


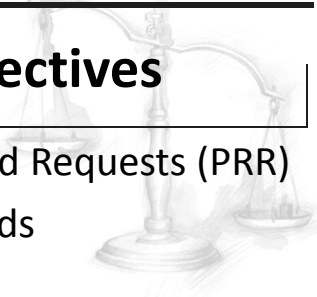
JUSTICE ADMINISTRATIVE COMMISSION



Purchasing Cards and Works Review


Dina Kamen, Director of Accounting
Merry Sutton, PCard Administrator

JUSTICE ADMINISTRATIVE COMMISSION



Works Training – Objectives

- Redaction for Public Record Requests (PRR)
- Authority to use State Funds
- Usage of PCard
 - receipt & documentation requirements to meet DFS rules
- GL Codes – Organization-EO & Category
- Multiple Registrations
- Pre-Paid Items

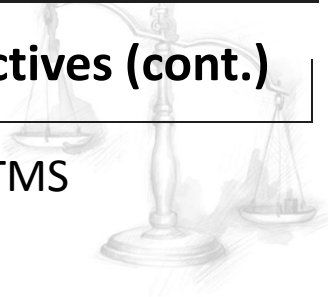



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Works Training –Objectives (cont.)

- Employee Travel and STMS
- Credits
- Reimbursement for Charges
- Find a Warrant Number
- Records Retention
- Open Forum – Works Questions





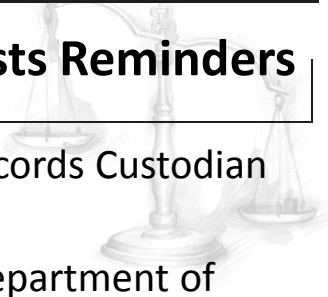
3


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Public Records Requests Reminders

Bank of America (BOA) – Records Custodian for Works

- BOA contracts with the Department of Financial Services (DFS) for the Works system
- BOA & DFS will contact JAC if a PRR is made for PCard records
 - JAC has no control over this process







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Public Records Requests Reminders

- Redact confidential or exempt information:
 - Home addresses of certain employees
 - Case information
 - Social Security Numbers
 - Credit Card numbers
 - Other confidential or exempt information



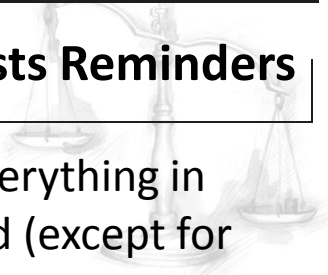



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Public Records Requests Reminders

- Reminder – virtually everything in Works is a public record (except for statutorily confidential or exempt information)
- Each JRO should have a policy on what can be redacted





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PCard Purchases – Authority to Use State Funds

- PCard purchases must be authorized by law and follow the same standards that apply to all purchases made with state funds

“Agencies shall only schedule those disbursements or transfers of funds authorized by law. If such authority is not apparent, the agency must cite the law which either provides the authority to expend funds for the purpose under consideration or necessarily implies the authority to carry out the authorized duty or function.” (DFS Reference Guide for State Expenditures Page 50)

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PCard Purchases – Authority to Use State Funds


PCard purchases must be:

- Allowable
- Reasonable
- Necessary to conduct state business

Justification or explanation memos are **required** to be uploaded, *with statutory authority cited*, to Works with the receipt to explain the purpose of any unusual or extraordinary purchases


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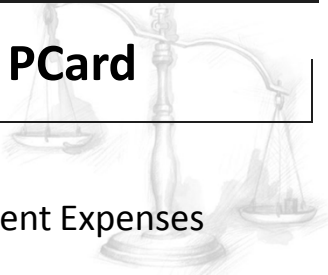
Allowable Usage of PCard

- Office supplies
- Recurring charges for utilities, storage, data usage
- Travel – airfare, hotel, car rental, taxis (STMS# in Description Field)
- SunPass replenishment
- Due Process costs-records, lab fees, postage
- Training and conference registration fees
- State vehicle repair (Tag# in Notes field)




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Unallowable Usage of PCard

- Memberships and Bar dues
- Alcohol, Food, or Entertainment Expenses
- Gas
- Travel upgrades for employees
- Personal use items
- Employee-benefit only items (breakroom items)
- Employee moving expenses
- Late invoice payments to avoid interest penalty



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Receipt & Documentation Requirements

What is required :


