



JUSTICE ADMINISTRATIVE  
COMMISSION



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# Purchasing Cards and Works Review

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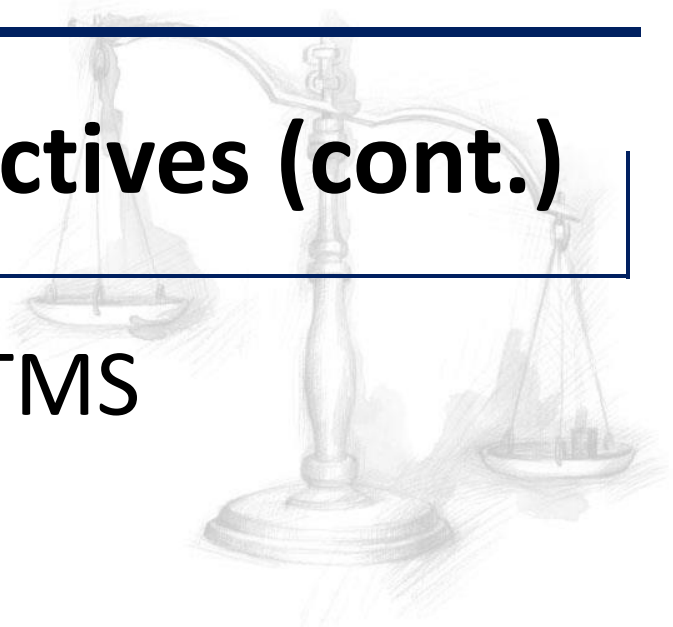
# Works Training – Objectives

- 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 – How to divide
- Pre-Paid Items



## Works Training – Objectives (cont.)

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



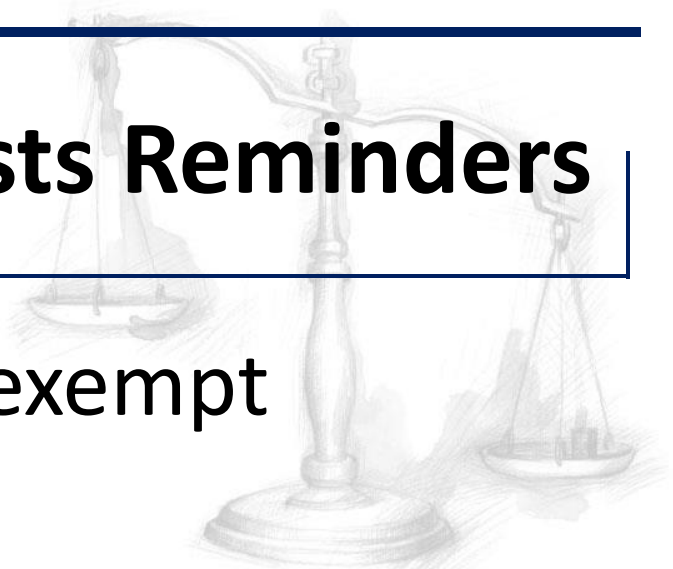
# Public Records Requests Reminders

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

# 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



# 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

# 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)**

# 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

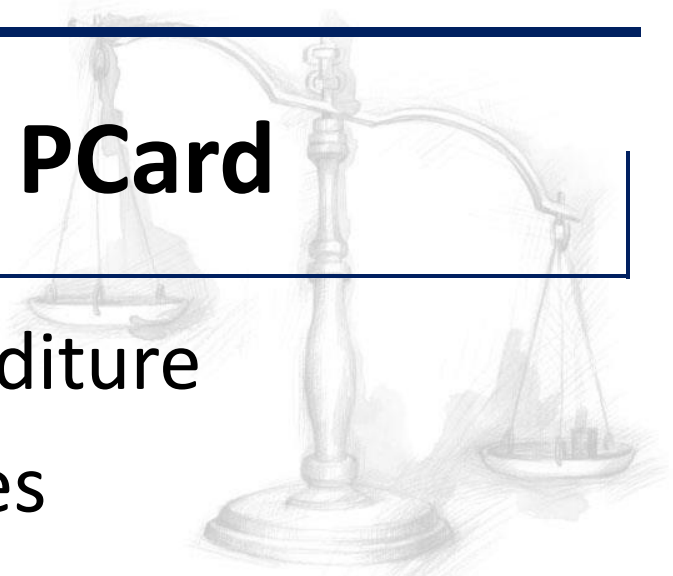


# Allowable Usage of PCard

- Office supplies
- Recurring charges for utilities, storage, data usage
- Travel – airfare, hotel, car rental, taxi (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)

