



**State of Oklahoma
Office of Management and Enterprise
Services (OMES)**

SWC 200
State P-Card

Welcome to the P-Card Program

Today we will cover.....

EMV Cards and PINs

Mandatory Suppliers/SW Contracts

P-Card governance

Fraud/data breaches

IT Purchases

Invoices/Receipts/Receiving

Auditing

Searching Contracts

Role Responsibilities

Works

Why P-Card rather than PO?

Definitions

AO – Authority Order (very similar to a PO or purchase order)

EMV – stands for Europay, MasterCard, and Visa. Also called Chip & Pin card
EMV and Chip & Pin are used interchangeably

IT – Information technology (refers to computers and telephones and all related services and equipment)

MCC – Merchant Category Code. This code is assigned by the credit card industry based on the main type of business a merchant conducts

P-Card – Purchase Card

PIN – Personal Identification Number (4 numeric digits assigned for use with EMV/Chip & Pin cards)

Works – the banks web-based transaction system for online reconciliation of purchases



- The State of Oklahoma authorized P-Card is a Visa Purchasing Card issued by the Bank of America (BOA), corporate liability card
- The P-Card is now an EMV or Chip & Pin card (PIN numbers mailed separately)-the chips are encrypted and create a unique transaction code that cannot be used again
- Zero liability for unauthorized charges or for lost/stolen cards (_____)

Activating your card

When you receive your card there is a sticker across the front with a phone number.

Call the number and key in your _____

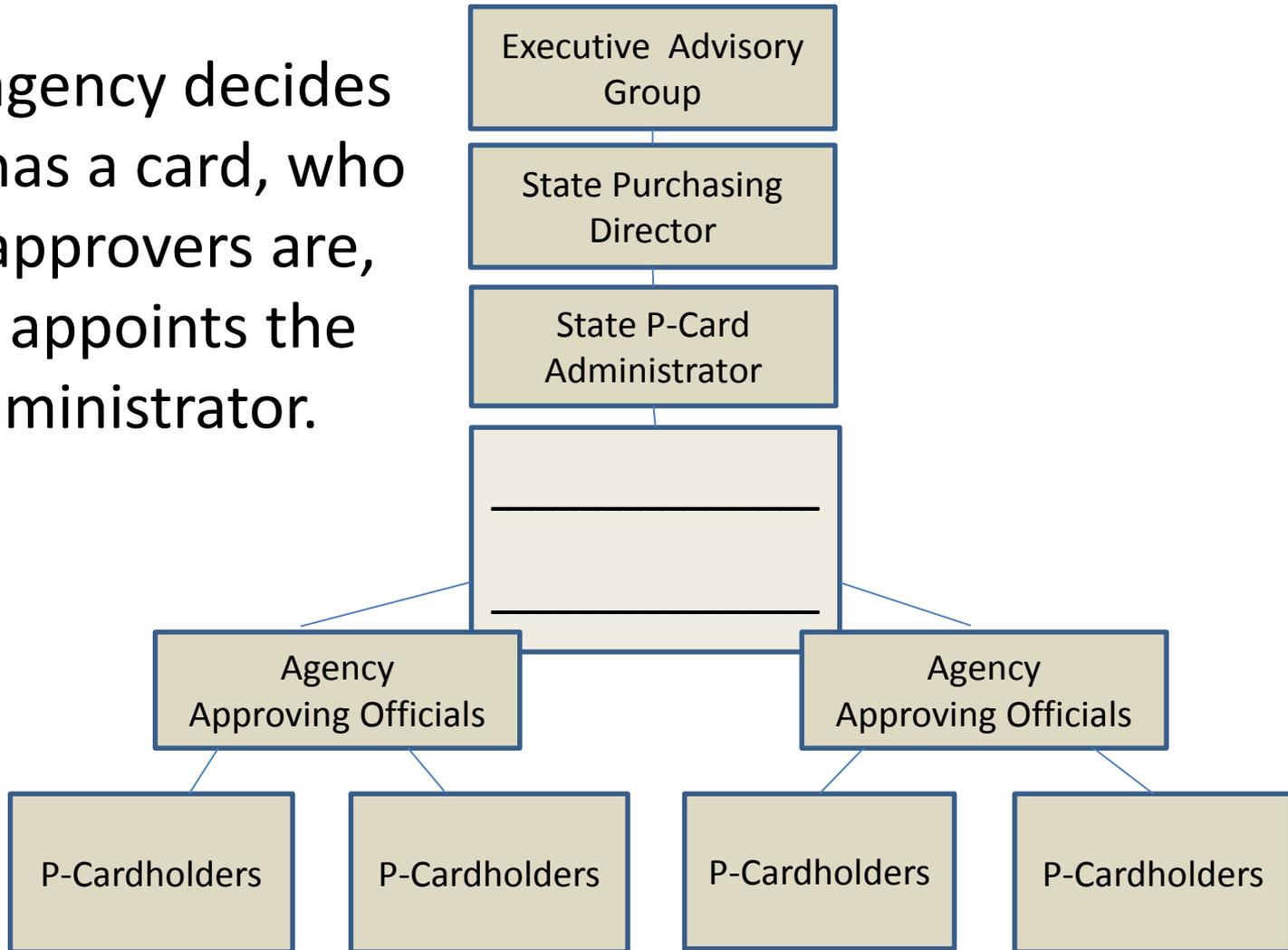
Provide the _____ that has been provided to you by your P-Card Administrator

Your purchases will be _____ until your card has been Activated!

PIN numbers

- PIN numbers must be registered online at www.baml.com/PINCheck
- If you forget your PIN you may retrieve it from this website
- If you don't have access to the internet, you can contact customer service to request a PIN reminder mailer. PINs cannot be provided over the phone.

The agency decides who has a card, who the approvers are, and appoints the Administrator.