- **Who**
 - is being paid? Vendor's name
 - authorized the purchase? Employee's name
 - traveled or attended the conference? Employee's name and title

See Handout 1



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JUSTICE ADMINISTRATIVE COMMISSION



Receipt & Documentation Requirements


What is required :

- **What**
 - goods were provided? Ensure a clear description of each item is provided
 - services were provided? Ensure a clear description of the service is provided



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JUSTICE ADMINISTRATIVE COMMISSION



Receipt & Documentation Requirements


What is required :

- **Where**
 - to add traveler information? For employees add master trip # in description & update sub vendor
 - to add information for credits? Add original TXN # in the description field
 - to add information for state vehicle maintenance or repairs? Add state car id in the notes field




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JUSTICE ADMINISTRATIVE COMMISSION



Receipts – Who, What, Where, When, Why, and How

- **When**
 - were the goods received? Date goods were received
 - was service provided? Date of services
- **Why**
 - was the purchase made? If an unusual purchase, explain why it's reasonable and necessary for state business
 - was an advance purchase made? Document why paid in advance, see s. 215.422(15), F.S.



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JUSTICE ADMINISTRATIVE COMMISSION

Receipts – Who, What, Where, When, Why, and How

- **How**
 - does the purchase benefit the state? Provide justification why purchase is necessary
 - was receipt paid? Receipt should show credit card payment and zero balance or cardholder should write “paid by Pcard” & date

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MISSION

Receipts – New JRO Checklist Job Aid

State of Florida Purchasing Card Program
Justice Administrative Commission
JRO Checklist for Transaction Compliance

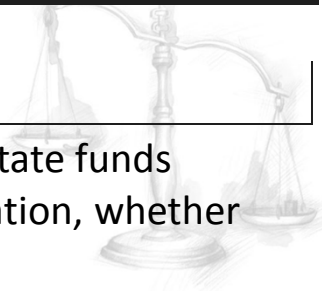
Agency	TXN	Accountholder Name
Vendor	Post Date	Charge Amount
Section 1 - Receipt-Related Items		
A	Accountholder signed & dated the receipt for the Secondary Accountholder to process	
B	Justification Memo or Email Explanation attached	
C	Agency Head or Designee approval provided, as required	
D	Benefit to the state documented	
E	Confidential information/PII redacted with proper citation or justification	
F	Date goods/services received is evident or documented	
G	Detailed description for purchase provided	
H	Receipt provided instead of other documentation (e.g. packing slip, invoice, or payment confirmation)	
I	Receipt itemized: units purchased, unit cost, and total cost	
J	Receipt shows payment method, shows item as being paid or is marked "Paid by PCard"	
K	Statutory authority and justification documented	
Section 3 - Travel-Related Items		
A	Agenda and Conference Flyer submitted	
B	Daily room rate exceeds \$175 and exceptions applicable or justification is provided	
C	Mission Critical Travel Statement is included in file	
D	Rental car receipt is submitted	
E	Rental car upgrade justified or properly documented	
F	Correct Sub-Vendor ID entered for employee travel or Travel Liaison's Sub-Vendor ID is used for non-employee travel	
G	Ordinary Witness & name or Confidential Witness & initials is entered in Description field	
H	Personal preference upgrade (rental car, early boarding or seat upgrade) reimbursement is documented	
I	STMS # is present in Description field	
J	Other: _____	

See Handout 2

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Receipts – The Rules

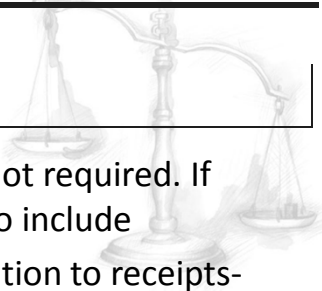


- All purchases made with state funds require similar documentation, whether paid by batch or PCard
- DFS has access to all transaction data and can audit at any time
- Receipts should be legible and complete
- Primary Accountholder must sign/date receipt to acknowledge purchase for the Secondary Accountholder

