



CITY OF FLORIDA PROCUREMENT HUB

PROCUREMENT CARD (P-CARD) MANUAL

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1. INTRODUCTION

The purpose of this manual is to establish guidelines for the proper use, management, and oversight of the Procurement Card (P-Card) program within the **City of Florida Procurement Hub (FPH)**. This ensures accountability, transparency, and compliance with applicable regulations.

This manual applies to all **FPH** employees and officials authorized to use a P-Card for official purchases for the organization.

2. DEFINITIONS

- A. **Activity Log:** A record of P-Card transactions, including purchase details, approvals, and reconciliations, used for auditing and compliance.
- B. **Card Issuer:** The financial institution or credit card provider responsible for issuing and managing the P-Cards, processing transactions, and handling disputes.
- C. **Card Representative:** A designated individual who serves as the primary point of contact between their department and others involved in the P-Card process, with responsibilities in the review and management of P-Card transactions.
- D. **Cardholder:** An employee authorized to use a P-Card for approved business purchases, responsible for ensuring transactions comply with company policies.
- E. **Department Head:** A department head or manager/supervisor overseeing a specific department, responsible for approving P-Card requests and ensuring appropriate use within their department.
- F. **Finance Department:** The department or organizational unit responsible for managing financial operations, including P-Card transaction processing, monitoring, reconciliation, and policy enforcement.
- G. **P-Card Administrator:** The individual responsible for managing the P-Card program, including issuing cards, setting spending limits, and ensuring compliance with policies. This individual is normally in the Procurement or Finance Department.
- H. **P-Card System:** The infrastructure, financial software, and processes used to manage, track, and report P-Card transactions within an organization.
- I. **Procurement Card (P-Card):** A commercial purchasing card used to facilitate business-related transactions while reducing the need for traditional procurement methods.
- J. **Procurement Department:** The division responsible for overseeing purchasing and supply

chain activities, including vendor selection, contract management, and procurement compliance.

3. P-CARD PROCESS

The following outlines the step-by-step process for P-Card use:

- A. The Cardholder purchases approved goods and/or services.
 - B. The Cardholder retains the receipt(s) and records the transaction on an Activity Log and in the organization's P-Card system (if available).
 - C. The Cardholder submits the Activity Log and P-Card system entry, along with all receipts and supporting documentation, to the designated Card Representative.
 - D. The Card Representative reviews the Activity Log and P-Card system to validate receipts and documentation to verify purchases prior to Department Head review.
 - E. The Department Head reviews the Card Representative approved Activity Log and P-Card system information, and approves if acceptable, or returns to the Cardholder and Card Representative for resolution if unacceptable.
 - F. The Card Representative retains copies of the Activity Log, receipts, and supporting documentation for department records, and submits the original documents to the Finance Department for processing.
 - G. The Finance Department reviews all submitted Activity Logs, P-Card system information, receipts, and supporting documentation for accuracy and compliance prior to processing and payment. If discrepancies or errors are found, the Finance Department notifies the Cardholder, Card Representative and/or Department Head for resolution.
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4. RESPONSIBILITIES

The following outlines the responsibilities of individuals and departments involved in the use of **FPH** P-Cards:

A. CARDHOLDER

- **Protect and manage the P-card:** Keep the card secure and ensure it is used solely for authorized purchases.

- **Make purchases in compliance:** Use the P-card only for approved goods and services, in alignment with the organization's procurement policies and spending limits.
- **Inspect and verify received items:** Ensure the quality and quantity of purchased goods meet expectations before accepting delivery.
- **Retain receipts:** Collect and store receipts for all P-card transactions as evidence of purchases.
- **Review and reconcile monthly statements:** Compare statements with receipts and report any discrepancies to the P-Card Administrator.
- **Report errors and disputes promptly:** Investigate and resolve any unauthorized or incorrect charges with the P-Card Administrator.

B. CARD REPRESENTATIVE (Assigned by Department Head)

- **Support cardholders in statement review:** Review and verify that all charges align with approved purchases, ensuring completeness and accuracy.
- **Ensure proper documentation:** Sign off on P-Card documentation to confirm it has been reviewed and submits for Department Head approval.
- **Reallocate and verify charges:** Appropriately reallocate expenses in the P-Card system, ensuring that transactions are correctly classified and signed off.
- **Assist in resolving issues:** Help cardholders address any discrepancies or disputes related to their P-card purchases.
- **Submit completed documents:** Forward approved P-Card documentation to Finance / Accounting for processing.

