



FREQUENTLY ASKED QUESTIONS

1. Are departments required to use the Purchasing Card for their purchases under \$5000?

No. However, use of the P-Card can be a more convenient and efficient way of ordering items which results in quicker delivery.

2. Are departments charged an annual fee for use of the P-Card?

No fees are charged to the departments for using the Card.

3. Can the P-Card be used for personal purchases if reimbursement is made to the department from personal funds?

No personal charges of any kind are allowed on the P-Card.

4. May I use the P-Card to pay for a conference registration?

Yes, as long as the fee does not include travel or entertainment costs. Be sure to include a copy of the conference registration form to the Travel Expense Report listing the registration as a direct billed expense.

5. Is there a method I can use one P-Card to charge to multiple budgets?

Multiple funding strings can absorb the total charge of a P-card transaction. This can be done in the distribution window in the SFS P-card Module.

6. Are we allowed to use the P-Card to pay for lodging expenses for job candidates?

The P-Card may be used to pay **only** for the lodging expense of a job candidate and must comply with the maximums allowed. Meals, movies, etc. must be paid directly to the hotel by the traveler.

7. Is it OK to use the P-Card to pay for a deposit for rental of a room for our office holiday party?

Use of State funds is not allowed for this purpose; therefore, use of the Purchasing Card is not allowed. The deposit must be paid from personal or private funds.

8. A family member of our co-worker passed away; are we allowed to use the P-Card to send flowers to the funeral home from our department?

Use of State funds is not allowed for this purpose; therefore, use of the Purchasing Card is not allowed. The deposit must be paid from personal or private funds.

9. What criteria cause a transaction to be audited?

The Purchasing Card Administrator conducts an internal post-audit on a bi-weekly basis. If your transaction raises a need for question, an email is sent to the cardholder of the transaction in question and an explanation of the charge is expected. Criteria that prompt an audit include, but are not limited to:

- Compliance with mandatory State contract vendors.
- Appropriateness of purchase for cardholder.
- An appearance that the charge was done in error or may be of personal nature.
- Splitting charges with same vendor to remain within single transaction limit established rather than requesting the limit be raised.
- Expenses greater than \$1000 on the **P-card will always be audited.**