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Receipts – The Rules



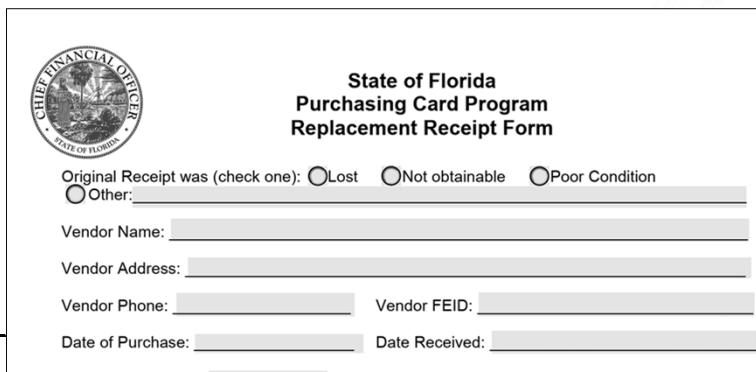
- Purchase Authorizations are not required. If available, it's a best practice to include
- It's OK to add missing information to receipts- hand write, use stamps, explanation memo, supporting documentation, email chain, date paid

DATE INVOICE RECEIVED 2/4/22
DATE GOODS RECEIVED 2/4/22
DATE GOODS INSPECTED
AND INVOICE APPROVED 2/4/22

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Receipts – Replacement Receipt

If a receipt is not available for a PCard transaction, a Replacement Receipt Form should be used. See Handout 3.



**State of Florida
Purchasing Card Program
Replacement Receipt Form**

Original Receipt was (check one): Lost Not obtainable Poor Condition
 Other: _____

Vendor Name: _____

Vendor Address: _____

Vendor Phone: _____ Vendor FEID: _____

Date of Purchase: _____ Date Received: _____

Purchase Amount: \$ _____

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GL Codes – Accounting Codes

- PCards may be used for both operations and for due process/case costs
- The Org-EO and Appropriation Category combination determines which fund pays for the charge
 - Due process/case related
 - Operations/expenses

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GL Codes – Accounting Codes

- Please consult your office's fiscal staff to select the correct Org-EO and Category combination for your transactions
- JAC can assist if needed: contact Dina, Tim, Merry, or Aleah
- JAC staff may change the Org-EO and Category on a transaction, if needed
- JAC can process a JT to move items to the correct fund and category for charges in the wrong place

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Multiple Registrations

- Registrations should be made separately- one receipt per participant/traveler
- However, multiple registrations on one charge can be divided by each participant/traveler Sub-Vendor ID
- Contact pcard@justiceadmin.org or review the *Dividing a Transaction Job Aid JAC's Website* See Handout 4

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Pre-Paid Items

- The state usually pays for goods and services once received and approved
- Sometimes pre-payment is required if the goods or services are necessary and can only be obtained with pre-payment (e.g., subscriptions)
- A justification statement is required on the receipt: *“These goods or services are essential to agency operations and are available only if advance payment is made.”*
- Pre-paid charges should not be held

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STMS Numbers

- The STMS Master Trip Invoice # needs to be added to the Works Description Field for all employee travel-related items
- All travel arrangements for that trip need the same STMS number added- hotel, flights, rental car, UBER
- Pre-Booked travel arrangements require that the trip is started in STMS to have the number to add to the Works transactions
- Travel charges should not be held

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SSION

STMS Numbers

- FORM DETAILS

➔ MASTER TRIP INVOICE # 000154708

FORM TYPE Reimbursement with General Authorization

FORM ID 206071

* TRAVELER NAME Dina Kamen

* TRAVELER AGENCY LINK Dina Kamen-JAC-21300000000

← STATUS Trip Draft

AUDIT STATUS

SECURED RECORD

HEADQUARTERS CITY TALLAHASSEE

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JUSTICE ADMINISTRATIVE COMMISSION

Credits

- Credits should be requested from vendors if:
 - Florida Sales Tax is charged in error
 - Charge is greater than the purchase amount
 - Returned items due to damage or not as ordered
 - Other charge error from merchant (doubles)
- Credits will appear in Works and should be approved like charge transactions
- Attach a “receipt” in Works for all credit transactions

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Reimbursement for PCard Charges

- Occasionally, charges are made to PCards in error that need to be refunded to the State – for example:
 - Meals charged to a hotel room in error
 - Personal expenses of any kind inadvertently charged to a PCard
- If a refund check from an employee is needed, the check should be made payable to your office
- For the refund to be applied correctly in FLAIR, the warrant number and warrant date should be submitted to JAC Revenue



Works – Find a Warrant Number

- To look up a warrant number, you need the nine-digit numeric portion of the vendor ID used on the transaction
- In this example the vendor ID is:
223372889

Document	Group	GL01: VENDOR ID	Vendor
txn01263372			
TXN01263372	2100 - JAC HQ OPERATIONS	F223372889002	VZWRLLS APOCC VISB

