P-Card Manual
Revisions – February 2011

General:
- New information was added and/or rewritten to improve the clarity of the manual and to provide more guidance on how to perform certain functions.
- “Unallowable” has been replaced with “prohibited” or “not allowed.”
- References to the previous P-card Manager have been removed, as well as the university billing phone number.
- The section regarding misuse, penalties and violations was expanded.

Section 3.0:
- “Financial Check” has been added to this section as a new step in the p-card application process.
- The “Ethical Behavior Agreement” is renamed the “Ethical Use Agreement.”

Section 5.0:
- Under allowable purchases, it is stated that this list is not all-inclusive.
- An explanation is provided to explain that “Memberships” do not include warehouse club memberships.
- A new web link to view the statewide contracts was added. A user name and password are now required.
  https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia
- Login information: User name: tgmguest; Password: tgmguest

Section 6.0:
- Under prohibited purchases, an explanation is provided regarding inventory and warehouse items that are purchased for redistribution or resale.
- Warehouse club memberships are not permitted.
- A section on automatic and recurring payments was added as a prohibited p-card practice.
Section 8.0:
- The billing phone number was changed from 404-413-3161 to 404-413-3153.
- The delivery address must be an official GSU business address and never the home address of the Cardholder or alternate recipient.
- The word “temporarily” was removed from Section 8.6.
- References to DOAS were removed from Section 8.7.

Section 9.0:
- Verbiage was added to explain the penalty for late submissions of p-card logs.
- The guidelines for violations and penalties have been expanded. The cardholder will be allowed three (3) violations before their p-card is terminated for 6 months.
- If a cardholder loses their p-card privileges for 6 months, they must reapply for the p-card, retake the online training and submit to new background and financial checks. They must also sign a newly required form, “The Purchasing Card Reinstatement Form.”
- Definitions of minor and major violations are provided.