

## **FOCUS on the P-Card**

Greetings Georgians! Launching our new statewide newsletter gives us an opportunity to share even more about what is going on with the statewide purchasing card and to hear from you. We are rolling up our sleeves to ensure our communication lines are open and that a steady stream of information sharing occurs!



### **P-Card Focus Group reviews the proposed Policy.**

On Tuesday, October 16, 2007, the P-Card Focus Group (a.k.a. VISA Optimization Program Committee) met to review a draft copy of the State Purchasing Card Program Policy, and User and Administrative Guidelines. The group was in one accord in their desire for clear and concise policy and

guidelines. As a result, the new policy and guidelines were rolled-out statewide on November 1, 2007. We appreciate everyone who participated in the focus group, whether by phone or in person.

### **New Policy and Guidelines**

Many of you may have noticed we are receiving a great deal of publicity regarding our statewide purchasing card program. While some of the publicity could be construed as negative, we prefer to see these incidents as opportunities to reassure the public of all the advantages and cost savings the purchasing card program provides to statewide entities. In addition, we want to assure our citizens that isolated incidents do not reflect the majority, in fact it only reflects less than two tenths of a percent of over all statewide spend.

Having said this, we at State Purchasing recognize the need to continue to provide our cardholders and administrators, best in class resources. We want to ensure everyone has the tools to have a successful p-card program. Everyone should have a complete understanding of statewide purchasing card policy and the compliance requirements.

The links to the policy and our new administrative and user guidelines are found on the [Purchasing Card program](#) page on the [State Purchasing](#) website.

The biggest change you will see in the new policy is the added restriction of purchasing gift cards with the p-cards. This decision was made after in-depth discussions with our P-Card Focus Group; state and internal auditors and our own Process Improvement and Audit Team. Restricting the purchase of gift cards greatly reduces the potential for suspect purchases or fraudulent activity.

Additional changes include new forms for your use and the requirement of pre-approval through our state office when there is a need for exception to the state purchasing card policy.

The new Administrative and User Guidelines will assist cardholders and approvers who are new to the Statewide Purchasing Card Program as well as provide a great "review" resource for those who are not. The Guidelines help define the roles and responsibilities of both the cardholder and approver while giving administration a "road map" of appropriate processes for their programs. We offer this document to all the statewide program users to use as a "skeleton" for their own procedure manuals.

And finally, we would like to touch on, WORKS Payment Manager. As you know, this application is the data management system that is web-based and provided by Bank of America to manage our p-card transactions. For those whose implementation was several months ago and require "refresher" training, or for those who just want to learn about the real-time purchasing card data management system; please contact [Training@doas.ga.gov](mailto:Training@doas.ga.gov) to arrange a training session. We understand that several of our users across the state would appreciate a more in-depth purchasing card training opportunity. We want to provide that as soon as possible. Please contact training and education on our state purchasing web site to schedule this or any other training needs.

Remember that we are here to serve your procurement needs. If you have problems understanding the purchasing card program processes or just want to have a better knowledge base of the purchasing card program, please contact me directly at: [drayner@doas.ga.gov](mailto:drayner@doas.ga.gov) or (404) 656-5344.