



P-CARD FREQUENTLY ASKED QUESTIONS

1. How do I get my username and password?

Your username and password are automatically generated from the “Works” application after the information from your “P-Card Enrollment” form has been entered into “Works”. You will receive a “welcome e-mail” from “Works” with your temporary password, username, and steps on logging into the Bank of America site. You will be prompt to change your temporary password to a permanent password of your choice.

2. Does the P-Card affect my credit?

No, the P-Card does not affect your credit. The University is totally liable for the P-Card.

3. When can I see charges made with the P-Card in Banner?

You can see charges in banner the last week of each month.

4. How can I obtain a P-Card?

You must attend a P-Card training session. Complete and email the “P-Card Enrollment Form” and “Employee P-Card Agreement” to the P-Card Administrator. A P-Card will be ordered and issued to you.

5. How do fund and account numbers get assigned to transactions?

Fund and account numbers are assigned to transactions by the Accountholder or Approver through the on-line reconciliation process in the “Works” application.

6. What type of receipt is acceptable?

ITEMIZED receipts for each transaction. Itemized means it has the vendor’s name, date, quantity, unit cost, extended cost, brief description of item purchased, freight/shipping handling, and total cost of the purchase. Acceptable receipts include invoices, cash register receipts, packing slips **with the cost**, credit card slips, confirmation from online purchases. Credits must also have a receipt.

7. How long does it take to get a P-Card?

It takes five - seven business days after the P-Card Administrator receives your “P-Card Enrollment Form” and “Employee P-Card Agreement”.

8. I was charged sales tax on my purchase. What do I do?

Contact the vendor to get the tax credit back to your P-Card. Some vendors may request a copy of the University’s tax “Certificate of Exemption”. This certificate can be found on the Purchasing website. Tax not credited back to the P-Card will be charged to the fund and account number assigned to the purchase.

9. What are my credit card limits?

The standard credit limits for the University’s P-Cards are \$4,999.99 per transaction, \$10,000 per day, and \$25,000 per month. However, the single transaction limit can be increased up to \$25,000 with the approval of Purchasing Services. Transactions over \$25,000 must have approval by the Division of Purchase and Contract in Raleigh. The daily and monthly credit limits can be changed by the P-Card Administrator or Purchasing Director. Please keep in mind that you can only spend the amount of money you have in your budget(s).

10. What can I purchase with the P-Card?

Both the “Allowable Purchases” and the “Non-Allowable Purchases” list can be found on the Purchasing website. If you have questions about an item, please contact the P-Card Administrator at 750-2933 or varnerav@wssu.edu. You can also contact the P-Card Admins at 750-2943 or scottw@wssu.edu, or 750-2731 or flemingrr@wssu.edu

11. Can I purchase a computer with the P-Card?

Computers, laptops, I-pads, tablets, and notebooks cannot be purchased with the P-Card.

12. Can I purchase gift cards or gift certificates with the P-Card?

Gift cards and gift certificates cannot be purchased with the P-Card.