References

- All purchases shall be made in accordance with State statutes, rules, and these Procedures, which include but may not be limited to:
 - Central Purchasing Act, 74 O.S. § 85.1 et seq.
 - State Travel Reimbursement Act (STRA), 74 O.S. § 500 et seq.
 - Central Purchasing Codified Rules, 260:115
 - State Purchase Card _____
 - Oklahoma State Travel Policy
 - Oklahoma _____ Commission Rules
 - **State Agency Internal Purchasing and P-Card Procedures**
 - Other _____ pertaining to specific types of purchases

IT & Telecom Purchases

- IF your agency has set up an IT AO, the following IT purchases may be made with the P-Card:
- Transactions up to \$5000 if items are listed on the published _____;
- Transactions up to \$15,000 if items are listed on the published hardware/software list _____ items are purchased from a _____ supplier
- See ISD Procurement Policies and the IT and Telecom ePro requisition procedures for guidance.

See PIM 06302015 and P-Card procedures section 5.6

Contact Information for IT questions

OMES Service Desk
405-521-2444

servicedesk@omes.ok.gov

Encumbering Funds

- **Authority Order (AO)**
 - **AO should have sufficient encumbrance to cover all transactions prior to making the transaction (Encumbrance Law §62-34.62)**
 - Change Orders to amend the encumbrance may be processed as necessary
 - A new AO should be issued each new fiscal year
- Funds _____ without this AO in place PRIOR to making the purchase.
- Increases in the encumbrance amount must also be completed _____ a purchase exhausts the funds on a given AO line.

Employee Participation

- _____ participants must read and sign the Purchase Card Employee Agreement.
- All P-Card participants must complete initial training conducted by _____;
- Form F-1R or F-3R submitted annually, available on the Oklahoma Ethics Commission website (for cardholders making purchases of \$50,000 or higher) see Links page for link to website
- Refresher Training is now _____ internally by your agency P-Card Administrator. You will need to contact them for additional information and guidance specific to your agency.

SAFEGUARDS

- Agency _____ cardholders
- Agency sets _____ on each card
- Approving official _____
- Agency determines _____

- Performance & Efficiency Auditing tracks fraud and _____

Using the Card

- Purchases can only be made within your _____
Limit and Credit Limit assigned to your card;
- _____ are responsible for reconciling all transactions;
- P-Cards _____ be used to avoid or bypass appropriate purchasing or payment procedures;
- P-Card is not for _____
- You must ensure prices paid are fair and _____

Methods of Purchase

Telephone



Walk-in

(POS or face-to-face)



Internet

- “s” on the end of https means it is a secure site; or
- Padlock will appear on the site



RETURNS & REFUNDS

- Return item to merchant in manner agreed upon
- Credits- If the agency is credited for any items or services that were originally paid for with the purchase card, then the credit _____ be processed through the merchant system. The vendor should _____ be allowed to maintain a store credit or use the credit toward other invoices.
- Merchant provides credit receipt documentation
 - Place with end of month transaction documentation for reconciling
- Include with the payment at end of month
 - Credit may not appear until subsequent statement

Prohibited Purchases



- **Split Purchasing;**
- **_____;**
- **Per diem food;**
- **Cash or cash advances;**
- **Purchase of goods or services for personal use or not for official State use;**
- **Any transaction or _____ exceeding your P-Card limits;**
- **_____ and automotive general maintenance;**
- **Automatic Drafts (we do not want them to have the card # on file);**
- **Gift Certificates**

Request for Exception

- A “Request for Exception” form can be completed requesting to make a purchase, even if the _____ is blocked.
- Contact your agency P-Card Administrator with the pertinent details of your need.
- Your _____ will complete the request for exception form and send to our office. If approved, your Administrator will be notified and they in turn will notify you.
- Your card will be moved into an _____
_____ for a short period of time to allow the transaction to be processed.



Make a Note of This!

EXCEPTIONS!!

Convenience Fees vs. Surcharges

Convenience fee: a fee charged to the cardholder for the **convenience** of paying online or by phone - the price of the product doesn't change

Surcharge: a fee assessed by the merchant when using a credit card for payment to recoup the merchant fees charged by the card processing company

Surcharges are _____ in Oklahoma by law, though convenience fees are not prohibited. If a utility company utilizes a _____ processor for credit card payment processing, this is a **convenience** fee (not prohibited per OMES legal team)

To avoid convenience fees, agencies may opt to pay companies charging these fees by PO.

If a company _____ the amount of payment accepted per transaction, you could incur more than one convenience fee to pay the _____.

Convenience Fees vs. Surcharges (cont'd)

Title 14A O.S. §2-417 of the Oklahoma statutes states:

- A. **No seller in any sales transaction may impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check, or similar means.**
- B. As used in this section, “debit card” means any instrument or device, whether known as a debit card or by any other name, issued with or without fee by an issuer for the use of the cardholder in depositing, obtaining or transferring fund from consumer banking electronic facility.
- C. For purposed of this section, a private educational institution as defined in paragraph (e) of section 3102 of Title 70 of the Oklahoma Statutes may charge a convenience fee. The convenience fee shall be limited to bank processing fees and financial transaction fees, the cost of providing for secure transaction portal fees, and fees necessary to compensate for increased bandwidth incurred as a result of providing for an online transaction.

While convenience fees are allowable, Okla. Stat. tit. 14A. §2-211 holds that the seller has to be registered with the United States Treasury Department as a money transmitter pursuant to 31 CFR, §103.41. You are usually going to see these with an entity providing an electronic funds transmission service, including service by telephone and the internet (Ex: I pay my cable bill over the phone. My bill doesn't change. I'm paying a convenience fee for not mailing anything, etc. and doing it over the phone while I'm still in my pajamas.)