JUSTICE ADMINISTRATIVE COMMISSION

Works – Find a Warrant Number Using FLAIR

- On the FLAIR VH – Vendor History screen enter the nine-digits and a date and press enter (this works for any payment type)

VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

ACCOUNT CODE	CFI	AMOUNT	VCHR NO	CFO REC	PAY
SEL VENDOR NO	OBJ CNTR	PMT: TP-NO----	NO	DATE	CANX
			V016013	01/10/22	
			0693246	01/10/22	
21-101-000069-21300800-00-103230-00		176.05	V015806	01/07/22	PUR
F223372889002 D2000291446 2230		8	0332953	01/11/22	
VEN NAME: VERIZON WIRELESS					

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JUSTICE ADMINISTRATIVE COMMISSION

Works – Find a Warrant Number using Vendor Payment Website

- On the FLAIR website you may look-up warrant information also:
<https://fs.fldfs.com/dispub2/cvnhphst.htm>
- Enter the nine-digit vendor number and select Justice Administration – for the agency (this works for any payment type)

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

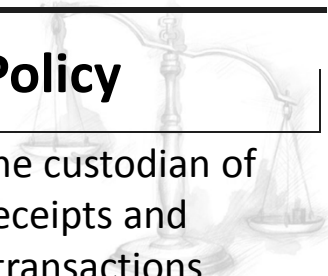
2022/01/11 0332953 VERIZON WIRELESS PURCHASING CARD V015806 126337200 176.05


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JUSTICE ADMINISTRATIVE COMMISSION

Records Retention Policy

- Your office is considered the custodian of the “record copy” of the receipts and documentation for PCard transactions
- Each office should maintain these records consistent with the GS1-SL developed the Florida Department of State, see <https://dos.myflorida.com/library-archives/records-management/>

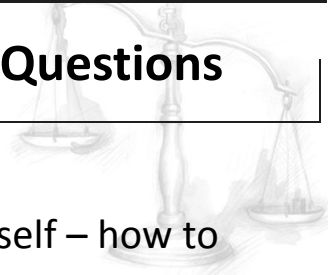



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Open Forum – Works Questions

- How can JAC help...
- Questions about Works itself – how to move around; navigation...
- Questions about receipts...
- Questions about Works user roles...
- Questions about the approval process...
- Questions about refunds...
- Other questions...



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Contact Information

Dina Kamen

dina.kamen@justiceadmin.org

Merry Sutton

Pcard@justiceadmin.org



Receipt Guidelines Job Aid for PCard Works

This information is from the DFS *Reference Guide for State Expenditures* and the *State Purchasing Card Administrator's Manual*.

I. Accountholder Responsibility

An expenditure of state funds must be authorized by law and must meet the intent and spirit of the law authorizing the payment. All purchases must be *allowable, reasonable, and necessary*. PCard transactions are subject to the same rules and regulations as any other agency purchase and disbursement, including travel guidelines for hotel and rental car costs. Therefore, PCard purchases must be supported by receipts and other clarifying documentation to prove statutory authority to make the purchase. Any purchase made on a JAC PCard must meet the following criteria:

1. It must be necessary for the agency to conduct its statutory duties, such as commodities purchases, travel for state business, lease agreements and other contracts that do not exceed \$75,000 per year, and court reporting services and fees (ss. 287.059(14) and (15), F.S. compliant)
2. There must be a clear statutory purpose for the purchase, otherwise documentation is required to show the legal authority for the purchase

II. PCard Works Transactions Required Documentation

A. Documentation Required when Receipts are Available

PCard Works transactions, both charges and credits, must be supported by a **receipt (email receipt, internet purchase confirmation, or physical receipt)**. Other documents from the vendor, such as quotes, orders, packing slips, website screen-prints may support the transaction; however, those documents must not be used in lieu of a receipt.

Each transaction should have its own receipt *for that purchase or credit only*. Please limit the documents that are added as backup to the actual charge information- not the entire travel packet for STMS or multiple receipts for various travelers. Purchase authorizations can be added as statutory validity for the charge for evidence of approval.