C. DEPARTMENT HEAD

- **Manage procurement card issuance:** Request P-Cards for eligible employees and ensure they are assigned based on the department's needs.
- **Establish spending limits:** Set reasonable and compliant spending limits within established guidelines to maintain budget control.
- **Appoint Card Representative:** Designate a responsible individual to oversee and manage P-card transactions within the department.
- **Review and approve statements:** Authorize monthly P-card statements, ensuring all charges are legitimate, within budget, and properly allocated.

- **Track employee status changes:** Retrieve cards from departing employees, and review whether to cancel or reassign cards when employees transfer roles or departments.
- **Notify Procurement Department of card changes:** Inform the P-Card Administrator of any canceled or reassigned cards.
- **Monitor budget and spending:** Continuously oversee department budgets to ensure that P-Card use aligns with financial resources.

D. PROCUREMENT DEPARTMENT

- **Oversee card issuance and cancellation:** Manage the process of issuing, renewing, and canceling P-Cards to ensure proper distribution and accountability.
- **Enforce policy compliance:** Ensure the proper interpretation and enforcement of P-Card program policies, collaborating with the Procurement Head on any program-related updates.
- **Assist with billing and dispute resolution:** Provide support in resolving disputes related to charges, helping departments and cardholders address issues efficiently.
- **Maintain program resources:** Update and distribute P-Card manual and guides to ensure all users are informed about program changes and best practices.
- **Evaluate and enhance program effectiveness:** Review monthly statements and identify opportunities for cost savings, such as negotiating supplier discounts or optimizing card usage.
- **Conduct internal control assessments:** Monitor compliance with internal controls to prevent misuse or fraud.

E. FINANCE DEPARTMENT

- **Ensure completeness of documentation:** Receive, review, and confirm that all required P-Card documentation was submitted by the Card Representative / Department Head.
- **Verify authorization:** Confirm that all charges are properly authorized by the Department Head in accordance with policy.
- **Identify discrepancies:** Notify the Card Representative / Department Head if required information is missing or incomplete.
- **Process payments:** Ensure timely payment of P-Card charges, adhering to budget and financial guidelines.

- **Maintain organized records:** File and store all P-Card documentation in an organized and accessible manner for audit purposes.
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5. PROCEDURES

A. P-CARD REQUEST

- P-Cards are issued to new cardholders (or changes to existing cardholders) upon submission and approval of a P-Card Request Form.
- All P-Card requests require approval and signature from the Department Head.
- Each P-Card will display the Cardholder's name, "**City of Florida Procurement Hub**", and the expiration date. The **City of Florida Procurement Hub**'s sales tax exemption number, if applicable, will be preprinted on the card, or provided separately.
- Before receiving a new P-Card, the Cardholder must attend a brief training session facilitated by the P-Card Administrator, and sign a P-Card Cardholder Agreement.
- The Cardholder is responsible for activating the card following the provided instructions before use.

B. SPENDING LIMITS

- The Department Head proposes a single transaction limit and a monthly spending limit on the P-Card Request Form, which is subject to adjustment and approval by the P-Card Administrator.

C. CARDHOLDER RESPONSIBILITIES

- P-Cards should only be used by the Cardholder whose name appears on the card.
- Cardholders are fully responsible and accountable for all transactions made with their assigned card, and must retain itemized receipts for all purchases.
- When making purchases, Cardholders must inform vendors that the transaction is tax-exempt and ensure no sales tax is charged, if applicable. If sales tax is mistakenly applied, the Cardholder must obtain a credit from the vendor.
- P-Cards are strictly for authorized **City of Florida Procurement Hub** purchases. Personal use is prohibited and may result in disciplinary action, up to and including termination, as outlined in 's Employment Rules and Regulations.

D. LOST OR STOLEN P-CARDS

- If a P-Card is lost, stolen, or compromised, the Cardholder must immediately notify the Card Issuer and the P-Card Administrator.
- Once reported, the current card will be canceled, and a replacement card will be issued if approved at the discretion of the P-Card Administrator.

