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?)

<table>
<thead>
<tr>
<th>Type of Transaction</th>
<th>Dollar Value</th>
<th>PCard Use Allowed if within Single Transaction Limit?</th>
<th>Pre-Approval Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unplanned, Non-Routine, Urgent</td>
<td>$.01 to $1,000.00</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Unplanned, Non-Routine, Urgent</td>
<td>$1,000.01 to $4,999.99</td>
<td>Yes</td>
<td>Yes – 2 approvals</td>
</tr>
<tr>
<td>Planned, Routine, Non-Urgent</td>
<td>$.01 to $4,999.99</td>
<td>Yes</td>
<td>Yes – 2 approvals</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Contact</th>
<th>PCard Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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