this form to Human Resources (HR). Please check the box indicating "This is a current employee whose P-Card is being renewed".
2. HR will notify the cardholder's department and the P-Card administrators in Procurement when the required checks have been completed. If the background clearance has not been received from HR prior to the card expiration date, Procurement will notify the cardholder and deactivate the card until such time as a clearance is received.
3. If a background check reveals any misdemeanors or felonies related to financial wrongdoing, theft or other act of dishonesty, the cardholder's privileges will be terminated immediately and the State Cards Program Manager will be notified. The actual background investigation report will not be provided to DOAS.
4. Note: A background check and a credit check conducted on an existing employee as required by DOAS policy could produce a result that has an adverse impact on the current employment of an employee, including potential termination. For example, failure to disclose information relating to conviction of a felony could be grounds for termination.

Allowable and Unallowable Purchases

To assist cardholders in complying with the new P-Card purchasing guidelines and based on questions and suggestions from campus, we are providing cardholders with additional guidance and clarification regarding various allowable and unallowable purchases as listed in the Sections 6.0 and 7.0).

6.0 Allowable Purchases (Things I CAN buy with a P-Card)

Revised:

All purchases made with the P-Card must be for official University of Georgia business and must ***NEVER*** be used for personal purchases, regardless of the circumstance. The P-Card may be used to purchase supplies and materials, non-inventoried equipment, and various services valued at \$4,999 or less, including shipping or handling charges, insurance, etc. ***provided there is no requirement to sign a contract or agreement.***

Revised:

- Appliances for Laboratory Use (non-inventoried only)
- Repairs/Maintenance/Service Agreements for equipment (provided no contract is required to be signed)
- Software Teaching Supplies and Materials
 - Including orders from Software Resources & Services (SRS) formerly known as Managed Software Distribution (MSD)

Added:

- WCD monthly charges (See 6.4 Wireless Communication Devices - Monthly Charges)

6.1 Food/Catering

Revised:

Employee Group Meals

4. Purchase of employee group meals should be approved by the Dean or Vice President prior to the date of the event (for non-emergency situations). The prior approval request should include:

- The purpose of the meeting or event;
- A formal written agenda including session times;
- A list of attendees with their associated departments/entities, and;
- The expected cost of the meal per person

Requests for approval of group meals should utilize the “Employee Group Meals” Request Form. http://www.busfin.uga.edu/forms/group_meals.pdf. Employee Group Meal expenditures should be charged to object code 72770.

Food Purchased for Conferences/Workshops

Food and catering in relation to conferences and workshops funded by either registration fees paid by participants or by support from outside donors is considered supplies and materials for the event and is therefore an allowable use of the P-Card.

Added:

6.4 Wireless Communication Devices (WCD) – Monthly Charges

Wireless Communication Devices are defined as devices that receive or send transmission for the purpose of providing business related, personal voice and text messaging communications services. Examples of WCD include, but are not limited to: cellular or PCS phones, Blackberries, Personal Digital Assistants (PDAs) with connectivity, two way radios (traditional and trunked technologies), internet services and pagers.

- A WCD authorization number must be obtained from the UGA Telephone Services Office prior to the purchase or upgrade of a WCD device.
- After the Authorization number has been obtained, a purchase request for WCD/cellular telephone device and/or services should be submitted to the Procurement Office. Most wireless devices and services are available under statewide contracts with carriers as noted on the Georgia Technology Authority website for wireless communication services (<http://www.gta.georgia.gov>).
- WCD authorization number and name of employee assigned to the WCD device must be listed in Works™ comments and documented with the hard copy monthly bill.
- Monthly WCD services charges must be posted to the correct object code as follows:

| Category of WCD Device | Object Code |
|--|-------------|
| Cellular | 76932 |
| PDA (Personal Digital Assistant) or Blackberry | 76910 |
| Two-Way Pager | 76930 |
| Internet Service Provider (ISP) | 76910 |
| Pager | 76930 |

Please refer to the University of Georgia Telecommunications policy available online at: (<http://askuga.uga.edu/default.asp?SID=&Lang=1&id=1422>) for additional details.