E. P-CARD TERMINATION OR TRANSFER

- When an employee leaves the **City of Florida Procurement Hub**, the Department Head must collect and return the P-Card to the P-Card Administrator.
- If a Cardholder transfers to another department and wishes to retain their P-Card, a P-Card Transfer Form must be completed and approved by the new Department Head.
- If the card cannot be collected upon an employee's departure, the Department Head must immediately notify the P-Card Administrator to ensure cancellation.

F. CONDITIONS AND RESTRICTIONS

- All P-Card purchased items must be immediately available.
- Items must be delivered within the 30-day P-Card billing cycle.
- Orders cannot be split into multiple P-Card transactions to circumvent procurement limits.

G. PROHIBITED PURCHASES

The following items generally cannot be purchased using a P-Card:

- Personal expenses
- Alcohol or Tobacco
- Cash Advances / Gift Cards
- Fuel, gasoline, or oil (if fleet cards are used instead)
- Vehicle repairs
- Travel expenses (except conference and event fees, hotels, airfare, and rental cars)
- Food and beverages

- Cash advances
- Telephone charges
- Service contracts
- Fixed assets exceeding \$1,000 per unit
- Any unauthorized or non-official business items
- Any other items restricted by **FPH** policy or Department Head.

H. DISPUTES AND RESOLUTION PROCEDURES

- If a purchased item is defective, incorrect, or not received, the Cardholder must first attempt to resolve the issue with the vendor.
- If the vendor refuses to resolve the issue, the transaction should be formally disputed with the Card Issuer.
- Disputes must be documented and forwarded to the Finance Department for review and resolution.
- The Cardholder is responsible for tracking disputes until final settlement and ensuring that all supporting documentation is provided to the P-Card Administrator and Finance Department.
- If a vendor repeatedly fails to resolve issues, the Cardholder should notify the P-Card Administrator.

I. REVIEW AND COMPLIANCE

- The Card Representative and Department Head are responsible for reviewing each P-Card transaction to ensure purchases are for official use and sufficient P-Card documentation is obtained and submitted as outlined in this manual.
- Non-consumable equipment purchases must be documented and reported to the Finance Department.
- If a purchase is deemed unauthorized, the cardholder must either return the item for credit or reimburse the **FPH**.

J. CONTACT INFORMATION

Card Issuer	John Doe	(111) 111-1111
Finance Department	John Doe	(111) 111-1111
P-Card Administrator	John Doe	(111) 111-1111
Procurement Department	John Doe	(111) 111-1111

6. FREQUENTLY ASKED QUESTIONS (FAQs)

A. What is a P-Card, and how is it used in government?

A P-Card (Procurement Card) is a government-issued credit card used for purchasing approved goods and services. It streamlines procurement by reducing paperwork and allowing authorized employees to make direct purchases under established spending limits.

B. Who is eligible to receive a P-Card?

P-Cards are typically issued to employees responsible for purchasing on behalf of the organization. Eligibility depends on job responsibilities, departmental needs, and approval from finance or procurement officials.

C. What are the spending limits on P-Cards?

Spending limits vary by organization, but typically include:

- Per-transaction limits (e.g., \$2,500 per purchase)
- Monthly spending caps (e.g., \$10,000 per cycle)

*Some organizations allow higher limits with additional approval.

D. What types of purchases are allowed with a P-Card?

P-Cards can generally be used for:

- Office supplies
- Equipment under a certain dollar amount
- Approved travel expenses (if permitted by policy)

- Maintenance and repair services
- Emergency purchases within guidelines

*Organizations should define specific allowable purchases in their P-Card manual/policy.

E. What purchases are prohibited with a P-Card?

Prohibited purchases often include:

- Personal expenses
- Alcohol or tobacco
- Cash advances or gift cards
- Fuel (if fleet cards are used instead)
- Splitting transactions to bypass limits
- Any unauthorized or non-official business items

*Violations can result in revocation, disciplinary action, or legal consequences.

F. How are P-Card transactions reviewed and approved?

Each transaction must be documented with receipts and a justification.

- Employees submit monthly reconciliations.
- Supervisors review and approve purchases.
- The finance/procurement department conducts audits to ensure compliance.

*Regular audits help prevent fraud, misuse, and policy violations.

G. What happens if a P-Card is lost or stolen?

If a P-Card is lost or stolen, the cardholder must:

- Immediately report it to the Card Issuer and procurement department.
- Ensure the card is deactivated to prevent unauthorized use.
- Follow organization-specific procedures for replacement.