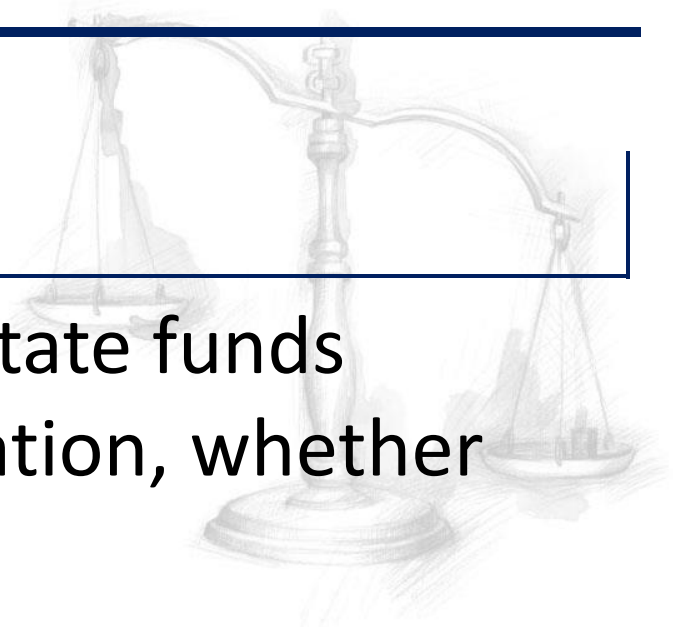
# Unallowable Usage of PCard

- Any DFS prohibited expenditure
- Memberships and Bar dues
- Alcohol, Food, or Entertainment Expenses
- Gas
- Travel upgrades for employees
- Employee moving expenses



# 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



# Receipts – The Rules

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

# Receipt & Documentation Requirements

- **Invoice and Backup Requirements –**
  - Name of the vendor
  - Breakdown on the invoice to show the unit cost
  - Clear description of the goods/services provided
  - Payment method must be shown on invoice or receipt
    - If not please stamp or write (paid by P-Card)



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 657581400

RECEIPT

**Your Information**

Customer Name: NONA MCCALL  
 Avis Worldwide Discount: JUSTICE ADMIN COMMISSION  
 Method of Payment: VISA XX6159  
 AUTH: 077789



**Your Vehicle Information**

Vehicle Number: 52444416  
 Vehicle Group Rented: Mini-Van  
 Vehicle Group Charged: Mini-Van  
 Vehicle Description: WHI CHRYSLER VOYAGER  
 License Plate Number: QHKCY2327  
 Odometer Out: 24252  
 Odometer In: 25000  
 Total Driven: 748  
 Fuel Reading: Out 8/8| In 8/8

**Your Rental**

Pickup Date/Time: JAN 23, 2024@8:45AM  
 Pickup Location: 1414 SOUTH MONROE STREET  
 TALLAHASSEE, FL, 32301, US  
 850-222-3744

Return Date/Time: JAN 25, 2024@5:08PM  
 Return Location: 1414 SOUTH MONROE STREET  
 TALLAHASSEE, FL, 32301, US  
 850-222-3744

**Additional fees may apply if changes are made to your return date, time and/or location.**

**Your Vehicle Charges (MIN 1 DAY / MAX 330 DAY)**

Rate Chart:	Free Miles:	Time and Mileage:
Miles: UNLIMITED		Your Discount:
Hourly: 11.93		3 Ad1 Day @ 35.79 =  107.37
Daily: 35.79		
Ad1 day: 0.00		<b>Time and Mileage:</b> 107.37
Weekly: 214.76		
Monthly: 751.64		

