

# P-Card Program

September 2022

## Cardholder Training



# Agenda

- Overview
- General Guidelines
- Lost, Misplaced, or Stolen Purchasing Card
- Disputes
- Responsibilities and Duties
- JP Morgan Chase Website

# Overview

- Efficient and cost-effective method of paying for small dollar purchases
- Issued in employee's name with assigned spending limits and approved merchant codes
- Policies and procedures in place to protect City resources, limit City liability, support Department Users

# State Law

- Enacted in 2015
- Establishes penalties regarding the misuse of government p-cards (O.C.G.A. § 16-9-37)

**(b) Any person who has been issued or entrusted with a financial transaction card by a government for specifically limited and specifically authorized purposes, provided such limitations and authorizations are in writing, and who uses the financial transaction card in a manner and for purposes not authorized shall be punished as provided in subsection (b) of Code Section 16-9-38.**

**Code Section 16-9-38 specifies that “a person subject to punishment under this subsection shall be guilty of a felony and shall be punished by a fine of not more than \$5,000.00 or imprisonment for not less than one year nor more than three years, or both.”**

# Essential Guidelines

- All receipts must be signed by cardholder
- Purchases must be for official City business
- The City of Roswell is tax exempt
- Avoid incurring credit card surcharge fees
- Cardholders must submit all receipts to assigned Department Liaison

## Other Important Guidelines

- Must **NOT** be used to avoid or bypass appropriate purchasing or payment procedures
- Must **NOT** be used for items which are expressly prohibited under City of Roswell Procurement Policies

# Purchase Documentation

- What is appropriate documentation?
  - Vendor or merchant name
  - Transaction date
  - Line item information
    - Quantity
    - Description
    - Unit Price
    - Line Price (quantity x unit price)
  - Total invoice amount
  - Signed by cardholder



# Permitted Purchases

- Goods and services up to cardholder Single Transaction Limit (excluding prohibited purchases)
- Professional Organization Memberships
  - Must be related to job duties and approved by Supervisor and/or Department Head
- Travel expenses with prior approval from Department Head (air fare, lodging, vehicle rental)
  - May not be used for expenses covered by per diem (meals)



# Permitted Purchases

(continued)

- Incidental computer replacement parts
  - Examples: keyboard, mouse, power strip
- Small Recurring Charges
  - Must be coordinated with City's Accounts Payable Division

# Prohibited Purchases

- Personal purchases – anything not for official City business
- Gasoline, Diesel Fuel/Oil
- Entertainment and alcoholic beverages
- Any item priced over cardholder's credit limit
- Gift cards, without approval from Department Head
- Firearms, ammunition, or explosives
- Any other items expressly prohibited by policy and procedure

# Important Reminders---

- No sales tax in Georgia
- Do not split orders to avoid transaction limits or competitive requirements
- Keep and sign receipts
- Missing Receipt/Invoice Affidavit (exception, not the norm)
- Do not loan out your card

# Lost, Misplaced or Stolen P-Cards

- Cardholders are required to immediately report any lost or stolen P-Cards to JP Morgan Chase at 1-800-316-6056
- Cardholder must immediately notify Department Liaison at the first opportunity during normal business hours
- Department Liaison must immediately notify the P-card Coordination Team

# Disputes

- What is a dispute?
  - Examples: Incorrect/duplicate amount charged, questionable purchase, failure to receive goods
- Cardholder must immediately seek to resolve problem with vendor
- Cardholder must contact JP Morgan Chase if dispute cannot be resolved
  - JP Morgan Chase - 1-888-297-0768
  - Notify the P-Card Coordination Team and Department Liaison of the dispute.

# Roles & Responsibilities

## Cardholder

- Ensure purchases are for official City business only
- Obtain best value for City when making P-card purchases
- Maintain card in a secure location at all times
- Maintain knowledge of and comply with City policies
- Do not allow other individuals to use your card
- Adhere to card limits and restrictions

# Roles & Responsibilities

## Cardholder (continued)

- Obtain receipt for **ALL** transactions
  - Should a receipt be lost or missing, complete Missing Receipt/Invoice Affidavit
- Sign and submit all receipts to assigned Department Liaison
- Attempt to resolve billing disputes directly with vendor or initiate and complete dispute process with JP Morgan Chase
  - Ensure that an appropriate credit for disputed item or billing error appears on subsequent statement
- Regularly monitor transaction activity through SmartData to identify fraud

