

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?*

ABSOLUTELY NOT, STRICTLY 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 \$999.99 or \$3,500.00 for select employees.

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

The card cycle starts on the 5th of each month and ends on the 4th.

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

ABSOLUTELY NOT, STRICTLY 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. If the vendor does not honor the tax exemption, please justify on your card expenditure/approval report.

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

No meal purchases are allowed, except those allowed by TDD Policy

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

Yes, per the Purchasing Manual, purchases may be made for pre-approved expenses and MUST comply with the County Travel Policy. Cardholder and/or Cardholder approver MUST notify Purchasing with approval of pre-approved travel to place temporary spending limit increase.

5. *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
- c. The Vendor's Merchant Category Code is blocked from your card

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

6. *How will I receive my bill/statement?*

The department coordinator (reviewer/allocator) will print the monthly statement using the Bank of America Works Program (card online program) and distribute to cardholders.

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

The 15th of every month, must attach the P-Card BoA Works Approval Form (Finance), Works Approval report with Public Purpose descriptions and all receipts.

8. *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.

9. *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.

10. *Can someone else use my P-Card?*

ABSOLUTELY NOT. Use by anyone other than the cardholder is **PROHIBITED.**