

P-CARD QUICK REFERENCE GUIDE

Revised 1-2024

<p>Credit Limits: \$4,999.99 per transaction \$10,000 per day \$25,000 per month</p> <p>Note: The limits above are standard for the WSSU P-Card Program. However, you can only spend the amount of money you have in your budget. Request for increased limits must be submitted to Purchasing Services.</p>	<p><u>Tax Exempt Status</u></p> <p>WSSU is tax exempt – The tax exempt # is printed on the P-Card. Accountholder must inform vendor of tax-exempt status at time of purchase. If charged tax, the Accountholder is responsible for obtaining a credit from the vendor. If credit is not issued, the tax will be charged to the fund and account number assigned to the transaction.</p>
<p><u>Receipts</u> – (Examples - invoices, cash register receipts, packing slips with cost, credit card slips, confirmation from on-line purchases)</p> <p>Receipts must be itemized - vendor name, date, quantity, description of purchase, unit price, extended price, and total cost.</p> <p>Original/legible copy of receipt is acceptable (original preferred).</p> <p>Receipt amount must match dollar amount listed in Works.</p> <p>Receipts must provide a clear description of the item purchased. Note on the receipt the description of the item if you feel it will be questioned.</p> <p>Note on the receipt the purpose and/or use of specialty items, promotional items, etc.</p>	<p><u>Benefits</u></p> <p>Accountholders can obtain goods quickly and efficiently.</p> <p>Purchase requisitions and check requests are not required.</p> <p>The number of purchase orders, invoices, check requests, vendor registration forms, and checks processed are significantly reduced.</p> <p>Avoid late fees or lost discounts that occur with slow-moving paper-based payments.</p> <p>Generate rebates.</p>
<p><u>On-Line Reconciliation</u></p> <p>Accountholder</p> <p>Apply fund and account numbers, verify, and approve charges online in Works.</p> <p>Tape small receipts to letter size paper. (1 receipt per page)</p> <p>Upload receipt for each transaction.</p> <p>Sign off.</p> <p>Approver</p> <p>Review, edit and approve online reconciliation transactions charges made to the P-Card to ensure Department/University/State/P-Card guidelines were implemented by the Accountholder.</p> <p>Sign off</p>	<p><u>On-Line Reconciliation</u></p> <p>Accountholder/Approver – Access website: https://payment2.works.com/works Enter login name and password Reconcile transactions every two weeks by 5pm</p> <ul style="list-style-type: none"> • Assign fund numbers (organization and program defaults) • Assign account numbers • Dispute transactions • Sign-off transactions <p><u>Cause for Suspension/Cancellation of P-Card Privileges</u></p> <ul style="list-style-type: none"> • Personal purchases • Purchases shipped to a non-WSSU address. • Splitting transactions to circumvent the \$4,999.99 single transaction limit. • Late on-line reconciliation in Works • Purchase restricted/non-allowed items.
<p><u>State Contracts</u></p> <p>When a State contract is available, the contracted supplier must be used. Contracts may be reviewed by visiting the North Carolina Department of Administration Division of Purchase and Contract home page: http://www.doa.state.nc.us/PandC/.</p>	<p><u>Late On-Line Reconciliation</u></p> <p>On-line Reconciliation not processed on time may result in suspension of the Accountholder’s P-Card. The Accountholder, Approver, and Department Head will be notified of the suspension.</p>