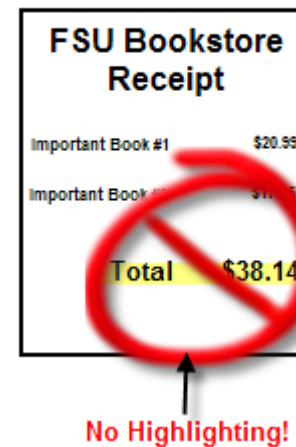
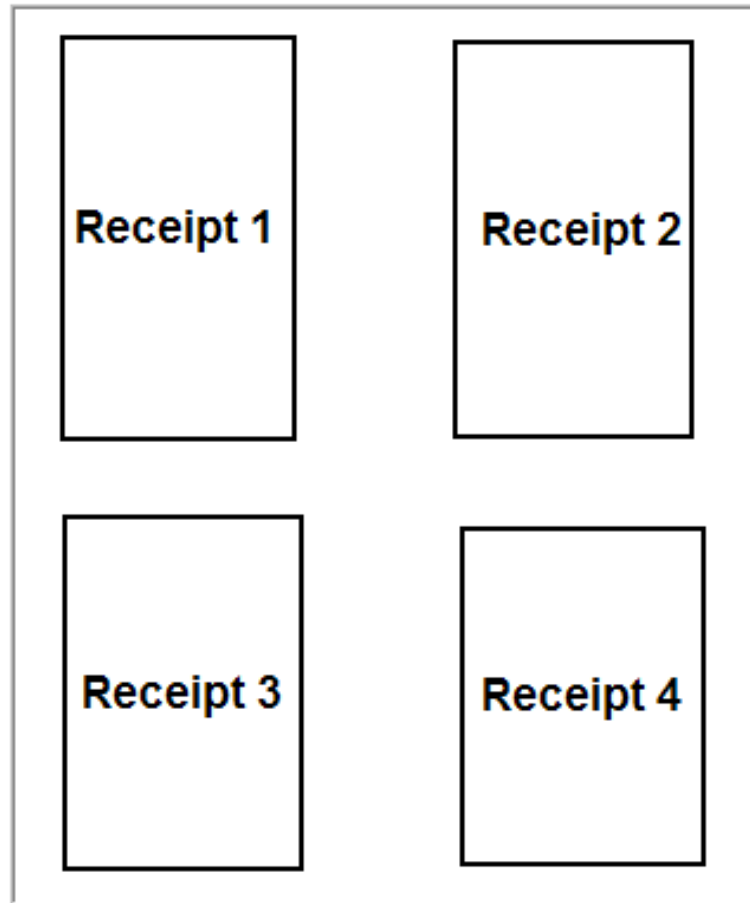


- C. Include all the receipts to match what is listed on the Reconciliation form
1. You can attach several receipts to a sheet of paper
 2. Be sure that no tape or highlighting of any kind is covering any vital information on the receipt



- D. Include any other important documentation relating to the transactions for the month. This can include:
1. Emails/faxes from P-card staff regarding questionable items or special approvals
 2. Notes from within your department further explaining charges or special circumstances
- E. Fax the recon form and the receipts to the P-Card Rightfax number **645-7211**



Step 2 - P-Card Fax Exempt Form (Optional)

- A. This step is optional and the [Fax Exempt Form](#) will only apply to your department under certain circumstances
- B. Your department may be eligible for exemption from faxing Reconciliation Packets depending on:
 1. Amount of cardholders in your department
 2. Amount of p-card transactions processed per month



Office of the University Controller
Florida State University

Payables and Disbursements
5607 University Center A
Tallahassee, FL 32306-2391
Ph: (850) 644-5021 Fax: (850) 644-8137

P-Card Fax Exempt Form

All departments that currently have Purchasing Card cardholders are responsible for submitting the Monthly Reconciliation Packet for each cardholder via fax to the Accounts Payable P-Card imaging system at 645-7211. The Packet should include the Monthly Reconciliation Form and the accompanied Receipts/Invoices.

Although there is no exemption for faxing the Reconciliation Form, certain departments may be exempt from having to submit their cardholders P-Card Receipts/Invoices for one fiscal year depending on (1) the total number of cardholders they currently have and/or (2) the amount of transactions they process per month.

Please fill out the information below, if your Department should be considered for exemption in faxing the departments Receipts/Invoices for fiscal year: _____

NOTE: All departments, including those exempt from faxing the Receipts/Invoices, are still responsible for (1) faxing the completed Reconciliation Forms, including months with No Charges, and (2) maintaining documentation as stated in the manual, in addition to being subject to in-house reviews.

Department

Dept Name _____ Dept ID _____

Cardholder's Information

Cardholders Name	ID (last 5 digits)	Approx. # of trans per month*
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

*To find the approximate number of transactions per month, please use the PSU_DPT_PCARD_TRANS_INFO query in OMNI.

Any other reasons for exemption:

This form was filled out by: _____
(Proxy Name) (Proxy Email)

- C. After reading through the form, if you feel that your department might qualify for exemption fill out all required information and fax to **644-8137**
- D. The P-card staff will evaluate your request and determine if your department qualifies for exemption



- E. If approved, your department will be notified by the P-card staff and exemption will expire one year after the approval date. Your department will need to request exemption again after the one year expiration.
- F. Please note that your department will still be subject to frequent in-house audits by P-card staff

More Information

More information can be found on the Purchasing Card Website at <http://www.purchasing.fsu.edu/pcard.html>. Click on the link and see the related policies and procedures, and staff contact information. Questions regarding this job aid should be directed to Danette Tejada, Samantha Fernandez, or Riley Kinney.

