

Purchasing Card Proxy Quick Reference Guide

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.

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 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.

Disallowed

- 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.

Cardholder Limits	Default	Highest Limit*
Individual Transaction Limit (per Vendor per day):	\$2,500	\$4,000
Daily Dollar Limit:	\$7,500	\$10,000

*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>

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

Reconcile Statement									
Procurement Card Transactions									
Empl ID		Name							
Card Number		Card Provider BOA							
Bank Statement									
Personalize Find View All First 1-9 of 21 Last									
Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redis	

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

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redis
1	<input checked="" type="checkbox"/>	07/31/2015	NEWARKINONE-US00000109	Staged	52.20	USD	Valid	Ye
2	<input type="checkbox"/>	08/04/2015	NEWARKINONE-US00000109	Approved	558.11	USD	Valid	Ye

*GL Unit	Dept	Fund	PC Bus Unit	Project	Activity
FSU01	225000	520	FSU01	034913	1

3. Change the account code to match the purchase

*Account	Location
741191	

Look up Account Code Listing at <http://procurement.fsu.edu/PurchasingCardInformation>



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

Look up Disallowable Purchases at <http://procurement.fsu.edu/ProhibitedPurchases>

Receipt for Newark Inone			
Item:	Part Number	Qty.	Price
Connector-Socket Contact	12348	10	\$5.22
Tax:			\$0
Total			\$52.20
VISA: XXXX-XXXX-XXXX-1234			

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redis
1	<input checked="" type="checkbox"/>	07/31/2015	NEWARKINONE-US00000109	Staged	52.20	USD	Valid	Ye
2	<input type="checkbox"/>	08/04/2015	NEWARKINONE-US00000109	Approved	558.11	USD	Valid	Ye

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 #**

Description	Billing Date	Billing Amount	Currency
connectors and socket contacts	08/07/2015	52.20	USD

6. Approve and Save

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>	07/31/2015	NEWARKINONE-US00000109	Approved	52.20	USD

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