1. Receipts and supporting documentation must include the following:
 - **Vendor Name**
 - **Description of the goods/services.** Hand-written explanations are fine (i.e. Due Process Court Case Lab Fees; Parking for Case Interview; Hotel for XYZ Conference; Registration for XYZ Conference).
 - **Units purchased** (1 complete DNA workup series; 1.75 hours for parking; 4-night stay for XYZ Conference- mandatory for conference- above state rate; 2 conference registrations).
 - **Cost per unit** (\$500.00 per lab series; \$4.00 per hour; \$211 per night, no tax; \$250 per person conference fee)
 - **Total amount** of the purchase (\$500.00 lab fees; \$7.00 parking; \$844 hotel, no tax; \$500 conference fees- Smith and Jones)
 - Documentation that the purchase was paid by a PCard. (XXXX XXXX XXXX 1234 VISA Pmt.) If payment verification is not shown on the receipt, then it can be noted before upload.

Receipt Guidelines Job Aid for PCard Works

- **Justification**, with the appropriate statutory authority citation, if the item purchased is outside of normal office operations
- **Advance payment receipts** must show that payment was required by the vendor, the goods or services are essential to the agency's operations and are available only if advance payment is made.
- **Redaction and specific citations** for any chapter 119 exemptions, unless the entire receipt is confidential, and a JAC *Confidential Receipt Form* is necessary. All documentation in PCard Works is potentially a public record.
- **Receipts** for training and conferences with multiple registrants (PayPal, Eventbrite) ***must*** have supporting documentation to show the breakdown of the purchase, including the name, position description, and amount for each participant. These transactions must also be **divided and apportioned** to each employee Sub-Vendor ID with each STMS Master Trip Invoice number added if there is travel required. (Please see section III.D).

Please provide additional information to clarify the intent of the purchase, such as an approval stamp or a legibly hand-written note explaining the details of the purchase.

2. When an Accountholder "signs off" on the transaction in Works, a signature and date is not required on the receipt to acknowledge that goods/services were satisfactorily received. The Accountholder's "sign off" in Works provides the acknowledgement, along with the attestation that the transaction is:
 - a valid obligation of the State,
 - complete and fully supported, and
 - in accordance with all applicable laws, rules, and regulations.

Please provide the Accountholder's initials and date of sign-off in the Comments box.

3. When a Secondary Accountholder "signs off" on the transaction in Works, supporting documentation must include the **Primary Accountholder's** signature and date which acknowledges the goods/services were satisfactorily received. The signature also attests that the transaction is:
 - a valid obligation of the State,
 - complete and fully supported, and
 - is in accordance with all applicable laws, rules, and regulations.

Please provide the Secondary Accountholder's initials and date of sign-off in the Comments box.

4. Receipts for services must include clear evidence that the services were satisfactorily received.

Please provide an approval/ received stamp or a legibly hand-written note explaining the purchase if the Accountholder does not include the packing slip in the documentation.

5. Acronyms and non-standard abbreviations for programs or organizational units within an agency should not be used on supporting documentation, unless an explanation is also included. If abbreviations are part of the receipt, hand-write what the abbreviations represent.

Receipt Guidelines Job Aid for PCard Works

B. Documentation Required when Receipts are Not Available

When a receipt is not available from the vendor/merchant, a statement or invoice from the vendor may be used if the documents meet the following criteria.

1. It is clearly intended to be used as a receipt.
2. It offers the same information as a receipt, including verification that the purchase was paid by PCard.
3. It contains clear evidence that goods or services have been received.
4. It is not used to make payment for a prior unpaid or past due balance.
5. If the receipt does not show a zero balance or payment, the Accountholder should note the following on the invoice/statement:
 - Date of the payment
 - Payment was made by a PCard
 - Payment confirmation number, if available

C. Substitute Receipt Forms

If an Accountholder is not able to obtain a receipt, the *DFS Replacement Receipt Form* should be completed for purchase validity. This form can also be used for a credit for a transaction and for any extraneous bank fees, like international transaction fees. If a replacement receipt form is used for a credit, please include the following information:

1. Reference the original TXN number on the paperwork for the credit.
2. Attach the original receipt with a written explanation for the credit should be provided.
Examples:
 - If the whole charge is credited, then write this invoice was credited and reason for credit (order cancelled, reservation cancelled, etc.).
 - If sales tax credited, circle the tax on the original and write this was credited
 - If there was a return, mark the item returned and state this item was returned for credit.

If the receipts and other supporting documentation are for a confidential purchase, such as protected witness travel, the *JAC Confidential Receipt Form* should be used. This form requires a statutory citation, as well as the location of the complete and un-redacted information relating to the transaction.

