

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 Staff) 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 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 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
- Automatic subscriptions/renwals
- 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 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 not already enrolled, sign up for the [P-Card Email Listserve](#) and the [P-Card Blackboard Site](#) to stay informed.

More information can be found at procurement.fsu.edu

OMNI Proxy Approvals Quick Reference Guide

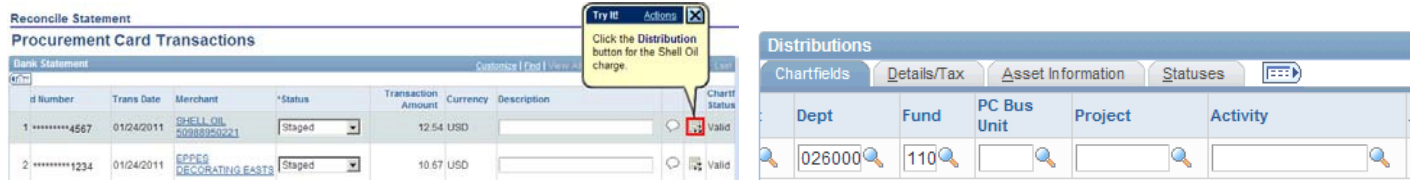
Navigation: Purchasing → Procurement Cards → Reconcile Statement

[\(Full Online Tutorials Available\)](#)

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



Look up Account Code Listing at:

[Account Codes](#)

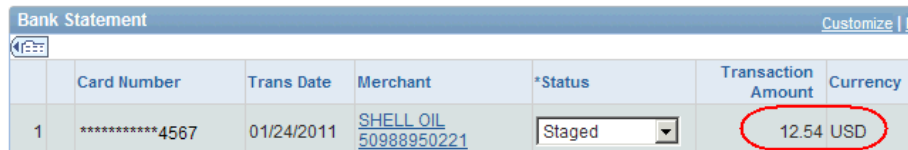
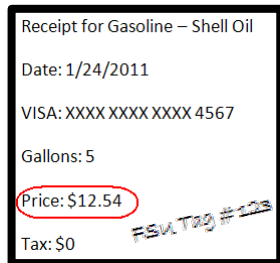


4. Receipts

- 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

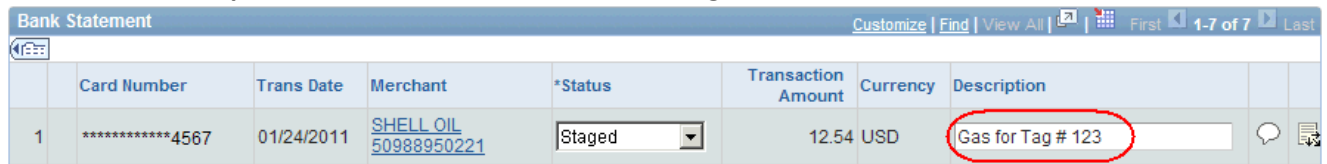
Look up Prohibited Purchases at:

[Prohibited Purchases](#)

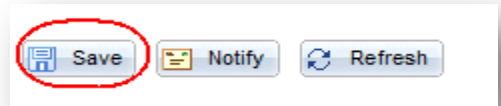


5. Insert a short, accurate description—be specific, as space allows, rather than inputting general "office supplies" etc

- 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!