

## Did You Know: P-Card User's Manual Revisions and Workday Spend Category

### *Did you know:*

- The **P-Card Program User's Manual** has been recently revised and is available on the P-Card web site (<https://www.csn.edu/askpcard> ). It is highly recommended that all Cardholders and Transaction Approvers review the revised manual. Some of the changes to the manual include:
  - Commodity Approvals: Chemicals (includes commercially available household products); Compressed Gasses and Hazardous Materials. Complete the Chemical and Restricted Commodity Approval form prior to making a purchase on your P-Card. Form available on the EH&S website: <https://www.csn.edu/environmental-health-safety>. (Refer to page 14)
  - Purchasing items That Must Be Tracked: (Refer to page 18)  
The Cardholder must add the additional worktag "Track Sensitive Items: Board Mandated" when verifying their transaction in Workday and notify Inventory Control when they purchase a trackable item over \$5,000.00 or any of the items listed below regardless of the dollar amount.
    - Laptops
    - Computers
    - Grant funded equipment in the amount of \$5000 or more.

The Cardholder must also add the additional worktag "Track Sensitive Items: Institutionally Designated" when verifying their transaction in Workday and notify Inventory Control when they have purchased any of the items listed below:

- Tablets
  - Printers
  - Drones
  - Single items purchased with Grant funding have a cost of \$1,000-\$4,999.99.
- **P-Card Transaction in Workday** - A Spend Category is required as part of the P-Card verification process in Workday. The spend category is to answer the question of "what was purchased?". When completing the verification in Workday select a spend category that best categorizes the goods purchased.

We appreciate your time in reading this email. Any questions, please feel free to reach out to the P-Card Team.