Both substitute receipt forms are available on the public website.

D. Retention Schedules for Documentation

Each JRO is considered the original owner of their receipts and documentation. Therefore, offices are required to maintain the original vouchers, purchasing card transaction receipts, and all supporting documentation for a minimum of five fiscal years, provided all applicable audits have been completed. This will not conflict with each JRO's records retention policy if it extends past the five year mark.

Receipt Guidelines Job Aid for PCard Works

III. Special Purchases Requirements

A. Break Room Items/ Personal Preference Items

PCard Charges for items used solely for the personal convenience of employees (for example: portable heaters, fans, refrigerators, stoves, microwaves, coffee pots and supplies, picture frames, wall hangings, various decorations, etc.) and are not necessary in order for a State agency to carry-out its statutory duties, generally are not allowed. The office must provide justification for the purchase of these items or perquisite approval by an appropriate official. The justification should include specific authority that permits the purchase. Also, State funds cannot be expended to satisfy the personal preference of employees (for example: an office may not purchase more expensive office furniture or equipment than is necessary to perform its official duties because the employee prefers a more expensive item).

A best practice for individual JROs is to check with either Accounting, Financial Services, or the PCard Administrator if there is a question as to a potential charge's benefit to the state.

B. Court Reporter Services

Court reporting services and fees must be in compliance with the procurement requirements of ss. 287.059(14) and (15), F.S.

C. Furniture

JROs may purchase **office** and **public area** furniture in accordance with the state term contract in effect at the time of purchase. The following are the established price limits for furniture:

1. Office Chairs (ergonomic) \$675
2. Sofas 3 seat \$1,400
3. Love Seats 2 seat \$1,100
4. Wing Back (or similar chair) \$800
5. End Tables \$400
6. Coffee or 48" Conference Table \$600
7. Task Lighting \$175 each

The price limits stated above also apply to furniture purchased under contract, including furniture purchased from PRIDE. If a JRO needs to purchase a chair that exceeds the established limit in order to provide a reasonable accommodation under the ADA, please reference the instructions in Americans with Disabilities Act section of the *Reference Guide for State Expenditures*. All other exceptions must be fully justified and approved **in advance** by the Bureau of Auditing.

Receipt Guidelines Job Aid for PCard Works

D. Registration Fees for Training and Conferences

Participant registrations should be separate transactions, even if the registrations are paid with the same PCard. However, if a vendor charges multiple registrations on one transaction, then the transaction record should be **divided and apportioned** to each employee Sub-Vendor ID. The STMS Master Trip Invoice number should be added for each participant in the Description field if there is travel required. Each travel expenses should be trackable to an approved trip report.

Documentation should include a list with each participant's name, job title, and registration cost. Additional information such as the conference flyer, the event agenda, a purchase authorization if available, or a justification statement should be included to provide the benefit to the state. Examples of justification: training is limited, quick registration is necessary to obtain a seat and training will improve the employee's programming skills. Training is required to meet licensure requirements and will keep the employee up-to-date on dependency issues.

If registrations are paid **more than 20 days in advance** of the conference or training, DFS must approve the advance payment. Please contact JAC Accounting for assistance in acquiring DFS approval.

Please provide the name of the conference/convention/trainer in the Description field.

E. Notary Commission Costs

Reimbursement for the cost of notary commission and seal are allowable, if the cost can be justified for the benefit of the state agency. Please submit this documentation with each transaction receipt, or add the information to the Comments during sign-off on the transaction. Example: Brandon Jones, Assistant to ASA Smith, office notary: renewal for notary seal and insurance bond, expiration 10/01/2025. Please make sure to redact any sensitive information if attaching the application as part of the receipt packet.

F. Postage Meters and Postage

The purchase of postage for postage meters must include the number of the postage meter in the Notes Field. Stamp purchases must show the quantity and denomination. Bulk mail permits shall indicate the permit number in the Notes field. Please submit this documentation with each transaction receipt.

G. Tag Renewals, Repairs, or Maintenance for State Vehicles

Tag renewals and invoices for the repair or maintenance of state-owned vehicles **must include** the vehicle ID number, state property number, or the license tag number of the vehicle in the Notes field, along with "repair" or "maintenance". If repairs are the result of an accident, a copy of the accident report must be provided. Example- Tag#ABC123- repair- tire patch

Receipt Guidelines Job Aid for PCard Works

For tag renewals, please **divide** the transaction record by each vehicle ID number, property number, or license tag number. This number can be added to both the Description field and the Notes field for a divide. Example- Tag #ABC123- annual renewal. Please **DO NOT** include the confidential tag numbers with the transaction- use a vehicle ID or the alternate tag number instead.

