1. Approve all P-Card charges in OMNI by **12:00pm on Monday**. If the main proxy will be unavailable, the backup proxy must approve charges by the deadline. Any transaction not approved by the deadline will be “Forced” approved by P-Card Payers which will result in more audits and/or disciplinary action for your department.

2. The monthly Reconciliation Form must be completed (available around the 15th of every month) and faxed/ emailed by the due date on the form or risk cardholder suspension.

3. Use the following OMNI Financials queries to research information.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU_DPT_PCARD_TRANS_INFO</td>
<td>P-Card Transaction information by Employee ID, Transaction Dates, and Dept ID including information on multiple allocated budgets, proxy approver and date approved</td>
</tr>
<tr>
<td>FSU_DPT_PCARD_PROXYUSERS</td>
<td>Listing of proxies and cardholders / department(s) they proxy for</td>
</tr>
</tbody>
</table>

4. Use appropriate Controller-recommended **Account Codes** and input short, accurate descriptions in OMNI for the items cardholders purchase. Descriptions must be specific, as space allows, rather than inputting general "office supplies" or “lab supplies” etc. If the purchase is unusual or could be considered questionable, extra details in the OMNI description can prevent questions from auditors.

5. **Never allow a cardholder to share their card with you** (only the cardholder can purchase with their card).

6. Advise the cardholder to check the **Disallowable List** and the **FSU Contract Vendors** list regularly and do not assume that because the cardholder bought an item on a Purchase Order before, or your director gave them approval, that it is allowed on the P-Card. See below for a sample of items on the Disallowable list that are either prohibited or allowed under particular circumstances.

   **Disallowable**
   - Computers/laptops
   - Copying/printing other than at UPS Store
   - Automatic subscriptions
   - Employee meals/personal purchases
   - Gift Cards
   - Decorative Items

   **Special Condition Purchases**
   - Fans, air conditioners, heaters
   - Uniform/employee clothing
   - Memberships
   - Gasoline
   - Furniture
   - Promotional Items

7. The cardholder must provide you an itemized receipt within 3 days of the purchase. You cannot allow a transaction to be “Forced” if the cardholder does not provide you receipts. The cardholder must supply a detailed **Replacement Receipt** if an original invoice cannot be obtained (not allowable on projects).

8. Remind your cardholders of their P-Card limits and advise them not to exceed their per vendor per day limits.

<table>
<thead>
<tr>
<th>Cardholder Limits</th>
<th>Default</th>
<th>Highest Limit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Transaction Limit (per Vendor per day):</td>
<td>$2,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>Daily Dollar Limit:</td>
<td>$7,500</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

   *Dean, Director, or Department Head Approval Required

9. If not already enrolled, sign up for the **P-Card Email Listserve** and the **P-Card Blackboard Site** to stay informed.

Any violation of above policies may result in a strike against the cardholder. The third strike may result in loss of cardholder privileges.

More information can be found at [http://procurement.fsu.edu/how/buy/p-card](http://procurement.fsu.edu/how/buy/p-card)
OMNI Proxy Approvals Quick Reference Guide

Navigation: Purchasing ➔ Procurement Cards ➔ Reconcile Statement

(Full Online Tutorials Available)

1. “Show All Columns” and “View All” transactions in OMNI

2. Make sure your budget has sufficient funds (check in OMNI or ask your budget manager)

3. Change the account code to match the purchase

4. Receipts
   - Check receipts for disallowable items, tax, full card #
   - Receipt must match items purchased and tag #s listed if vehicle repairs, gas purchase, etc.
   - Match the receipt amount to the OMNI amount

[Receipt for Newark Inone]

<table>
<thead>
<tr>
<th>Item: Connector-Socket Contact</th>
<th>Part Number</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12348</td>
<td>10</td>
<td>$5.22</td>
</tr>
</tbody>
</table>

Tax: $0
Total: $52.20

VISA: XXXX-XXXX-XXXX-1234

5. Insert a short, accurate description—be specific, as space allows, rather than inputting general “office supplies” etc
   - Vehicle related purchases MUST include FSU License Tag #

6. Approve and Save

7. Exit Reconcile Statement and double check to make sure your work has saved!