

P-Card Program

September 2016

Cardholder Training



Agenda

- Overview
- General Guidelines
- Lost, Misplaced, or Stolen Purchasing Card
- Disputes
- Responsibilities and Duties
- JP Morgan Chase Website

Overview

- Efficient and cost-effective method of paying for small dollar purchases
- Issued in employee's name with assigned spending limits and approved merchant codes
- Policies and procedures in place to protect City resources, limit City liability, support Department Users

New State Law

- Enacted in 2015
- Establishes penalties regarding the misuse of government p-cards (O.C.G.A. § 16-9-37)

(b) Any person who has been issued or entrusted with a financial transaction card by a government for specifically limited and specifically authorized purposes, provided such limitations and authorizations are in writing, and who uses the financial transaction card in a manner and for purposes not authorized shall be punished as provided in subsection (b) of Code Section 16-9-38.

Code Section 16-9-38 specifies that “a person subject to punishment under this subsection shall be guilty of a felony and shall be punished by a fine of not more than \$5,000.00 or imprisonment for not less than one year nor more than three years, or both.”

Essential Guidelines

- All receipts must be signed by cardholder
- Purchases must be for official City business
- The City of Roswell is tax exempt
- Cardholders must submit all receipts to assigned Department Liaison

Other Important Guidelines

- Must **NOT** be used to avoid or bypass appropriate purchasing or payment procedures
- Must **NOT** be used for items which are expressly prohibited under City of Roswell Procurement Policies

Purchase Documentation

- What is appropriate documentation?
 - Vendor or merchant name
 - Transaction date
 - Line item information
 - Quantity
 - Description
 - Unit Price
 - Line Price (quantity x unit price)
 - Total invoice amount
 - Signed by cardholder



Permitted Purchases

- Goods and services up to cardholder Single Transaction Limit (excluding prohibited purchases)
- Professional Organization Memberships
 - Must be related to job duties and approved by Supervisor and/or Department Head
- Travel expenses with prior approval from Department Head (air fare, lodging, vehicle rental)
 - May not be used for expenses covered by per diem (meals)

Permitted Purchases

(continued)

- Incidental computer replacement parts
 - Examples: keyboard, mouse, power strip
- Small Recurring Charges
 - Must be coordinated with City's Accounts Payable Division

Prohibited Purchases

- Personal purchases – anything not for official City business
- Gasoline, Diesel Fuel/Oil
- Entertainment and alcoholic beverages
- Any item priced over cardholder's credit limit
- Gift cards, without approval from Department Head
- Firearms, ammunition, or explosives
- Any other items expressly prohibited by policy and procedure

Important Reminders---

- No sales tax in Georgia
- Do not split orders to avoid competitive bid process
- Keep and sign receipts
- Missing Receipt/Invoice Affidavit (exception, not the norm)
- Do not loan out your card

Lost, Misplaced or Stolen P-Cards

- Cardholders are required to immediately report any lost or stolen P-Cards to JP Morgan Chase at 1-800-316-6056
- Cardholder must immediately notify Department Liaison at the first opportunity during normal business hours
- Department Liaison must immediately notify the P-card Coordination Team

Disputes

- What is a dispute?
 - Examples: Incorrect/duplicate amount charged, questionable purchase, failure to receive goods
- Cardholder must immediately seek to resolve problem with vendor
- Cardholder must contact JP Morgan Chase if dispute cannot be resolved
 - JP Morgan Chase - 1-888-297-0768
 - Complete Disputed Item form and forward to P-Card Coordination Team and Department Liaison

Roles & Responsibilities

Cardholder

- Ensure purchases are for official City business only
- Obtain best value for City when making P-card purchases
- Maintain card in a secure location at all times
- Maintain knowledge of and comply with City policies
- Do not allow other individuals to use your card
- Adhere to card limits and restrictions

Roles & Responsibilities

Cardholder (continued)

- Obtain receipt for **ALL** transactions
 - Should a receipt be lost or missing, complete Missing Receipt/Invoice Affidavit
- Sign and submit all receipts to assigned Department Liaison
- Attempt to resolve billing disputes directly with vendor or initiate and complete dispute process with JP Morgan Chase
 - Ensure that an appropriate credit for disputed item or billing error appears on subsequent statement
- Regularly monitor transaction activity through SmartData to identify fraud

Roles & Responsibilities

Cardholder (continued)

- Never accept cash in lieu of an account credit
- Immediately report fraudulent charges to Department Liaison and P-Card Coordination Team
- Return card to Department Liaison upon termination of employment or department transfer with the City of Roswell

Roles & Responsibilities

Department Liaison

- Responsible for managing and monitoring day-to-day P-Card activities of assigned cardholders
 - Ensure the card is used for legitimate business transactions only
- Collect all invoices, receipts, etc. from assigned cardholders
- Complete monthly reconciliation process

Roles & Responsibilities

Department Liaison

- Notify P-Card Coordination Team immediately of lost or stolen cards
- Notify P-Card Coordination Team to cancel a card as approved by Department Head
 - Complete documentation and forward to the P-Card Coordination Team
- Collect cancelled cards from cardholders and hand deliver to P-Card Coordination Team

Roles & Responsibilities

Department Head

- Responsible for ensuring integrity of P-Card Program and upholding City policies and procedures within department
- Designate one or more Department Liaison(s) to oversee the day to day activity and usage of the card
 - Ensure at least one individual is designated and trained as backup Liaison

Roles & Responsibilities

Department Head

- Review and approve monthly transaction reconciliation of cardholder statements
- Ensure that erroneous use of P-Card is reported promptly to P-Card Coordination Team
- Ensure appropriate disciplinary actions are taken for violation of P-Card Program policies and procedures

Policy & Procedure Violations

- Department Head and Liaison notified with each occurrence
- Full details outlined in P-card Policy
- Examples
 - Missing Receipt, Improper Receipt (not itemized, signed, etc.)
 - **1 MONTH SUSPENSION AFTER 3 OCCURRENCES**
 - Splitting Purchases, Intentional Personal /Fraudulent Card Use
 - **SUSPENSION OF CARD UP TO TERMINATION OF EMPLOYMENT**

JP Morgan Chase Website

- SmartData used to monitor day-to-day transaction activity (cardholders & liaisons)
- Access Levels
 - Department Head can view all cardholders within Department
 - Department Liaison can view all assigned cardholders
 - Cardholder can view own card

JP Morgan Chase Website

- Getting Access
 - Go to smartdata.jpmorgan.com
 - Click “Cardholder Self-Registration”
 - Enter Account (or Card) Number
 - Enter Company Registration Code - **11042014**
 - User ID (case sensitive) = firstname_lastname
(john_smith)
 - Complete remaining fields *smartdata*

P-Card Coordination Team

.....always available to assist you!



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Purchasing Card Program

Questions?