Card Limits

- **There is no limit on the amount of a P-Card transaction for the following:**
 - **Statewide Contract purchases**
 - **Utilities (water, electric, gas, sewage)**
 - **Interagency Payments**
 - **Professional Services as defined in 18 O.S. § 803**
 - **For all other transactions with a state purchase card, the individual transaction _____ exceed \$_____.00**

Interagency Payments

- **Interagency is defined according to 74 O.S. § 1003 (Inter-local Cooperation Act) and includes, but not limited to:**
 - **Political subdivisions**
 - **Federal Government**
 - **Public Trusts**

- **Interagency payments between State Agencies, Universities, and Colleges:**
 - **Should be made by voucher, selecting the payment method “WIR”**
 - **DCAR Newsletter, Vol. 21, No. 7, dated February 18, 2011 (page 3)**
 - **Agencies can _____ to accept P-Card payments from other agencies.**

At the time of need, check.....

#1 State Use Contract (if not selected obtain an exception from State Use prior to purchase)

#2 OCI (if not selected obtain an exception from OCI prior to purchase)

#3 Statewide Mandatory Contract
(if not selected obtain an exception from Central Purchasing prior to purchase) Exception to this is _____

#4 Statewide Non-Mandatory Contract

#5 Open market- best price



State Use

Utilizing Talents
Satisfying Needs
Empowering Individuals

Oklahoma Statute Title 74,
Chapter 48, Sections 3001-3010

What is State Use?

- ❖ Set-aside program established in 1974 to provide employment opportunities to persons with severe disabilities.
- ❖ Operated through qualified, nonprofit organizations that supply products and services to the state.

State Use Procurement Schedule

- ❖ First source when searching for goods and services.
- ❖ All registered vendors in the State Use Program listed.
- ❖ All products and services provided by State Use vendors listed.
- ❖ Statewide contract number and price.
- ❖ Remaining items (suitable to procure list) – state use vendors **must** be included in any bid or quote.

Contact Us

Daron Hoggatt – State Use Administrator

405-521-4474

Cell 405-568-6108

Daron.Hoggatt@omes.ok.gov

Teresa Sherwood – Administrative Assistant

405-522-3367

Teresa.Sherwood@omes.ok.gov

Mary Brown – Procurement Officer

405-521-2128

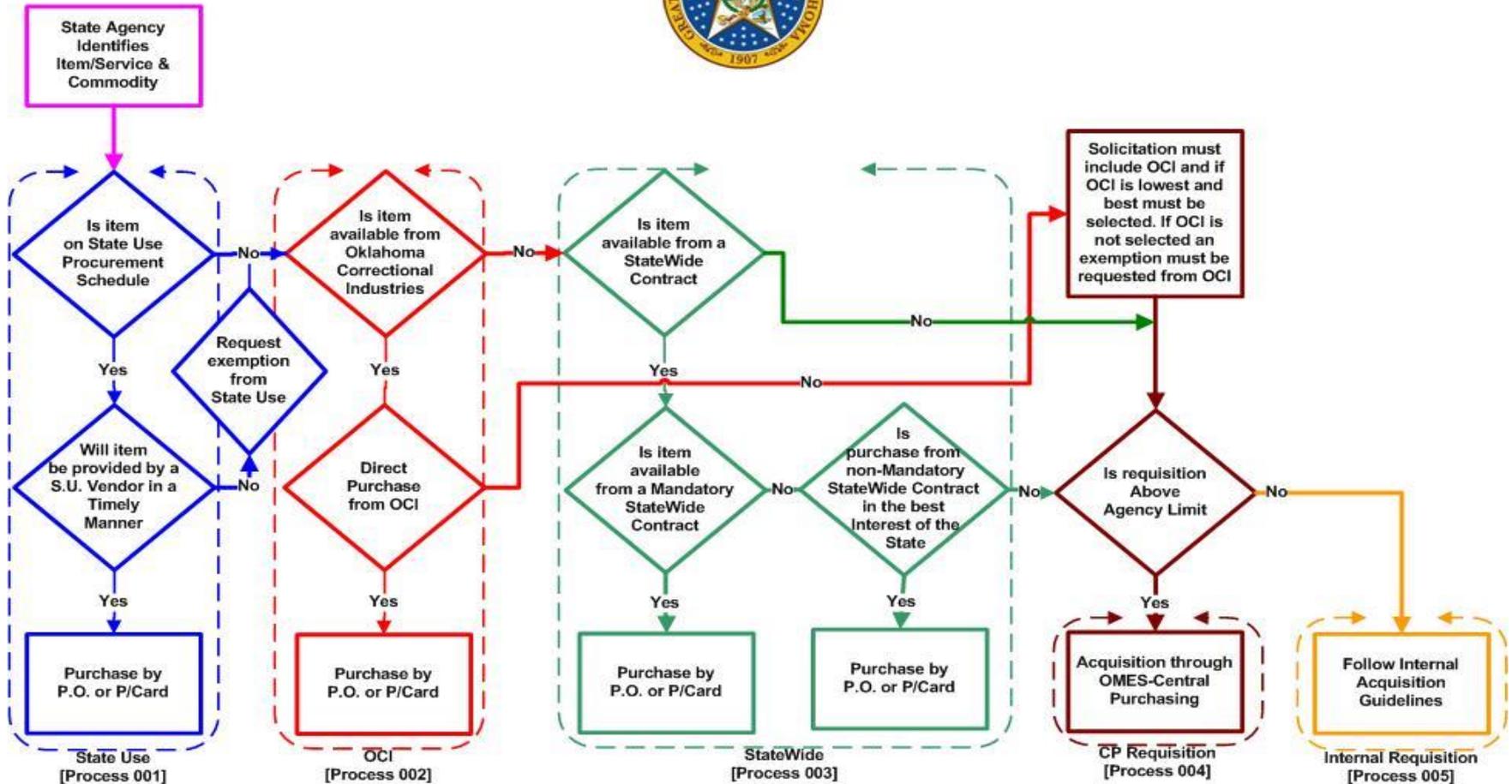
Mary.Brown@omes.ok.gov

Amanda Wagaman – State Use Liaison

Cell 405-626-0973

Amanda.Wagaman@omes.ok.gov

Central Purchasing Procurement Flow



Card Security

- P-Card is limited to _____ is on the card;
- Do not _____ your card;
- Do not use another person's card;
- If possible, file card in a secure, locked place when not in use;
- _____ report any lost, stolen or compromised cards to BOA at (888) 449-2273; Entity is responsible for purchases on lost, stolen or compromised P-Cards until BOA is notified

What happens if I am gone for a period of time from work?

