

OKALOOSA COUNTY BOARD OF COMMISSIONERS

PURCHASING CARD (P-Card) FREQUENTLY ASKED QUESTIONS (FAQ)

1. *May I use the P-Card for personal purchases and then reimburse the County?*

No, prohibited

2. *What is my monthly spending limit?*

The monthly limit varies by cardholder. It will be discussed during your initial P-Card Training at Purchasing. The single per transaction dollar limit shall not exceed \$3,500.00.

3. *What is the P-Card cycle?*

The typical card cycle starts on the 5th of each month and ends on the 4th. Ex., March 5th through April 4th is considered March billing.

4. *Can I use my P-Card for cash advances?*

No, prohibited

5. *What if a vendor charges sales tax?*

Okaloosa County is a tax exempt entity, please use the Tax Exempt Certification Number provided to you at P-Card Training. It is also on your credit card. If the vendor does not honor the tax exemption, please justify through memorandum and provide with your monthly Works report.

6. *Can I use my P-Card to purchase meals?*

No, meal purchases are NOT allowed, except those allowed by TDD Policy or through the Recognition/Hospitality section of the Purchasing Manual.

7. *Can I use my P-Card to purchase gas on personal or County vehicles during travel?*

No, you must use a fuel card provided by Fleet for County vehicles. For personal vehicle travel, you must go through County travel reimbursement settlement. Please refer to the County Travel Policy.

8. *Can I increase my monthly spending limit when traveling for County business?*

Yes, per the Purchasing Manual, purchases may be made for pre-approved travel expenses. Cardholder MUST comply with the County Travel Policy. Cardholder must notify the Purchasing Card Administrator by filling out the Travel Request Form (along with pre-approved signed voucher) to increase your spending limit to \$20K with a no single transaction limit during travel days only.

9. What if I my P-Card is declined during a purchase?

Either:

- a. You are above your limit
- b. Your charges from the previous billing period have not been paid or allocated (SIGNED OFF)
- c. The Vendor's Merchant Category Code is blocked from your card

Please call the P-Card Administrator/Purchasing Dept as soon as possible.

10. How will I receive my bill/statement?

The Bank of America Works program. The cardholder or the department card reviewer will print the monthly statement (Cardholder Approval Report) using the Bank of America Works Program. It is then submitted to Finance for payment.

11. When are all approval forms and receipts due to the Finance Department for payment?

The 15th of every month, you must include the Transaction Approval Form with immediate supervisor signature, the BoA Works Cardholder Approval Report (to include budget accounts and public purpose descriptions), and your receipts/invoices/supporting documentation.

12. What if I'm on vacation or out sick?

Leave your Approval Report/Form/Receipts with your department coordinator/approver for processing during your absence.

13. Can I use this P-Card to make purchases over the phone?

Yes, provided the vendor has the item in stock and ready for delivery. You cannot use the card to order items that will be backordered.

14. Can someone else use my P-Card?

No, pursuant to the Purchasing Manual, the p-card may only be used by the employee whose name is embossed on the card. No other person is authorized (in person, online or by phone). Note: Cardholder may purchase travel arrangements, office supplies, etc., for another employee but cannot hand over their card to someone else to process any transactions.