**Your Optional Products/Services**

Optional Services Total: 0.00

**Your Taxable Fees**

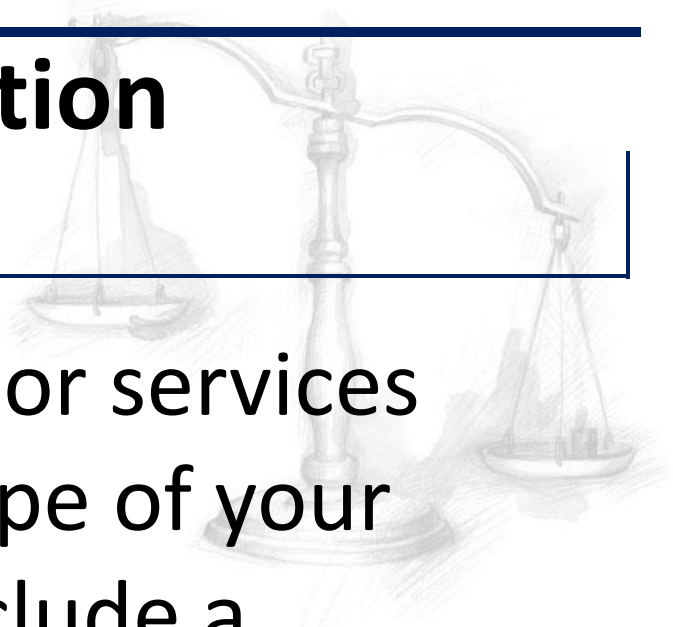
Sub-total-Charges: 107.37

Justification for larger vehicle due to several employees riding together.



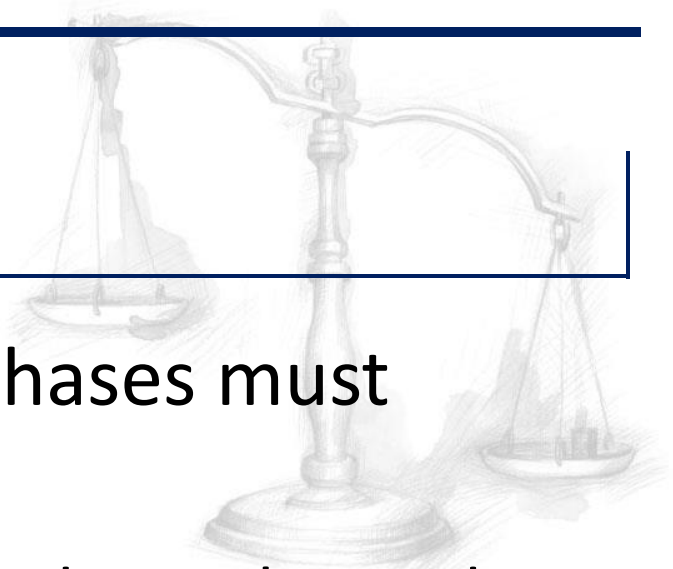
# Receipt & Documentation Requirements

- Any purchase of goods or services outside the normal scope of your office's work should include a justification with the backup included



# Travel Purchases

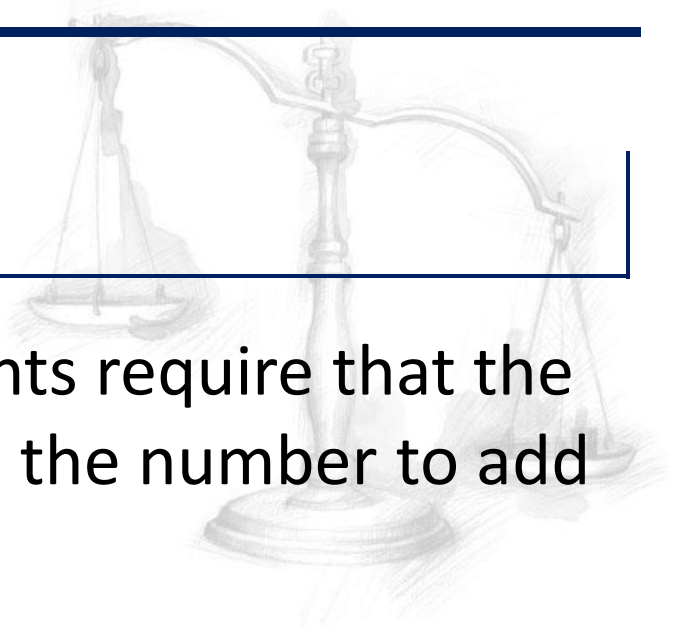
- All travel object code purchases must include a sub-vendor
  - If the travel is witness related, use the card holder's employee number as the sub-vendor
- All employee travel must include the STMS master trip number in the description field
  - Witness travel purchases should be noted on the invoice or in the description field