- The P-card Admin. can put your card in “_____” \$0.00 while you are away.
- You should leave your card locked up at the office.
- If the end-of-cycle statement option is selected, your cardholder _____ must still be signed and turned in at the end of the month.
- P-card holder is _____ for making sure the statement is complete with all required documentation.



- How does fraud happen?
- How do I know it's happened to my card?
- What do I do about it?
- How long does card replacement take?

- **Fraud vs. Misuse** (violation of procedures/policies for _____)
- **Fraud vs. Abuse** (violation of _____/_____ for work-related gain)

When fraud is identified by the bank, Bank of America will send an email to the cardholder IF there is an email address listed in Works or call the cardholder.

The agency P-Card Administrator may receive a phone call.

The bank will _____ which transactions are allowed to be paid vs. those that they will reject.

The bank will _____ the card and reissue a new card

AUDIT

- **All transactions are subject to audit by**
 - **State Auditor and Inspector**
 - **OMES _____ Audit Unit**
 - **OMES- Comptrollers Office**

- **_____ transaction documentation supporting P-Card transactions shall be retained by the State Entity and made available upon request**

- **OMES Performance & Efficiency Audit Unit has monitoring software that digitally performs multiple tests on each P-Card transaction.**

What does the auditor look for?

- All invoices/receipts _____ and _____ (if receipt contains a Chip Ref ID, signature isn't required)
- Packing slips signed by the receiving employee for items shipped
- Asset numbers for items over the _____ dollar thresholds
- Cross-referenced credits to original purchase (list TXN of credit transactions on original purchase)
- Training is current
- You are aware of your internal _____ and _____

What does the auditor look for? (cont'd)

- Approvers are one level _____ cardholder base on the agency's organizational chart
- Employees listed in Works as users can actually _____ into Works
- _____ transactions to the same supplier in a short period of time totaling more than \$5000 to a non-contract supplier
- They will ask for:
- Signed/dated employee agreements (_____)
- Internal purchasing and P-Card procedures
- Copies of exceptions granted during the audit period

Receiving Goods and Services

- Goods or services received at the time of purchase- The receipt for purchase shall serve as the receiving document. **The receipt must contain the P-Card holder's signature.** A _____ copy of the receipt containing the P-Cardholder signature meets this requirement. (the date is already printed on the receipt)
- All remaining Transactions- The receiving employee _____ to sign the packing slip and provide to the cardholder.
- The cardholder's and approving official's authorization on the cardholder's statement indicates that these products and services were received and approved to be paid with the _____.

Receipts

Advantage Water Distribution
147 S Broadway
Turlock, CA 95380
For service call: 888-294-7688 X 255

Invoice # 0102398

Fri Apr 4, 2008, 14:43
Driver Lyle, Jerry
Rte-Day B B05
Sold To: #000100
City Welding and Supply
1000 E Briggsmore Ave
Modesto, CA 95350

Item	Qty	Price	Amount
Paper Cups	5 @	3.69	18.45
5 Gal. Drinking	7 @	6.00	42.00
Plastic Cups	5 @	2.95	14.75
5 Gal Spring	5 @	7.00	35.00
4-1 Gal Spring	5 @	6.00	30.00
Subtotal Sales			140.20
			21.03
INVOICE TOTAL			161.23
Prev Acct. Bal			0.00
ACCT. BALANCE			161.23

Equipment Exchanged

Type: Cook/Cold Serial #: 950101121
Serial #: 920105120

Received by



Thank You!

- Itemized Receipt must be obtained for all purchases
 - Name of merchant
 - Date of Purchase
 - Description
 - Unit price and quantity
 - Transaction total
- Sign each receipt and include with Statement at end of cycle

Valid? Or not valid?

RUSS BUILDING PARTNE
235 MONTGOMERY ST
SAN FRANCISCO CA 941
(415) 421-5358

BATCH: 825
S-A-L-E-S D-R-A-F-T
72279895
430132215711145

REF: 0088
CD TYPE: VISA
TR TYPE: PURCHASE
DATE: MAY 19, 09 16:10:36

TOTAL \$8.50

ACCT: 9806 EXP: **/**
AP: 012315
NAME: DAVID M ROE

CARDMEMBER ACKNOWLEDGES RECEIPT OF GOODS
AND/OR SERVICES IN THE AMOUNT OF THE
TOTAL SHOWN HEREON AND AGREES TO PERFORM
THE OBLIGATIONS SET FORTH BY THE
CARDMEMBER'S AGREEMENT WITH THE ISSUER

THANK YOU

CUSTOMER COPY

Universal Mart Inc.

91 Second Ave.
New York, NY 1003
TEL 212-388-9309

Merchant name

Date

Description

Quantity

Item price

Extended price

Total amount

Even though there is tax charged (which of course the cardholder would notice and have credited before leaving the store) it has all the required information.

12/11/2003 12:42:14

Slip #47146

Clerk:

Yoko

1	HOU00119	3.99	3.99
	Mr.Clean		
1	HOU00301	1.99	1.99
	Sponge		
1	HOU00304	0.79	0.79
	Ajax		

Paid by: 20.00 Cash
Change: 12.65

Subtotal 6.77

8.625% Tax 0.58

Total 7.35

Thank you for shopping with us.

