Enrolling in the Purchasing Card Blackboard Site

Overview

1. Enroll in the Purchasing Card Program Organization

2. Navigate the Purchasing Card Blackboard Site

Purpose

To enroll proxies in the Purchasing Card blackboard site to gain access to reconciliation forms and job aids pertaining to proxy duties.

Navigation

Blackboard:
http://campus.fsu.edu
Procedure

Step 1 – Enroll in the Purchasing Card Program Organization

A. Log into Blackboard

B. Click on the “Organizations” tab
C. Use the Organization Search box to search for “Purchasing Card”

D. Confirm that the organization “Purchasing Card Program” comes up and click on the drop down next to the organization ID. Click “Enroll”
E. Click on “Submit”

F. Click “OK” to confirm Self Enrollment
Step 2 – Navigate the Purchasing Card Blackboard Site

A. Notice the “Announcements” section (see item 1). Important messages from the P-Card department will be displayed in this section.

B. Notice the menu options on the left (see item 2)
   1) Recon Forms – Archive of reconciliation forms
   2) Faxes Pending – Detailed listing of faxes pending to be sent by departments
   3) Job Aids – Step by step instructions for proxy duties
   4) Account Codes – Document used to search for appropriate account codes easily
   5) Training Class – Training material from the proxy class

More Information

See the “Completing a Reconciliation Form” online tutorial for instructions on the monthly Reconciliation Form.

More information can be found on the Purchasing Card Website at http://purchasing.fsu.edu/Purchasing-Card-Information. Click on the link and see the related policies and procedures, and staff contact information.