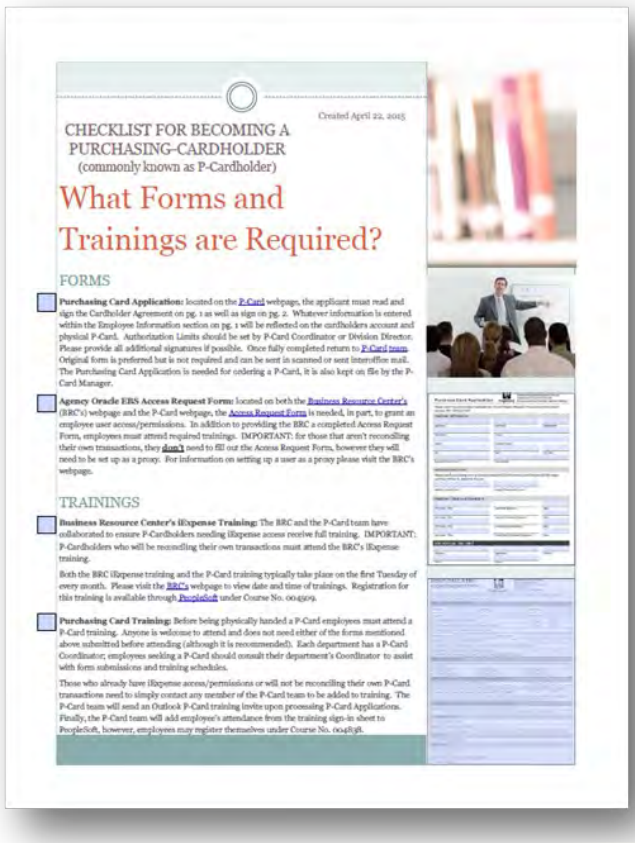
May 2015 P-Card Newsletter

Spring Cleaning!

Happy Spring from the P-Card team!
We (as always) try to keep our website and documents up-to-date. Our P-Card Manual is no exception. We've recently made some updates to our manual to address our current business processes. The most current version is available on our P-Card Website...careful though, it's a page turner, once you pick it up, you won't put it down!

Checklist for Becoming a P-Cardholder

Two forms, two trainings = some confusion as to the steps involved in new cardholder setup. Never fear! We've made a checklist that coordinators and approvers can follow when setting up a new cardholder. It's available on our website under "Training." Hopefully this will clear some of the confusion.



Created April 22, 2015

CHECKLIST FOR BECOMING A PURCHASING-CARDHOLDER
(commonly known as P-Cardholder)

What Forms and Trainings are Required?

FORMS

- **Purchasing Card Application:** located on the P-Card webpage, the applicant must read and sign the Cardholder Agreement on pg. 1 as well as sign on pg. 2. Whatever information is entered within the Employee Information section on pg. 1 will be reflected on the cardholders account and physical P-Card. Authorization Limits should be set by P-Card Coordinator or Division Director. Please provide all additional signatures if possible. Once fully completed return to P-Card team. Original form is preferred but is not required and can be sent in scanned or sent interoffice mail. The Purchasing Card Application is needed for ordering a P-Card, it is also kept on file by the P-Card Manager.
- **Agency Oracle EBS Access Request Form:** located on both the Business Resource Center's (BRC's) webpage and the P-Card webpage, the Access Request Form is needed, in part, to grant an employee user access/permissions. In addition to providing the BRC a completed Access Request Form, employees must attend required trainings. IMPORTANT: for those that aren't reconciling their own transactions, they don't need to fill out the Access Request Form, however they will need to be set up as a proxy. For information on setting up a user as a proxy please visit the BRC's webpage.

TRAININGS

- **Business Resource Center's iExpense Training:** The BRC and the P-Card team have collaborated to ensure P-Cardholders needing iExpense access receive full training. IMPORTANT: P-Cardholders who will be reconciling their own transactions must attend the BRC's iExpense training.

  Both the BRC iExpense training and the P-Card training typically take place on the first Tuesday of every month. Please visit the BRC's webpage to view date and time of trainings. Registration for this training is available through PeopleSoft under Course No. 004509.
- **Purchasing Card Training:** Before being physically handed a P-Card employees must attend a P-Card training. Anyone is welcome to attend and does not need either of the forms mentioned above submitted before attending (although it is recommended). Each department has a P-Card Coordinator; employees seeking a P-Card should consult their department's Coordinator to assist with form submissions and training schedules.

  Those who already have iExpense access/permissions or will not be reconciling their own P-Card transactions need to simply contact any member of the P-Card team to be added to training. The P-Card team will send an Outlook P-Card training invite upon processing P-Card Applications. Finally, the P-Card team will add employee's attendance from the training sign-in sheet to PeopleSoft, however, employees may register themselves under Course No. 004898.

Can Approved Reports be Modified

Yes! However, you are unable to modify the report in the iExpense module. POETA and Expense Type information can be modified in the Project and Grants module.

Don't have access? Your Business and Finance Officer will likely have the appropriate access needed to modify your reports.

You will not have the ability to change the justification, however. It is always important to keep all of your physical records and you can simply add a note of any corrected information with those records.

Remember there is a six year retention for all back up documentation.

Mailstop Madness

Tired of looking for the appropriate "Deliver to" mailstop code to reference in the "Justification" field? If you are responsible for reconciling transactions on behalf of your department/division and you don't know the exact "Deliver to" address, you are in luck!

It is very important the correct "Deliver to" address is provided at all times to ensure accurate sales tax is applied. That why we have included a link to Expense Locations listing all the King County mail stops codes. The link opens an Excel spreadsheet of "Deliver to" location codes along with corresponding department/division names and addresses. The spreadsheet is updated periodically by the Business Resource Center.

Ch-ch-changes!

We are always so happy to see growth within our own team, but it does mean that we having some staffing changes as stretch opportunities **abound** within our P-Card team!

- **Chris Collier** has accepted six month Special Duty position in the Business Resource Center
- **Tina Shields** has accepted as Special Duty assignment to backfill **Paula Wilz** as an assistant buyer
- ...and guess who's back!!! **Sarah Dawson** has come back to the P-Card team!!!
- & **Paula Wilz** is now on Special Duty, backfilling Sara's Buyer position

Join me in congratulating everyone in their new opportunities! While we will miss Chris and Tina, this a wonderful example of how the county encourages growth within!

P-Card Training

Our next P-Card training is on Tuesday, June 2nd .

Time: 1:30 –3:30 pm
Location: Chinook Building, Dahlia Conference Room 328

Approvers, Coordinators, and Cardholders alike are always welcome to come in for a refresher!