

Purchasing Card Proxy Quick Reference Guide

1. Approve all P-Card charges in OMNI by **12:00pm on Monday**. If the main proxy is unavailable, the backup proxy must approve charges by the deadline. Any transaction not approved by the deadline will be “Forced” (approved by P-Card Staff) which will result in more audits and/or disciplinary action for your department.
2. The review of cardholder's charges must be prepared monthly as a part of the departmental ledger review. The review must be filed within the department and available for inspection upon request.
3. Use the following OMNI Financials queries to research information.

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

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 may be 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 Prohibited Purchases, Special Conditions and Contract lists found at procurement.fsu.edu 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.

Prohibited

- Computers/tablets
- Contractual Services (over \$1000)
- Employee meals/personal purchases
- Copying/printing other than at UPS Store

Special Condition Purchases

- Fans, air conditioners, heaters
- Uniform/employee clothing
- Memberships
- Gasoline
- Furniture

7. The cardholder must provide you with 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. If you are not already enrolled, sign up for the [FSU PCard Proxy Listserv](#) and/or [FSU PCard Holder Listserv](#) to stay informed.

More information can be found at procurement.fsu.edu

OMNI Proxy Approvals Quick Reference Guide

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([Full Online Tutorials Available](#))

1. "Show All Columns" and "View All" transactions in OMNI

Reconcile Statement
Procurement Card Transactions

Empl ID: Card Number: Name: Card Provider: BOA

Bank Statement

Transaction Billing **Show all columns** **View All**

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Description	Chartfield Status	Red
1	01/24/2011	OFFICEMAX CT	Staged	12.54	USD		Valid	

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

Reconcile Statement
Procurement Card Transactions

Bank Statement

id Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Description	Chart Status
1 *****4567	01/24/2011	SHELL OIL 50988950221	Staged	12.54	USD		Valid
2 *****1234	01/24/2011	EPPEL DECORATIVE EASTS	Staged	10.57	USD		Valid

Click the Distribution button for the Shell Oil charge.

Distributions

Chartfields	Details/Tax	Asset Information	Statuses	
Dept	Fund	PC Bus Unit	Project	Activity
026000	110			

3. Change the account code to match the purchase

Customize | Find | View All | First | 1 of 1 | Last

ChartField 1	ChartField 2	ChartField 3	*Account	Location

Look up Account Code Listing at:

[Account Codes](#)



4. Receipts

- Check receipts for disallowable items, tax, full card #
- Vehicle related purchases MUST have FSU License Tag # written on receipt
- Match the receipt amount to the OMNI amount

Receipt for Gasoline – Shell Oil

Date: 1/24/2011

VISA: XXXX XXXX XXXX 4567

Gallons: 5

Price: \$12.54

Tax: \$0

FSU TAG #123

Look up Prohibited Purchases at:

[Prohibited Purchases](#)



Bank Statement

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
*****4567	01/24/2011	SHELL OIL 50988950221	Staged	12.54	USD

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 #

Bank Statement

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Description
*****4567	01/24/2011	SHELL OIL 50988950221	Staged	12.54	USD	Gas for Tag # 123

6. Approve and Save

Bank Statement

Card Number	Trans Date	Merchant	*Status	Transaction Amount
*****4567	01/24/2011	SHELL OIL 50988950221	Approved	12.54

Save **Notify** **Refresh**

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