No Cash Refund - Exchange Only w/Receipt

National Association of Purchasing Card Professionals
 12701 Whitewater Dr., Suite 110
 Minnetonka, MN 55343
 952-546-1880

National Association of Purchasing Card Professionals
 12701 Whitewater Dr., Suite 110
 Minnetonka, MN 55343
 952-546-1880

Unacceptable

NAPCP

Invoice

Date	Invoice #
3/23/2015	300010098

Bill To
Vickie Rivas OMES 2401 N Lincoln Blvd Ste 116 Oklahoma City, OK 73105 United States

Member Information
Vickie Rivas OMES 2401 N Lincoln Blvd Ste 116 Oklahoma City, OK 73105 United States

J. Linda Powell
 3/23/15

PO	Terms	Due Date
	Due on receipt	3/23/2015

Description	Amount
Annual Associate End-User Membership	\$495.00 149.00
Total	\$495.00 149.00
Balance Due	\$495.00 149.00

Acceptable

NAPCP

Invoice

Date	Invoice #
3/23/2015	300010098

Bill To
Vickie Rivas OMES 2401 N Lincoln Blvd Ste 116 Oklahoma City, OK 73105 United States

Member Information
Vickie Rivas OMES 2401 N Lincoln Blvd Ste 116 Oklahoma City, OK 73105 United States

J. Linda Powell
 3/23/15

PO	Terms	Due Date
	Due on receipt	3/23/2015

Description	Amount
Annual Associate End-User Membership	\$495.00
Total	\$495.00

Payments/Adjustments

Description	Amount
Adjustment (More Info) Applied to invoice on 3/23/2015	(\$346.00)
Total Payments/Adjustments	(\$346.00)
Balance Due	\$149.00

Modification is not allowed

Open Books

- All transactions are listed on the State of Oklahoma Open Books website, listing
 - Cardholder's last name, first initial
 - Merchant Name
 - Amount of transaction

Cardholder Detail Part 2

For Posted Dates Between 11/01/2014 and 11/30/2014

Cardholder Name	Agency Name	Merchant Name	Description	Merchant Amount	Posted Date
Hoggatt, D	OFFICE OF MANAGEMENT AND ENTERPRISE SERV	SHI CORP	StarTechcomMiniDisplayPor EA MicrosoftSurfaceMiniD	1,988.00	11/17/2014

[Return](#) - [Refresh](#) - [Export](#) - [Create Bookmark Link](#)

Construction & Properties (CAP)

- **Is there a maximum dollar project amount where an agency is not required to go through CAP to enter into a contract and pay by P-Card?**
 - Yes, public construction contracts for less than Five Thousand Dollars (\$5,000.00) for _____ maintenance or minor repair work may be negotiated with a _____ contractor by the agency. However, no work shall be started until a written contract is executed and proof of _____ has been provided by the contractor to the awarding public agency. DCAM/CAP – Form M601 Contract for Minor Construction Work is available for use.

Questions? call 521-2112

Agency Assets

Each agency has an _____ or Inventory Manager

Please check with them for the specifics of your agency for reporting _____

Many agencies currently utilize the asset management module in People Soft – for those that do, the following information is required to be entered into the Works transaction:

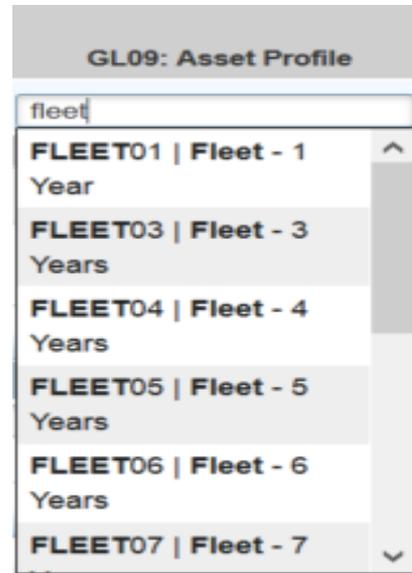
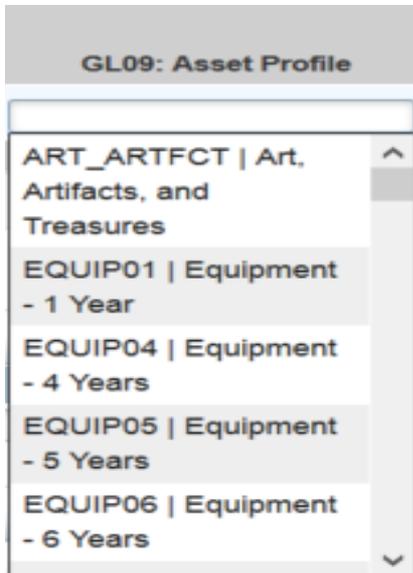
Non-IT Assets

Asset account codes begin with 541 (refer to the Statewide Accounting Manual Appendix 4)

For assets costing less than \$25,000 use a profile ending in 01 in the GL09 field.

For assets costing \$25,000 or more use a profile ending in 05 or higher in the GL09 field.

Reporting threshold for non-IT assets is \$ _____



IT Assets

IT asset account numbers are: 541120 (hardware), 541130 (software) and 541230 (telecom equipment). CORRECT CODING IS VERY IMPORTANT.

Allocation Purchase Amount: 5,056.63

Comp Val Auth	Value Amount	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID
✓ ✓ ✓	5,056.63	TELCO SUPPLY COMPANY - Purchase	541230	1000-40500	3000001

0 Selected | 1 item



For assets costing less than \$25,000 use HARDWARE01 or SOFTWARE01 in the GL09 field.

For assets costing \$25,000 or more use HARDWARE05 OR SOFTWARE05 in the GL09 field.

Reporting threshold for IT assets is \$ _____

An accurate description of the item purchased such as software, laptop, network switch, etc., will help ISD keep track of reportable assets if the GL09 field is left blank.

