

SOM- Department of Obstetrics and Gynecology	TITLE: Departmental P-Card Program	Policy: FI007
Department Guideline	Date: August 17, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

Individuals who are key representatives of their departments and are required to order supplies and/or items on an as needed basis should have access to a Medical College of Georgia P-Card.

### I. How do I request a P-Card?

To request a P-Card you should submit an approved P-Card Request Form at: <http://www.mcq.edu/supply/purchasing/PCardRequest.pdf>

- a. Complete the authorization form and obtain all required signatures for approval.
- b. Route to the appropriate section for authorization.
- c. Once the card has been received by the Supply Administration Department you will be notified and requested to attend P-Card training.
- d. Upon completing the P-Card training you will be issued your P-card with a list of Do's and Don't's of the P-card program. Be certain to read all rules as they relate to the P-Card program. By your signature of the P-card, you are an authorized agent and owner of the card assuming all responsibility for purchases and/or transactions applied to the card.
- e. As an MCG employee which is state affiliated we are exempt of sales tax. If you are purchasing from a vendor who does not have our Exempt tax ID form please provide the proper forms before purchasing. The sales tax exempt form is at: <http://www.mcq.edu/supply/purchasing/taxexempt.pdf>
- f. It is a violation to pay taxes and if this has been done you must immediately obtain a credit or return the item.

### II. What do I do after purchasing my items?

- a. You must retain all original receipts of items purchased.
- b. Once you return to your work area, you are required to enter the transactions into an excel spreadsheet. The excel spreadsheet should list all items purchased regardless if you have been billed at this point.
- c. To obtain a copy or sample of the OBGYN Department Transaction Log, please contact Cindy Haley or Pat Goodwin.
- d. Each section is to maintain a working notebook that consists of their transaction log, Infospan printout, credit card statement and copy of their Peoplesoft budget report for the month.
- e. Once you receive your monthly statement and you have reconciled the billing and shipping of items you may consider the log item closed.
- f. If the item has not been billed during the initial billing cycle you are to include the item in the next month's transaction log.
- g. You will continue to do this until the item can be verified as received or processed.

- h. Please NOTE that your transaction log notebook can be requested at any given time by Internal Auditing and/or department personnel for review so it is mandatory the information be kept current.

### **III. How Do I Process my Monthly Statement?**

- a. You will receive a monthly statement including all items billed or invoiced.
- b. You are to verify the statement for accuracy and provide all accounting information in the transaction log. Once this has been completed, you are to submit statement and receipts to the Department Manager for approval.
- c. The Department Manager will provide the approved copies of items to the OBGYN Department Infospan Reconciler to process the online accounting information into the Bank of America Infospan application.
- d. Infospan once processed feeds all transactions into the MCG Peoplesoft budgeting application.
- e. This is why it is important that each P-card owner or department designee is responsible for submitting routine monthly Peoplesoft Budget Detail Transaction Reports.
- f. Peoplesoft reports will list all items which the department has been charged. Not only P-card but also IDR's and other miscellaneous items.

### **IV. What happens once Infospan has been reconciled?**

- a. The department maintains a copy of all back up documents once Infospan has been submitted.
- b. Ultimately each P-Card holder is responsible for maintaining their records, receipts and Peoplesoft reports monthly in order to be easily accessible.