

P-Card: Did You Know (Year-End Deadline & Manual Revisions)

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Cc: Ask P-Card <Ask.P-Card@CSN.EDU>

Did you know:

- Important Year-End Reminder - Per the FY21 cut-off memo from Mary Kaye Bailey, VP for Finance & Administration on dated 2/10/21, P-Card Transactions on State accounts or Grant accounts that expire 6/30/21 cannot be made past **4/26/21**. This means all State operating accounts with funds (FD129, FD137, FD138, FD139) and Grant accounts (FD501-FD503) ending on June 30, 2021.

Example: When you enter your Worktag in Workday, look at the Fund number. In this example, the account entered is identified as Fund: FD129 State Appropriations. The state accounts as well as grant accounts ending on 6/30/21 as listed above, should not be used for P-Card purchases made after 4/26/21.

*Unit	*Cost Center	*Additional Worktags
CSN17 CSN Office of Facilities Management	CC0089 CSN Facilities Management-Technical Services	Function: FN70 Operation and Maintenance of Plant Fund: FD129 State Appropriation-College of Southern Nevada Program: PG05711 CSN Technical Services

If you have other types of funds to spend besides the ones mentioned above, please continue to use your P-Card as usual.

The P-Card User's Manual was recently revised and is available on the P-Card web site (<https://www.csn.edu/askpccard>). It is highly recommended that all Cardholders and Transaction Approvers review the revised manual.

Some of the changes to the manual include:

VIII. Transaction Verification and Approval (Refer to page 26)

- Enter a description of your purchase in the Memo field. For out of the ordinary purchases provide a brief statement noting the business purpose.

XII. Oversight/P-Card Violations and Consequences/Reviews/Notifications of Non-Compliance C. Reviews (Refer to page 32)

- 1. Transaction Review - The Purchasing Department will review all P-Card transactions each billing cycle and approve the transactions in Workday for compliance with P-Card policies and procedures.
- 2. In-Person Deskside Review - The Purchasing Department will perform random deskside reviews of the Cardholders accounts for compliance with P-Card policies and procedures. The reviews may be scheduled or unscheduled. Approximately 10% of the P-Card Binders will be randomly reviewed each year. The Purchasing Department may perform specific binder reviews on a case-by-case bases, as necessary.

Effective Tuesday, April 27th the P-Card Office will begin reviewing ALL P-Card transactions in Workday for compliance. If corrections are needed to the PCV our office will use the Send Back feature in Workday. Be sure to monitor your Workday Inbox and take timely action to make the correction to the PCV.

We appreciate your time in reading this email.
Have a great day!

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If you have a P-Card emergency, please contact JP Morgan Chase at 1-800-270-7760.