Registration Payments

- **P-Card purchases are subject to the Statewide Accounting Manual, Chapter 50.10.06, Section J Advance (Pre-) Payments**
- **Can use P-Card for advance conference registration when:**
 - **Discount is provided for paying in advance;**
 - **Can substitute a participant; _____**
 - **If event is canceled, cardholder receives a full refund**
- **Registration fees for conferences, meetings, seminars, and similar events whereby in special situations an organization requires pre-registration along with payment and by standard policy will not accept a state purchase order/contract in lieu of payment, documentation on the vendor's stationary describing this fact must be sent together with the claim to OMES for consideration and approval or disapproval.**

Additional Cardholder Responsibilities

Cardholder responsibilities will vary by agency. Agencies who use the _____ must also be trained internally by their P-Card Administrator

These responsibilities may include:

_____ in Works to include verifying the funding information

_____ invoices/receipts

_____ end of cycle statements or moving all documentation to a specified electronic file

Approving Official *Responsibilities*

- Approving Official _____ Cardholder's reconciled statement and transaction documentation for:
 - **Accuracy;**
 - **Completeness;**
 - **Appropriateness of the purchase;**
 - **Verifying transactions were conducted according to _____, _____, and _____**
- To indicate concurrence and that all required documentation is included, Approving Official shall sign and date the statement and forward the statement and documentation to Entity P-Card Administrator

P-Card Administrator

Responsibilities

- **State Entity P-Card Administrator** is responsible for performance of, or appropriate delegation of the following duties:
 - Processing and retaining P-Card Program Reports:
 - ✓ Monthly Invoice
 - ✓ Monthly cardholder statements
 - Other reports are available in Works and we urge P-Card Administrators to utilize these as well
 - _____ **participant training**
 - Processing and retaining P-Card Employee Agreements
 - Establishing written agency P-Card program policies and procedures
 - Ordering new _____ and deactivating cards no longer needed

P-Card Administrator

Responsibilities

- Establishing and maintaining usage controls and determining cardholder's need for the P-Card
- _____ of reports and transactions to identify unauthorized use
- Auditing a random selection of cardholder's monthly statements for accuracy
- Setting Lodging or Travel Only P-Cards in "Suspense" status in Works with Credit Limits at \$0.00 when not in use
- Establishing procedures for maintaining necessary data before it is removed from Works
 - Paper Copies
 - Electronic Copies, must meet:
 - ✓ OMES Information Security Policies, Procedures and Guidelines
 - ✓ Oklahoma Archive Commission Rules

Records Retention

- **Records include any transaction documentation, such as, statements, _____, disputes, correspondence, etc.;**
- **Includes documentation in paper or _____ form and must meet:**
 - **OMES Information Security Policies, Procedures & Guidelines**
 - **Oklahoma Archive Commission Rules**
- **Must be maintained for _____ (__) years;**
 - **If audit occurs, the records are required to be retained for two (2) years after issues are resolved or until the end of the seven (7) year period, whichever is longer**
 - **If litigation occurs, records must be kept indefinitely**

CHARGE DISPUTES

- Disputes may be reported by the Entity P-Card Administrator to BOA who will assist the State in resolving the dispute;
- Must be initiated within ___ days of the transaction date;
- Always try to resolve with the _____ first prior to contacting the bank if possible;
- Disputed amount will be paid at the end of the month and a credit will appear on a _____ statement.

Travel Purchases – P-Card

- **Except for airfare, lodging, taxi, shuttle, parking, & rental car ___ other travel-related expenses are prohibited on the P-Card, such as:**
 - Meals, including room service
 - Hotel Telephone (not business related)
 - Internet (not business related)
- Traveler must pay _____ for all other travel related expenses
- Travel Claim may be submitted by the Traveler for reimbursement of travel related purchases prohibited on the P-Card (OMES Reimbursement Form 19)

- **Airfare and Lodging are considered _____ transactions (\$5,000.00 limit on each)**
- **Travel can be purchased for:**
 - **Active _____ or Officials of the State**
 - **Non-State Employees (as allowed by STRA) when**
 - **Performing substantial and necessary services to the State and**
 - **Directed or approved by appropriate department official**
- **Must follow the STRA statutes and OMES State Travel Procedures**
 - **OMES may audit travel documentation (____% audited at this time)**
 - **Non-compliance may result in loss of P-Card travel privileges and/or additional travel training being required**
- **Travel for contractors and/or their agents _____ be booked with the P-Card**

Notes:

- Title 74-500.9 now allows the OMES Director to approve an **in-state** lodging stay up to ____% of the current standard rate if it is determined that no lodging is available at the current maximum rate. Request for exception (____) must be approved **prior** to booking the lodging.
- Traveler Information _____ to be entered in Works for travel transactions is listed in the State Purchase Card Procedures, _____.

Reserved



- **Reservations may be made by:**
 - **Agency Travel Arranger**
 - **Card is in Travel Arranger's name**
 - **Must complete Lodging Letter and send to hotel**
 - **Traveler**
 - **Card is in the Traveler's name**

Lodging Letter



To (Lodging Establishment): _____

From (Travel Coordinator Name): _____

Agency Name & Phone No.: _____

Subject: Reservation for Employee Traveling on Official Business for the State of Oklahoma

Date: _____

VISA Account No: _____ XXXX _____ XXXX _____ XX _____

Name of Employee Traveling: _____

Confirmation No.: _____

Name/Fax No. of Lodging Establishment: _____

(Agency) requests the information provided in this letter be accepted and used to approve a hotel reservation for the employee identified herein.

The last six digits of the above referenced account number is a VISA account issued to (Name), Travel Coordinator for (Agency), an Oklahoma state agency, and used solely for individuals traveling on behalf of such agency.

The employee named above is traveling on official state business, which requires lodging from (date) to (date), unless extenuating circumstances require a longer or shorter stay. The employee need only provide legal proof of identification.

The cardholder hereby authorizes lodging expenses for the employee named herein to be charged to the above referenced account. The lodging establishment must have a full refund cancellation policy in place if advance payment is required.

