



## **P-CARD FREQUENTLY ASKED QUESTIONS**

1. How do I get my user name and password?

**Your user name and password are automatically generated from the “Works” application after the information from your “P-Card Enrollment” form has been entered into “Works”. You will receive a “welcome e-mail” from “Works” with your temporary password, user name, and steps on logging into the Bank of America site. You will be prompt to change your temporary password to a permanent password of your choice.**

2. Does the P-Card affect my credit?

**No, the P-Card does not affect your credit. The University is totally liable for the P-Card.**

3. When can I see charges made with the P-Card in Banner?

**You can see charges in banner the last week of each month.**

4. How can I obtain a P-Card?

**You must attend one of the P-Card training sessions and complete and forward the “P-Card Enrollment Form” and “Employee P-Card Agreement” to the P-Card Administrator, 1604-B Lowery Street, Rm 116. A P-Card will be ordered and issued to you.**

5. How do fund and account numbers get assigned to transactions?

**Fund and account numbers are assigned to transactions by the cardholder or reconciler through the on-line reconciliation process in the “Works” application.**

6. Can you split a transaction between fund and account numbers?

**Yes. The P-Card Administrator and the P-Card Admin are the only ones allowed to split transactions between fund and account numbers. Splitting of transactions from anyone other than the P-Card Administrator and Admin is a P-Card violation. Please contact either one of them for assistance.**

7. How long does it take to get a P-Card?

**It takes five business days after the P-Card Administrator receives your “P-Card Enrollment Form” and “Employee P-Card Agreement”.**

8. I was charged sales tax on my purchase. What do I do?

**Contact the vendor to get the tax credited back to your P-Card. Some vendors may request a copy of the University’s tax “Certificate of Exemption”. This certificate can be found on the Purchasing website. Tax not credited back to the P-Card will be charged to the fund and account number assigned to the purchase.**

9. What are my credit card limits?

**The standard credit limits for the University’s P-Cards are \$2,500 per transaction, \$5,000 per day, and \$10,000 per month. The single transaction limit of \$2,500 is mandated by the State and cannot be changed without prior approval from the Division of Purchase and Contract in Raleigh. The daily and monthly credit limits can be changed by the P-Card Administrator or P-Card Admin. Please keep in mind that you can only spend the amount of money you have in your budget(s).**

10. What can I purchase with the P-Card?

**The “Allowable Purchases On The P-Card” and the “Non-Allowable Purchases On The P-Card” gives you a list of items that can and cannot be purchased using the P-Card. Both of these list can be found on the Purchasing website. If you have questions about an item please contact the P-Card Administrator at 750-2943 or [scottw@wssu.edu](mailto:scottw@wssu.edu). You can also contact the P-Card Admin, LayPrecious Graves, at 750-2735 or [lylesl@wssu.edu](mailto:lylesl@wssu.edu).**

11. Can I purchase a computer with the P-Card?

**Computers, laptops, I-pads, tablets, and notebooks cannot be purchased with the P-Card.**

12. Can I purchase gift cards or gift certificates with the P-Card?

**Gift cards and gift certificates cannot be purchased with the P-Card.**