# STMS Trip Numbers

- 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 never be held
- STMS only requires the details of the trip to be entered in order for the Master Trip number to be created. The details, expense lines, and attachments can all be updated after the trip occurs



# STMS Numbers

- FORM DETAILS

➔	MASTER TRIP INVOICE #	000154708	←	<u>STATUS</u> ?	Trip Draft
	FORM TYPE	Reimbursement with General Authorization			
	FORM ID	206071		<u>AUDIT STATUS</u> ?	
				<u>SECURED RECORD</u> ?	<input type="checkbox"/>
	<u>* TRAVELER NAME</u> ?	Dina Kamen			
	* TRAVELER AGENCY LINK	Dina Kamen-JAC-213000000000			
				HEADQUARTERS CITY	TALLAHASSEE



# Travel Purchases

- Travel charges should never be held
- If a travel upgrade was charged, there must be a justification/explanation included with the backup documentation
- Document if a refund will be issued to resolve an upgrade made by error
  - Credit issued to card
  - Check or STMS recovery

# Additional DFS Requirements

- If a credit is processed, the TXN number of the original charge should be included in the description field
- When paying to refill a postage meter, the meter number should be included in the description field
- Vehicle repairs should include the tag # in the description field

# Additional DFS Requirements

- If the payment is for awards, a memo should be included documenting who is receiving the items and what they are receiving them for.
  - Each award must be less than \$100 per item not including shipping or taxes.

# JAC Accounting Post-Audit

- DFS requires JAC to post-audit 5% of our daily transactions
- A JAC Professional Accountant II performs the post audit.
- The transactions are randomly selected by Financial Services

# PCard Reference Sheet – Receipt

## Section 1 - Receipt-Related Items

A	Cardholder did not sign/date the receipt when a Secondary Accountholder submits charges
B	Advance payment justification or advanced payment approval by DFS not included
C	Justification not documented for unusual items
D	Clear description for purchase not provided on the receipt or added
E	Vendor name missing from receipt
F	Receipt not itemized: units purchased, unit cost, and total cost
G	Receipt does not show payment method, does not show item as being paid, or marked "Paid by PCard"
H	Statutory authority and justification not documented, as needed
I	Date goods or services received not evident
J	Agency Head or Designee approval not provided, as required
L	Confidential information/PII not redacted on the receipt



# PCard Reference Sheet – Travel

A	Agenda or Conference Flyer not submitted
B	Daily room rate exceeds \$225 and exceptions do not apply or no justification provided
C	State benefit for travel or conferences is not documented
D	Rental car receipt not submitted
E	Rental car upgrade not justified or properly documented
F	STMS # not present in Description field
G	Ordinary Witness & name or Confidential Witness & initials is not in Description field
H	Personal preference upgrade (rental car, early boarding or seat upgrade) reimbursement not documented



# Receipts – Replacement Receipt

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



## 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: \$ \_\_\_\_\_



# GL Codes – Accounting Codes

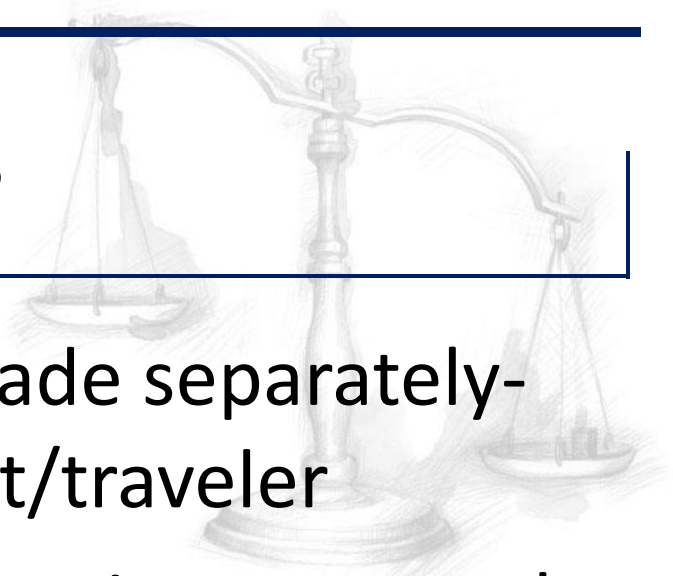
- PCards may be used for both operations and for due process/case costs
- The Org-EO and Appropriation Category combination determines which fund is charged
  - Due process/case related
  - Operations/expenses