The employee is responsible for any and all personal expenses (i.e. room service, telephone calls, etc.) incurred and the payment thereof. **Personal expenses shall not be posted on the state purchase card identified in this letter.**

Please submit any charges not appearing on the receipt at time of check-out to:

Travel Coordinator Name: _____

Agency Name: _____

Telephone: _____

Fax: _____

For verification of card security code, tax exemption, or any questions regarding this transaction, please contact the Agency Travel Coordinator listed above. Thank you.

Travel Coordinator signature

Date

Be sure and add the Tax ID number on this letter for in-state lodging.



- State of Oklahoma is exempt from **Oklahoma State Sales Tax**
- State TAX ID # 73-6017987
- State Entities also have immunity from taxes imposed by Oklahoma municipalities, which includes, but not limited to:
 - _____ tax;
 - _____ tax;
 - _____ tax;

See DCAR Newsletter Vol 20, No. 6, dated 03/11/2010 regarding immunity from local taxes

The State of Oklahoma is not exempt from _____ Tax.

Travel no-shows

- If an employee is signed up to attend a Conference, stay at a hotel, or has scheduled a flight and does not show up for the event it is up to the employee to _____ the money to the agency.
- Please check with your agency's internal purchasing procedures.

Calendar Year 2016

Voucher Payment Month	Deadline for Works Editing/AO Adjust 5 p.m.	Reserved for Recon and Download	Voucher Build Available	Voucher Submission Deadline	OMES Runs "PC" Pay Group
January 2016	Jan 6	Jan 7	Jan 8	Jan 12	Jan 13
February	Feb 3	Feb 4	Feb 5	Feb 10	Feb 11
March	March 3	March 4	March 7	March 10	March 11
April	April 5	April 6	April 7	April 12	April 13
May	May 4	May 5	May 6	May 11	May 12
June	June 3	June 6	June 7	June 10	June 13
July	July 6	July 7	July 8	July 12	July 13
August	Aug 3	Aug 4	Aug 5	Aug 10	Aug 11
September	Sept 6	Sept 7	Sept 8	Sept 12	Sept 13
October	Oct 5	Oct 6	Oct. 7	Oct 12	Oct 13
November	Nov 3	Nov 4	Nov 7	Nov 9	Nov 10
December	Dec 5	Dec 6	Dec 7	Dec 12	Dec 13
January 2017	Jan 5, 2017	Jan 6, 2017	Jan 9, 2017	Jan 11, 2017	Jan 12,2017

No editing in Works or changes to Authority Orders can be done on the "Reserved for Recon and Download" day.

Vouchers cannot be built before the Voucher Build date listed unless you have written approval from the State P-Card office.

It is extremely important that ___ editing be completed _____ to the deadline date/time listed here. Do NOT edit in Works or process a change order on the date next to the red arrow. Any changes made in Works will not be transferred to People Soft. Changes to the AO will cause the load to fail from Works to People Soft.

End of cycle deadlines

- Deadline schedule on website is the final editing deadline for completion of all changes to Works transactions, which means that all transactions are to be _____ by the posted deadline.
- Agencies should set _____ deadlines in order to meet the posted deadline.
- This includes clearing all _____ transactions.
- This also means that all Authority Orders (AOs) must be approved and dispatched.
- The State P-Card Office _____ be advised of any emergency AO revisions that may conflict with the posted schedule.

Program Codes

As of July 1, 2015 the Dept ID-Program code field became a 13-digit field. All FY16 AND FY 15 transactions require the 5-digit program code.

The Governor identified 5 major programs and all purchases are related to either one of these programs or are unrelated to any specific program in which case the program code will be NP000.

Format example: 1010000-B0100 or 1010000-NP000

GL06: Operating Unit Field

This field also changed effective July 1, 2015.

All agencies (if using the Operating Unit field) will see –N/A at the end.

Example: 7215000-N/A

Only the Department of Education will see an actual value following the Operating Unit.

Example: 0015000-391

The following pages are additional information and screenshots of the OMES website and Works, as well as the travel contract information for reference.

This information is not on the test.

If you have any questions, please contact your Agency P-Card Administrator.

Card : 1 selected

Transaction Type: Cash advance

Post Date: 06/11/2015

Select Account(s)

Include Deactivated Accounts

[Clear Filters](#)

	Accountholder	Account Name	Program Type Full	Account Nickname	Account ID	Spend Control Profile
<input type="checkbox"/>	powell					
<input type="checkbox"/>	Powell, Carl	CARL POWELL	Managed	CARL POWELL	2635	000 DSCR CH S...
<input checked="" type="checkbox"/>	Powell, Linda	LINDA POWELL	Managed	Linda Powell	7398	000 DSCR CH S...

Select Account(s)

Include Deactivated Accounts

[Clear Filters](#)

	Accountholder	Account Nickname	Account Name	Account ID	Type	Profile	Deactivated
<input type="checkbox"/>	powell						
<input type="checkbox"/>	Powell, Carl	CARL POWELL	CARL POWELL	2635	Managed	000 D...	
<input checked="" type="checkbox"/>	Powell, Linda	Linda Powell	LINDA POWELL	7398	Managed	000 D...	
<input checked="" type="checkbox"/>	Powell, Linda	Linda Powell	LINDA POWELL	7681	Managed	*SUS...	04/15/2015
<input type="checkbox"/>	Powell, Tyler	Tyler Powell	TYLER POWELL	5404	Managed	000 D...	02/12/2015

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0 Selected | 4 items

Show 10 per page

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CENTRAL PURCHASING DIVISION

Mission Statement

Provide leadership and services for innovative, responsive, and accountable public procurement by working in partnership with state agencies, local governments and suppliers to provide quality goods and services, striving to optimize taxpayer dollars while carefully monitoring and improving the use of our time, talent and resources.