# Roles & Responsibilities

## Cardholder (continued)

- Never accept cash in lieu of an account credit
- Immediately report fraudulent charges to Department Liaison and P-Card Coordination Team
- Return card to Department Liaison upon termination of employment or department transfer with the City of Roswell



# Roles & Responsibilities

## Department Liaison

- Responsible for managing and monitoring day-to-day P-Card activities of assigned cardholders
  - Ensure the card is used for legitimate business transactions only
- Collect all invoices, receipts, etc. from assigned cardholders
- Complete monthly reconciliation process

# Roles & Responsibilities

## Department Liaison

- Notify P-Card Coordination Team immediately of lost or stolen cards
- Notify P-Card Coordination Team to cancel a card as approved by Department Head
  - Complete documentation and forward to the P-Card Coordination Team
- Collect cancelled cards from cardholders and hand deliver to P-Card Coordination Team

# Roles & Responsibilities

## Department Head

- Responsible for ensuring integrity of P-Card Program and upholding City policies and procedures within department
- Designate one or more Department Liaison(s) to oversee the day to day activity and usage of the card
  - Ensure at least one individual is designated and trained as backup Liaison

# Roles & Responsibilities

## Department Head

- Review and approve monthly transaction reconciliation of cardholder statements
- Ensure that erroneous use of P-Card is reported promptly to P-Card Coordination Team
- Ensure appropriate disciplinary actions are taken for violation of P-Card Program policies and procedures

# Policy & Procedure Violations

- Department Head and Liaison notified with each occurrence
- Full details outlined in P-card Policy
- Examples
  - Missing Receipt, Improper Receipt (not itemized, signed, etc.)
    - **1 MONTH SUSPENSION AFTER 3 OCCURRENCES**
  - Splitting Purchases, Intentional Personal /Fraudulent Card Use
    - **SUSPENSION OF CARD UP TO TERMINATION OF EMPLOYMENT**

# JP Morgan Chase Website

- SmartData used to monitor day-to-day transaction activity (cardholders & liaisons)
- Access Levels
  - Department Head can view all cardholders within Department
  - Department Liaison can view all assigned cardholders
  - Cardholder can view own card

# JP Morgan Chase Website

- Getting Access
  - Go to [smartdata.jpmorgan.com](https://smartdata.jpmorgan.com)
  - Click “Cardholder Self-Registration”
  - Enter Account (or Card) Number
  - Enter Company Registration Code - **11042014**
  - User ID (case sensitive) = firstname\_lastname  
(john\_smith)
  - Complete remaining fields *smartdata*

# P-card Policy & Forms Intranet Page – Roswellatwork.com

The screenshot displays the Roswell Georgia Intranet homepage. At the top, there is a navigation bar with various utility links: Smart Data, Wells Fargo, City Website, ESS, Appricity, Barracuda, OpenGov, GMA, Emerg Procure, GovWin, OCGA, DOR, and iPAS. Below this is a dark header with the 'ROSWELL GEORGIA INTRANET' logo and several icons for Employee Referral, Employee Resources, Forms, Benefits, I Want To..., and E-mail Login. The main content area is divided into four columns of links. The second column, 'Documents/Forms', contains a list of links including 'P-Card', which is highlighted with an orange box and pointed to by a green arrow. Other links in this column include 'Federal/State Laws', 'Forms & Applications', 'Job Descriptions', 'Open Enrollment', 'Policies & Procedures', and 'Salary Plans & Pay Grades'. The first column includes 'Employee Referral Program', 'Calendar', and 'CORE' with a 'Fall 2019 Schedule' link. The third column lists 'Employee Self Service Website', 'Employee Assistance Programs', 'HR Policies and Procedures', 'Newsroom', 'Project Management Guidelines', 'Retirement', and 'Roswell Green'. The fourth column lists 'Roswell University' programs (LEAD, Supervisory Development, Kennesaw State University Discount), 'BOSSDesk IT Support Portal', 'Staff Clothing Website', 'Travel/Training Request', 'Wellness Program' (Employee Wellness Center, SmartDollar Program).



# P-Card Coordination Team

.....*always available to assist you!*

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Transportation

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# Purchasing Card Program

## Questions?