# 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 or Nick
- 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 incorrectly

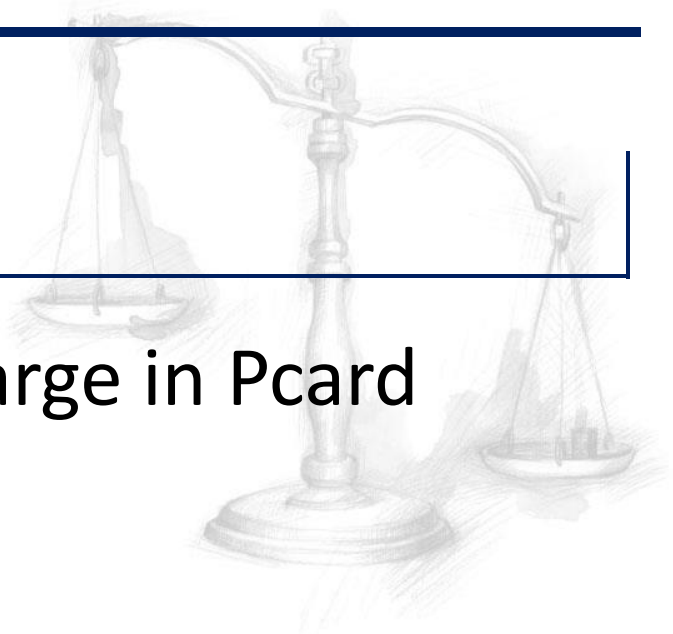
# Multiple Registrations

- Registrations should be made separately- one receipt per participant/traveler
- However, if multiple registrations are made on one charge they need to be divided by each participant/traveler Sub-Vendor ID



# Dividing a Charge

- If you need to divide a charge in Pcard Works -
  1. Open the view full details tab
  2. Select actions and click divide
  3. Fill out how many parts you want to divide the payment into and the value type (amount or percent)
  4. Fill in each line's new total
  5. Select ok and go into each line to update the sub-vendor information



Purchase Amount: 1,319.00  
Post Date: 03/13/2024  
Vendor Name: SOLARWINDS  
MCC: 5734 (COMPUTER SOFTWARE STORES)

Allocation Variance: 0.00  
Comp | Val | Auth: ✓ | ✓ | ✓  
Sign Off History: [AH APR](#)

- Retry Automatch
- Save and Close
- Dispute
- Divide**
- Raise Flag
- Attach to Purchase Request
- Print

Transaction	Allocation & Detail	Dispute	Receipts
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Bank Transaction #: 24692164072106879804636  
Purchase ID: 75717420ITO3P064  
CRI Reference: 0000000000000000  
Vendor ID: [213820000207041](#)  
Vendor Address: TX, 78746

Account Nickname: RONALD W MEYER JR  
Account ID: [6401](#)  
Accountholder: [MEYER JR, RONALD W](#)

**Divide Transaction** [X]

TXN02376441 Purchase Amount: 1,319.00

Parts	New TXN Number	Value
5		Amount
1	TXN02376441-A	263.80
2	TXN02376441-B	263.80
3	TXN02376441-C	263.80
4	TXN02376441-D	263.80
5	TXN02376441-E	263.80

Remaining: 0.00

OK Cancel

Remaining must equal \$0.00 or 0%

**Divide Transaction** [X]

TXN02376441 Purchase Amount: 1,319.00

Parts	New TXN Number	Value
5		Percent
1	TXN02376441-A	20%
2	TXN02376441-B	20%
3	TXN02376441-C	20%
4	TXN02376441-D	20%
5	TXN02376441-E	20%

Remaining: 0%

OK Cancel

# 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

# 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



# Credits

- Charges that have a credit associated with it should not be approved until the credit comes through
- DFS requires the TXN numbers for the credit and charge to be in Works in the description field

# 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
<input type="text" value="txn01263372"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TXN01263372	2100 - JAC HQ OPERATIONS	F223372889002	VZWRLSS APOCC VISB



# 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

SEL	ACCOUNT CODE VENDOR NO	SWDN	CFI OBJ	CNTR	AMOUNT PYMT: TP-NO	VCHR NO NO	CFO REC DATE	PAY 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							



# 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, the month it was paid 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](#)



# 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/>

# 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...

## Contact Information

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