

PCard Update

Background

- New Statewide PCard Policy – Effective April 1, 2017
 - No requested extension for implementation or plan submission
- Significant Changes Include:
 - Requires a plan to reduce the number of PCards
 - New single transaction limit of \$1,000
 - Pre-Approval required for certain purchases
 - Justification of the need for each card
 - Added CFO (VP Finance & Administration) responsibilities, including approval of qualified cardholders and approvers

Pre-Approval Requirements (when is pre-approval required?)

Type of Transaction	Dollar Value	PCard Use Allowed if within Single Transaction Limit?	Pre-Approval Required?
Unplanned, Non-Routine, Urgent	\$.01 to \$1,000.00	Yes	No
Unplanned, Non-Routine, Urgent	\$1,000.01 to \$4,999.99	Yes	Yes – 2 approvals
Planned, Routine, Non-Urgent	\$.01 to \$4,999.99	Yes	Yes – 2 approvals

Plan Preparation

- Finalize UGA PCard Plan – due to OPB no later than 2/28/17 (Requires VP Nesbit and President approval prior to submission)
 - Reviewing information provided by Financial Directors and campus
 - Plan includes: card reduction efforts, exceptions, and justifications
- Develop electronic process for pre-approval
 - Pursuing use of UGAmart - abbreviated workflow (Cardholder, Approver 1, Approver 2 steps only)
- Continue adding shopping content to UGAmart

Next Steps

- March 1, 2017 start card cancellation process (for those identified)
- Prepare and distribute UGA's new PCard manual/policy
- Prepare training materials and conduct training for all roles (mandatory)
 - Envision: 10 sessions in the last 2 weeks of March – limit to max of 2 hours – make available via Collaborate or other electronic means so participation be recorded
- OPB and UGA PCard policy becomes effective 4/1/17
 - Discussions continue on approach to those cardholders where all roles have not completed training will be brought to an inactive status

THANK YOU

- To all the folks in the many departments across campus who took an in depth look at their utilization of pcards
- To those departments who voluntarily (or volun-told) reduced their number of pcards
- Thanks in advance for your feedback and input as we continue to prepare for implementation, conduct training, and roll out the new procedures and policy.

QUESTIONS ?

- Procurement contacts for PCard matters:

Contact	PCard Title	Email	Phone
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