



# Board of County Commissioners Purchasing Division

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State of Florida

## PURCHASING CARD FREQUENTLY ASKED QUESTIONS (FAQ)

- 1. *May I use the P-Card for personal purchases and then reimburse the County?***  
**No**, 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 \$4,500.00.
- 3. *What is the P-Card cycle?***  
The typical card cycle starts on the 5<sup>th</sup> of each month and ends on the 4<sup>th</sup>. Example: March 5<sup>th</sup> through April 4<sup>th</sup> is considered the March "billing cycle."
- 4. *Can I use my P-Card for cash advances?***  
**No**, prohibited.
- 5. *What if a vendor charges sales tax?***  
Immediately get a tax credit or return the item. Okaloosa County is a tax-exempt entity, please use the Tax Exempt Certification Number provided to you at P-Card Training. It is also on your credit card. If the vendor does not honor the tax exemption, please provide their refusal, in writing, with your monthly OnBase report.
- 6. *Can I use my P-Card to purchase meals?***  
**No**, for local travel you must use a fuel card provided by Fleet for County vehicles. For personal vehicle travel, or overnight travel, you must go through County travel reimbursement settlement process. Please refer to the County Travel Policy.
- 7. *Can I increase my monthly spending limit?***  
Yes. If for travel, this can only be done for pre-approved travel. Cardholder **MUST** comply with the County Travel Policy. Cardholder must notify the Purchasing Card Administrator by filling out the Change Form or Travel Request Form (along with pre-approved signed voucher) to increase your spending limit. Increases are effective immediately once processed by the P-Card Administrator.
- 8. *What if I my P-Card is declined during a purchase?***  
One of the following has most likely happened:
  - a. You are above your limit
  - b. Your charges from the previous billing period have not been paid or allocated (SIGNED OFF)
  - c. The Vendor's Merchant Category Code is blocked from your card**Please call the P-Card Administrator/Purchasing Dept as soon as possible.**

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

You will not receive printed statements. You can view your statement on the Bank of America Global Card Access (GCA) website or phone app. The cardholder or the department card reviewer can print the monthly statement, using GCA, for your review.

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

**The 15<sup>th</sup> of every month.** You are responsible for providing the correct documentation for upload (to include receipts, description of your purchase, public purpose and account numbers) in a timely manner to allow for review and approval by your department (which can include your Reviewer, Supervisor, a Financial Reviewer and Director) on or before the 15<sup>th</sup> of every month. If the 15<sup>th</sup> falls on a weekend, all approvals are due the Friday before the weekend starts.

11. ***What if I'm on vacation or unexpectedly out sick?***

Develop a RECEIPT BEST PRACTICE: On the day of purchase always remove receipts from your wallet / print on-line e-mailed purchase receipts. Use paper, or scans readily accessible on a server folder, to make your receipts available to others in your department.

12. ***Can I use this P-Card to make purchases over the phone?***

Yes, provided:

- 1) You ask the vendor to assure you are no charged sales tax.
- 2) The vendor has the item(s) in stock and ready for delivery; you cannot use the card to order items that will be backordered.
- 3) You determine the vendor can and will send a receipt via mail or e-mail.

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

**No**, pursuant to the Purchasing Manual, the p-card may only be used by the employee whose name is embossed on the card. No other person is authorized (in person, online or by phone). Note: Cardholder may purchase travel arrangements, office supplies, etc., for another employee but cannot hand over their card to someone else to process any transactions.

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