H. Sales Tax on Purchases

Purchases made from Florida vendors are exempt from Florida sales tax (s. 212.08(6), F.S.). Accountholders may be required to provide the JAC Consumer's Certificate of Exemption. These are included with every new or renewal card issued by JAC. The Accountholder are responsible for presenting this information to make the Florida vendor aware of the tax exemption. In the event the vendor refuses to grant the tax exemption, the Accountholder may allow the tax to be charged on their purchasing card, and should notate the vendor's refusal on the receipt.

DFS advises that it is not cost effective for an agency to seek a credit from the vendor for the Florida sales tax charges when the charge amount of the sale is \$100 or less.

Purchases made outside the state of Florida are subject to state sales tax.

Each JRO needs to ensure their accountholders have the necessary tax certificate.

I. SunPass and TollPass Programs

Travelers should check out their agency-owned SunPass transponder for travel, so as not to incur automatic toll charges for rental vehicles through the TollPass program. Agencies may pay the convenience fee related to a rental car tolling service only if the following conditions are met:

1. an agency supplied transponder was not available to the traveler;
2. the toll was paid at a toll plaza that did not accept cash.

Include the supporting documentation for the convenience fees in the travel packet. A majority of the time, the charge will appear on the PCard long before the statement from the rental company will arrive. A *Replacement Receipt Form* will be used to clear the charge within the 10-day payment processing window. Please append the documentation to include a copy of the toll receipt once it arrives, so that the information is available in case of audit. Accountholders have the option to retrieve their statements from the Highway Toll Administration for TollPass by visiting <https://www.htallc.com/en/invoice/search>. There is also an option to sign up for an auto-receipt to be emailed to the Accountholder.

J. Travel Considerations and Documentation Reminders

Please remember that there are certain rules to follow with travel. It is important to understand that there are data fields in PCard Works which require information in order to match a transaction in both FLAIR and in STMS.

Receipt Guidelines Job Aid for PCard Works

1. The STMS Master Trip Invoice numbers must be in the Description field for all employee travel. Remember that only the first 16 digits of this field appear on a FLAIR detail report, so an example would be "STMS#1234578." The field has the capability to accept 100 characters, so users can add any other travel information they choose.
2. Accountholders include their own Sub-Vendor ID for all travel-related charges. It is optional for service and commodities purchases. Accountholders can over-write any hard-coded Sub-Vendor information with the "***" for non-travel purchases.
3. Travel liaisons will use their own Sub-Vendor ID for any charges related to non-employee travel. The non-employee traveler's name will appear in the Description field as a way to identify that this is non-employee travel, such as "Ordinary Witness Mary Smith." *If the person's information is confidential*, please use the *JAC Confidential Receipt Form* to protect the person's information.
4. Please remember to check all receipts for personally-identifiable information (PII), especially for any protected employees. This includes home addresses, Social Security numbers, driver license numbers, personal email addresses, personal phone numbers, and birth dates. **PLEASE** remember to redact and cite appropriate statute for the redaction to prevent potential public records dissemination of this information.

State of Florida Purchasing Card Program
Justice Administrative Commission
JRO Checklist for Transaction Compliance

