

IT and Telecom P-Card Procedures

To allow time for IT P-Card workflow implemented in Works (Bank of America P-Card Transaction System), an interim process is provided as identified in Options 1 and 2. Note: These procedures are still under review and are subject to change).

Interim Option 1

Agencies may purchase items under \$5,000 without the prior approval of the ISD Business Segment Director.

Purchases costing \$5,000 or more require the approval from your agency's assigned ISD Business Segment Director prior to purchasing. The agency is to submit an ePro requisition with an estimated amount of IT P-Card purchases for FY-2013 to ISD Procurement. The following information is used to create IT P-Card purchases:

- Requisition Name should be FY13 IT P-CARD PURCHASES for easy tracking.
- Origin AGS for ePro workflow if this is an agency fund; Origin OMES if this is an OMES fund.
- Use Special Item tab to create a line; description should specify IT P-CARD PURCHASES.
- Quantity: 1.
- Price: Pre-encumbered amount anticipated for FY-2013.
- Unit of Measure: EA.
- Category Code: 43211600 (computer accessories).
- Vendor ID: 0000001101 / Loc. #: 0002.
- Line Comments: Agency should provide a general description of IT equipment, supplies or accessories anticipated to be purchased by P-Card.
- Buyer on line #1: Should be designated as the agency CPO.
- Enter ship to, funding information, and contact information.

Once approved, the ePro requisition is sourced to P-Card Authority Order (AO) for payments through the Expedite Requisitions page. At this point, Item ID can be changed to 1000010910 and Matching must be changed to No Match. On the AO, change the PO Type to ITAO and Origin to EXC. It is highly recommended to enter IT P-CARD PURCHASES in the PO Reference box. Ensure all information is correct before dispatching the Authority Order. Include new ITAO and AO checkboxes.

For multiple departments within the agency, the agency can create the ePro requisition containing either a single line with multiple schedules or multiple distributions OR multiple lines as preferred. In the event the agency prefers to source the ePro requisition containing multiple lines (each line represents each department) to multiple AO, the agency is to source the ePro requisition through Expedite Requisitions, and enter a different arbitrary vendor ID for each line (use vendor ID 000001101/0002 on the first line) so PeopleSoft generates the AO based on a number or lines. Once the sourcing is completed, change the vendor ID to 000001101/0002 on all AOs and make sure all information is correct.

Each month, the agency is to print a RPT 170 report (Transaction Detail Data) from Works and download it to an Excel spreadsheet. The monthly report shall list all IT/Telecom transactions for the previous cycle period. In the event the end date of the previous cycle period falls on Friday and there are transactions posted on the last day of the cycle period that have not been listed in the Works system, the agency should wait until those transactions are displayed in the system before printing the report. Remove all non-IT/Telecom purchases prior to sending it to the OMES HelpDesk at helpdesk@omes.ok.gov. Retain all documents associated to IT purchases as ISD may request these documents for review. Send the month report to the OMES HelpDesk prior to the voucher build for P-Card payment.

Interim Option 2

For agencies that do not have a large volume of IT P-Card purchases per month. The agency may choose to submit an ePro requisition for each IT/telecom P-Card purchase in lieu of Interim Solution 1. To create an IT-P-Card purchase, use the following information:

- Requisition Name should be IT P-CARD FOR XXXXX for easy tracking; XXXX is to identify what item is being purchased
- Origin AGS for ePro workflow if this is an agency fund, Origin OMES if this is an OMES fund
- Use the Special Item tab to create a line; description should briefly specify the item being purchased
- Quantity: 1
- Price: \$ amount of item
- Unit of Measure: EA
- Category Code: 43211600 (computer accessories)
- Vendor ID: 0000001101 / Loc. #: 0002
- Line Comments: Agency should provide a detailed description of IT equipment, supplies or accessories being purchased
- Buyer on line 1: Designate as agency CPO
- Enter ship to and funding information.

Once approved, the ePro requisition is sourced to the P-Card AO for payments through Expedite Requisitions page. At this point, the Item ID can be changed to 1000010910 and Matching must be changed to No Match. On the AO, change the PO Type to ITAO and Origin to EXC. It is highly recommended to enter IT P-CARD FOR XXXX in the PO Reference box. Ensure all information is correct before dispatching the AO.

Works RPT 170 is not required for this solution.

Each existing P-Card authorized to be used for IT purchases is assigned a new separate workflow (these cards have two workflows) in Works (Bank of America's P-Card System) for the pre-approval process of IT purchases. A purchase request is created for each IT P-Card purchase. The detailed description of items purchased is required in the narrative section. The request is routed to the authorized ISD approving officials for review and approval. Once approved, the incremental fund set at zero credit limits is increased to the approved amount ready for a

transaction to be made by the cardholder. Once the transaction is posted in Works, Works automatically matches the transaction with the approved purchase request using a unique identification. It is the cardholder's responsibility to manually review all transactions for accuracy. Note: Further detailed instructions are given once implementation is completed.