

FINANCE PROCEDURE MANUAL	TITLE: Purchasing Card (P-Card) - Issuance	
	NUMBER: FIN-ACP-007	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: N/A

➤ **Purpose:**

This procedure outlines the steps required for issuance of a P-Card.

➤ **Definitions:**

[Cardholder Application/Agreement](#): Document that must be completed in order for a P-Card to be issued.

Purchasing Card (P-Card): Procurement Card (Credit Card) program for various purchases that provides an alternate and more efficient method for purchasing small dollar goods.

➤ **Responsibility:**

Controller: Responsible for the review and approval of all P-Card applications.

Department Head/Supervisor: Approves requests for P-Card and forwards application to Controller.

Employee: Completes and submits Cardholder Application/Agreement and attends the necessary training.

Purchasing Card Specialist: Responsible for card issuance and training.

➤ **Procedure Details:**

1. Employee completes [Cardholder Application/Agreement](#).
2. Department Head or Supervisor requests dollar limit, if different than standard limits, and signs application for approval.

3. Department Head or Supervisor sends application to Controller's Office for final approval.
4. Controller sends approved application to Purchasing Card Specialist.
5. Purchasing Card Specialist notifies bank of request for the card and provides the information required for the initiation of the new card.
6. Bank sends the new card to the Controller and card is forwarded to the Purchasing Card Specialist.
7. Purchasing Card Specialist notifies the employee that training is required prior to issuance of the card.
8. Purchasing Card Specialist schedules and conducts training.
9. Once training is completed, employee takes possession of the card and it is ready for use.

➤ **References:**

Accounting Manual for Florida's Public Community Colleges:

http://www.palmbeachstate.edu/documents/Finance/State_of_FL_Acctg_Manual.pdf

Cardholder Application/Agreement:

<http://www.palmbeachstate.edu/x1934.xml>

Florida Statutes: 1010.04

<http://www.flsenate.gov/statutes/>

P-Card Manual: <http://www.palmbeachstate.edu/x1934.xml>