Agency	TXN	Accountholder Name
Vendor	Charge Date	Charge Amount
Section 1 - Receipt-Related Items		
A	Accountholder signed & dated the receipt for the Secondary Accountholder to process	
B	Advance payment justification or advanced payment approval by DFS was included	
C	Agency Head or Designee approval provided, as required	
D	Benefit to the state documented	
E	Confidential information/PII redacted with proper citation or justification	
F	Date goods/services received is evident or documented	
G	Detailed description for purchase provided	
H	Receipt provided instead of other documentation (e.g. packing slip, invoice, or payment confirmation)	
I	Receipt itemized: units purchased, unit cost, and total cost	
J	Receipt shows payment method, shows item as being paid, and is marked "Paid by PCard"	
K	Statutory authority and justification documented	
L	Vendor name on receipt	
M	Other:	
Section 2 - Data Entry Items		
A	Multi-person receipt is divided by participant's Sub-Vendor ID	
B	Original TXN number is present in Description field when processing credit	
C	Postage meter number is in Description field	
D	State vehicle # in ODN (Notes) field for repair/maintenance	
E	STMS # is present in Description field	
F	Other:	
Section 3 - Travel-Related Items		
A	Agenda submitted	
B	Daily room rate exceeds \$175 and exceptions applicable or justification is provided	
C	Mission Critical Travel Statement is included in file	
D	Rental car receipt is submitted	
E	Rental car upgrade justified or properly documented	
F	Correct Sub-Vendor ID entered for employee travel or Travel Liaison's Sub-Vendor ID is used for non-employee travel	
G	Ordinary Witness & name or Confidential Witness & initials is entered in Description field	
H	Personal preference upgrade (rental car, early boarding or seat upgrade) reimbursement is documented	
I	Other:	
Section 4 - State Purchasing Items		
A	Membership Dues NOT purchased on PCard	
B	Personal convenience/preference item NOT purchased on Pcard without justification	
C	Reimbursement for personal item(s) is documented and deposit / deduction of reimbursement is verifiable	
D	Transaction is NOT split to bypass daily/single transaction limit	
E	Unauthorized/prohibited state expenditure NOT on PCard (artwork, food, breakroom appliances, decorative items, flowers, greeting cards)	
F	Other:	
Reviewer Comments:		
Response or Additional Information:		
Date & Reviewer: <input style="width: 100px;" type="text"/>		

Dividing a Charge Transaction

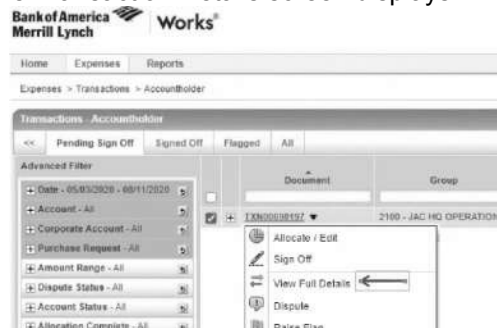
Dividing a transaction is a necessary function for state purchasing rules. A typical example is when there are multiple registrations fees for training or conferences on a single Works charge. Divides can be performed on other transactions, such as office supplies purchases, where there are consumable and non-consumable charges on the same transaction.

Accountants and Accountholders can divide a transaction into a designated number of parts. Dividing a transaction copies the goods or services description, quantity, price, unit measurement, and allocation combination to a specified number of duplicate transactions.

Divides have a couple of rules. Once a user clicks “OK” to make a divide, it is permanent and cannot be undone. It is important to know how many times a transaction will be divided when selecting this option. Divides cannot have a zero line. If an agency receives a free conference registration, for example, then that line will need to have at least \$0.01 selected for the divide to reflect this free registration for that participant.

To divide a transaction, complete the following:

- 1) From the Transactions screen, Pending Sign Off tab, select the transaction that needs to be divided.
- 2) Select **View Full Details**. The Transaction Details screen displays.



- 3) Populate the Transaction Detail fields to minimize the information to add to each divided transaction, such as:
 - a. Description
 - b. Vendor ID
 - c. Organization – EO
 - d. Object code
 - e. Appropriation Category
 - f. Sub-Vendor ID
- 4) Click **Actions** on the right of the Transaction Detail screen.
- 5) Select **Divide**. The Divide Transaction window displays.
 - a. Enter the number of duplicate transactions to be created in **Parts**. The specified number of lines displays.
 - b. Select an option from the **Value** drop-down menu:
 - **Amount** - Distributes the transaction amounts by dollar amount
 - **Percentage** - Distributes the transaction amounts by percentage
 - c. Enter the dollar amount or percentage to be distributed to each line.
 - d. After entering each line the remaining balance to be allocated will be displayed below the split lines
 - e. Click **OK**. A confirmation message displays. All divided lines will now have a trailing letter attached (e.g.TXN00123456-A).

Divide Transaction X

TXN00698197 Purchase Amount: 53.93

Parts	New TXN Number	Value
2		Amount
1	TXN00698197-A	48.14
2	TXN00698197-B	

Remaining: 7.79

This completes the Divide.

- 6) Users will now need to go back to the individual lines, attach documentation, and update as necessary, such as changing:
 - a) the Sub-Vendor ID for each conference participant or
 - b) the Object Code for each different supply category.
 - c) Verify that the Category field shows "Current Year Funding" on the divided lines. Neither this field nor the (ODN) Notes field will populate on the divided lines.