Goals

- Provide efficient services that meet the customers' needs by innovative strategic sourcing programs, taking advantage of emerging technologies, practices, resources, and economies of scale, and appropriate consideration of special needs groups and the use of statewide contracts and purchase card systems.
- Sound financial systems and practices to support CP's services by ensuring accurate and accountable financial performance.
- Efficient procurement and payment processes that conserve CP resources through reduced administrative costs.
- A trained and effective certified purchasing officer training program, which enables best purchasing practices.
- A trained and skilled CP staff.

General Information

The Purchasing Division performs procurement functions and provides oversight of state agencies' procurement activities as defined by the Oklahoma Central Purchasing Act (74 O. S. §85.1, et seq.) The Division ensures fair and equitable processes for procurement functions resulting in timely delivery of quality products and support services.

Other services includes:

- Overseeing [The State Use Program](#), which assists in providing meaningful and gainful employment to persons with disabilities through state contracts for products and services.

Purchasing Code of Ethics

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STATE PURCHASE CARD INFORMATION

General Information

A State Purchase Card (P-Card) is a form of credit card issued to designated state employees. The P-Card is used by the cardholder to make purchases of most types of goods and services necessary for official use of the State. Personal purchases are prohibited. The State is liable for payment. The objective of the Program is to simplify and reduce paperwork necessary for agency purchases by placing P-Cards in the hands of trained employees who actually utilize the goods and services purchased. Purchasing offices and Certified Procurement Officers may also use P-Cards.

Program Structure - chart

The Program is a blend of centralized procedures, training and Program monitoring coupled with decentralized day-to-day management and P-Card use. Key individuals in the daily operation of the Program are:

- *State P-Card Program Administrator* - The employee in the OMES Central Services Central Purchasing Division designated to manage the program statewide.
- *Entity P-Card Administrator* - The employee in each state agency designated to manage that agency's program.
- *Approving Official* - The agency employee designated to conduct a monthly review of P-Card purchases made by one or more cardholders.
- *Cardholder* - The agency employee trained and authorized to make approved purchases using the P-Card.

Safeguards

Because the P-Card affects purchasing and financial transactions, there are a number of safeguards included in the Program. Examples include cardholder selection, training, reviews and reports, card limits and periodic internal and external audits.

Advantages

Advantages achieved through use of the State P-Card Program include simplification and expediting of purchasing processes, no fees, rebates to participating agencies, reduced transaction times and transaction costs, and merchant acceptance because of faster payment.

P-Card Use

Use of P-Cards was authorized by legislation. Use of the P-Card is limited to purchases of \$5,000.00 or less for a single transaction. Agencies may limit any specific P-Card to a lower amount. The \$5,000.00 limitation does not apply to acquisitions from Central Purchasing Statewide Contracts, Regulated Utilities, Interagency Payments or Professional Services as defined in Section 803 of Title 18 of the Oklahoma Statutes.

Announcements

**P/Card Employee
Agreement Form
Updated:**
059
12/01/10

**Notice of Award -
SW200 - New
Purchase Card
Program**
05/11/10

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PURCHASE CARD PROCEDURES

- [P-Card Procedures \(.pdf, 27 pp, 364 KB\)](#)
- [P-Card Program Overview \(.ppt, 89 s, 8.55 MB\)](#)
- [Advance Pre-Payment \(.pdf, 1 p, 45 KB\)](#)
- [Blocked MCC Group \(.pdf, 2 pp, 35 KB\)](#)
- [IT and Telecom P-Card Procedures \(.pdf, 3 pp, 41 KB\)](#)
- [P-Card Information Sheet \(.pdf, 2 pp, 334 KB\)](#)

- **State P-Card Team:**
- **P-Card Administrator – Linda Powell, CPO**
 - Linda.Powell@OMES.ok.gov
 - 405-522-1654
- **Back-up P-card Administrator - Vickie Rivas, CPO**
 - Vickie.Rivas@OMES.ok.gov
 - 405-522-4970

Central P-Card Office email
pcard@omes.ok.gov

Additional Information and Links

Works: <https://payment2.works.com/works>

OMES website: www.omes.ok.gov

P-Card site: https://www.ok.gov/DCS/Central_Purchasing/P-Card_Information/index.html

P-Card Forms: https://www.ok.gov/DCS/Central_Purchasing/P-Card_Information/P-Card_Forms/

PIMS:

https://www.ok.gov/dcs/searchdocs/app/index.php?CATEGORY_ID=22&UNIT_ID=8&START_DATE=MM%2FD%D%2FY&&END_DATE=MM%2FD%D%2FY&&DATE_TYPE=0&KEYWORD=&LISTINGS_PER_PAGE=5&button=Search

Ethics Commission website: Financial Disclosure

<https://www.ok.gov/ethics/>

Secretary of State website: Executive Legislation

<https://www.sos.ok.gov/gov/default.aspx>

State Travel Office Contact Information

STATE TRAVEL MANAGER ADMINISTRATOR

Richard Williams
(405) 522-4812
richard.williams@omes.ok.gov

TRAVEL PROGRAM

Linda Powell
(405) 522-1654
linda.powell@omes.ok.gov

CENTRAL TRAVEL MAILBOX

agency.travel@omes.ok.gov

State Travel Website

www.omes.ok.gov

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- ▶ **Aug. 12, 2014** GRF Receipts Up to Start FY-2015 | Data Tables
- ▶ **Aug. 11, 2014** Employee Insurance Rates Approved for 2015 | Member Premiums
- ▶ **July 15, 2014** FY-14 GRF Receipts End Year 4.8% Below Estimate | Data Tables
- ▶ **June 10, 2014** GRF Receipts Miss Estimate by 5.3% in May | Data Tables

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Emergency after hours assistance	\$20

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Calling an agent after 5:30 PM or before 8:00 AM, weekends, or any time on holidays will incur not only the \$25 agent fee, but also the after-hours fee of \$20.