



P-CARD FREQUENTLY ASKED QUESTIONS (FAQ)

How do I obtain a P-Card?

Complete section one of the P-Card Maintenance and Request Form (available on the P-Card webpage), including supervisor signature and designated Liaison and Approver. Submit the form to the P-Card Program Administrator. If approved by the Director of Procurement and the CFO, the Cardholder, Liaison, and Approver must complete required training before the card is issued.

What is a Liaison?

A Liaison oversees the Cardholder's day-to-day P-Card activity, ensuring transactions are compliant, properly documented, allocated, and signed off on. An administrative assistant or bookkeeper typically fills this role.

What is an Approver?

An Approver provides oversight of the Cardholder's transactions, ensuring purchases are reasonable and comply with P-Card Internal Operating Procedures. This role is typically the Cardholder's supervisor or manager.

Do I need to be trained?

Yes. Initial and annual training is mandatory for all participants (Cardholders, Liaisons, & Approvers).

How much can I spend per day?

Single Transaction Limit (STL): \$2,500 per transaction

Daily Vendor Limit: \$2,500 per vendor, per day

Cardholders may make multiple purchases with the same vendor in one day, but the total cannot exceed \$2,500.

When are funds restored on my card?

Once the credit limit is reached, funds are unavailable until they are fully reviewed, allocated, signed off on, and closed out. The Liaison review, allocation, and sign off is due by the 2nd of the month. Then the Program Administrator will review, correct (if applicable), and close the transactions, releasing the funds back to the account. This is typically finished by the 6th of each month.

When is my monthly statement due?

Statements must be submitted to the Program Administrator before the end of the business day on the 10th of each month.

Who do I contact if I forget my password to WORKS or Global Card Access?

Please contact the P-Card Administrator. The "Forgot Password" link on these sites is disabled.

Who do I contact if my card has been lost or stolen, or if I detect fraudulent activity on my card?

Immediately contact Bank of America Merrill Lynch at 1-866-500-8262. Then notify the P-Card Program Administrator.

Can another person other than me use my P-Card?

No. The Cardholder is the only authorized user and is responsible for the card's safekeeping.

Can I get my P-Card credit limit increased?

Yes. All increases require CFO approval. Complete section two of the P-Card Maintenance and Request Form and submit with supporting documentation and required signatures.

What do I do if I misplace or lose my receipt?

Complete a Lost Receipt Affidavit Form (available on the Procurement webpage) and obtain Approver approval. Submit this form in place of the receipt.

Where can I find P-Card related Forms?

All forms are available on the Procurement Purchasing Card Program webpage:

<https://www.richlandone.org/departments/procurement-services/purchasing-card-program>