7.0 Unallowable P-Card Purchases and Practices

Added:

Note: Journal vouchers will not be approved to transfer items purchased with the P-Card from one University account to an agency account or to a UGA restricted account funded by an affiliated foundation if those purchases should have been paid directly from the affiliated foundation.

- Decorations or flowers for employee/office use
- Shuttles, Limo services, and Metro Cards
 - Exception: Study Abroad accounts

Revised:

- Chemicals (Athens campus only)
 - Hazardous Chemicals
 - Radioactive Isotopes
 - Compressed Gases
 - Laboratory Chemicals Governed by the Laboratory Safety Manual

www.esd.uga.edu/chem/pub/Ismanual.pdf

- Meals, Lodging and Transportation for Employees, Prospective Employees and guests performing a service for UGA (includes hotel reservations)

Removed:

- MSD from the prohibited Intra-University Charges list

Other Administrative Items

Revised:

To Report Lost, Stolen or fraudulently used P-Cards:

1. Call Bank of America (1-888-449-2273) and email DOAS (To: PCard@DOAS.GA.GOV) within 24 hours of discovering loss, theft, or fraudulent use.
2. Contact Cardholder's Approving Official and the P-Card Administrators immediately in writing.

9.6 Ensure Adequate Documentation is obtained and exists

Added:

A pattern of missing receipts, which is defined as more than three (3) times in one fiscal year, will result in suspension of P-Card privileges.

9.8 Obtain Best Value

All purchases comply with purchasing requirements of the Georgia Procurement Manual concerning Order of Precedence and Competitive Bidding. When purchasing goods and/or services, the following is the order of precedence which should be followed: statewide contracts, agency contracts, Georgia Correctional or Georgia Enterprises (file cabinets), and then open market. After verifying that the item is not available on a statewide or agency contract, the Cardholder must utilize lowest price based on requirements, quality, and availability to obtain the maximum value of each dollar expended.

10.0 Resolve Disputes

Revised:

- Report the dispute to Bank of America by faxing the dispute form (http://www.busfin.uga.edu/forms/pcard_dispute.pdf) to Qurtise Forrest at 704-719-8951 or via email to qurtise.forrest@bankofamerica.com.

12.0 Departmental Roles/Duties within the P-Card Program

Department Head:

Added:

Please note: Contact one of the P-Card administrators in Procurement (jhaag@uga.edu or stephens@uga.edu) or someone in the Budget Division if guidance is needed in determining who should serve as the department head for your unit. Department head assignments are identified through information derived from the Budget system.

Approving Official/Mandatory Duties:

Revised:

- Identify any policy violations and discuss with the cardholder to provide additional instruction. If a violation occurs (even if unintentional or if a credit was received), approving officials must report the situation in writing using the P-Card Reporting Form (Appendix E) or by emailing pcardrpt@uga.edu. Please forward a copy to the Department head.

Added:

- If the cardholder is no longer employed at the University or has transferred to a new department, the approving official is responsible for ensuring that:
 - The P-Card has been cancelled immediately, cut-up and returned to the P-Card administrators in Procurement
 - All transactions have been signed off in Workstm
 - Adequate documentation exists for each transaction

**APPENDIX C
CHART 1 – CONSEQUENCES OF NON-COMPLIANCE**

Revised:

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|---|--|---|
| Habitual use of the Missing Receipts Affidavit as opposed to maintenance of receipts Note: Habitual use is defined as more than three (3) times in one fiscal year | Non-Compliance with BOR Procedures and UGA P-Card Manual Section 9.6 | <ol style="list-style-type: none">1. Automatic card cancellation and suspension of P-Card privileges.2. UGA issues notice of revocation to cardholder, approving official and department head.3. May also require personal reimbursement by the cardholder and/or approver. |
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