*Failure to report a lost/stolen card promptly may result in liability for fraudulent charges.

H. Can a P-Card be used for travel expenses?

Some municipalities allow limited travel-related expenses, such as:

- Conference and event fees
- Hotels
- Airfare
- Rental cars

*Other expenses, like meals and fuel, may require alternative payment methods. Employees should check their specific manual/policy before using a P-Card for travel.

I. What are the consequences of P-Card misuse?

Misuse can result in:

- Formal warnings or required retraining
- Suspension or revocation of the P-Card
- Disciplinary action, including termination
- Legal consequences, such as fines or prosecution for fraud

*An organization may enforce strict oversight to prevent fraud, waste, and abuse.



PROCUREMENT CARD CARDHOLDER AGREEMENT

I, _____, acknowledge and agree to the following terms regarding the use of my Procurement Card (P-Card) issued by the **City of Florida Procurement Hub (FPH)**:

Authorized Use

- I understand that the P-Card is a financial tool provided for official **FPH** business purposes only.
- I acknowledge my responsibility to use the P-Card solely for authorized purchases that comply with **FPH** procurement policies and procedures.

Prohibited Use

- I understand that under no circumstances may I use the P-Card for personal purchases, whether for myself or others.
- I acknowledge that any willful misuse or unauthorized transactions may result in disciplinary action, including revocation of P-Card privileges, financial restitution, and possible termination of employment.
- If I use the P-Card for unauthorized transactions, I agree to reimburse **FPH** for all associated charges.

Compliance with Policies

- I agree to adhere to all established procedures governing the use of the P-Card, as outlined in the **Procurement Card Manual** and **FPH** procurement policies and procedures.
- I understand that failure to comply may result in the suspension or revocation of my P-Card privileges and/or disciplinary action.

By signing below, I confirm that I have received a copy of the **Procurement Card Manual**, I understand its requirements, and I agree to comply with all policies and procedures.

Employee Name (Print)

Employee Signature / Date

Department Head Name (Print)

Department Head Signature / Date

P-Card Administrator Name (Print)

P-Card Administrator Signature / Date



PROCUREMENT CARD REQUEST FORM

REQUESTOR INFORMATION

Employee Name:		Phone Number:	
Job Title:		Email Address:	
Department:			

CREDIT LIMIT REQUEST

Single Transaction Limit:	\$	Monthly Spending Limit:	\$
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REASON FOR REQUEST

- ☐ New P-Card Request
- ☐ Replacement Card (Lost / Stolen / Damaged)
- ☐ Limit Increase Request
- ☐ Other: _____

APPROVALS

By signing below, I confirm that I have received a copy of the **Procurement Card Manual**, I understand its requirements, and I agree to comply with all policies and procedures.

Employee Name (Print)

Employee Signature / Date

Department Head Name (Print)

Department Head Signature / Date

BELOW IS FOR PROCUREMENT DEPARTMENT USE ONLY

Approved (Y/N)			
Card Number:		Single Transaction Limit:	\$
Card Issue Date:		Monthly Spending Limit:	\$

P-Card Administrator Name (Print)

P-Card Administrator Signature / Date



PROCUREMENT CARD TRANSFER FORM

CURRENT CARDHOLDER INFORMATION

Employee Name:		Phone Number:	
Job Title:		Email Address:	
Department:		Card Number:	
Reason for Transfer:			
Effective Date:			

NEW CARDHOLDER INFORMATION

Employee Name:		Phone Number:	
Job Title:		Email Address:	
Department:			

APPROVALS

By signing below, I confirm that the responsibilities of the P-Card listed above is being transferred from the current cardholder to the new cardholder. I understand that the current cardholder will no longer be responsible for transactions made with this P-Card as of the Effective Date, and the new cardholder has received a copy of the **Procurement Card Manual**, understand its requirements, and agree to comply with all policies and procedures.

Current Cardholder Name (Print)

Current Cardholder Signature / Date

New Cardholder Name (Print)

New Cardholder Signature / Date

New Department Head Name (Print)

New Department Head Signature / Date

BELOW IS FOR PROCUREMENT DEPARTMENT USE ONLY

Approved (Y/N)		
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P-Card Administrator Name (Print)

P-Card Administrator Signature / Date