

Fiscal Services Updates

P-Card Process Change

Focus



UPDATE AND STREAMLINE
PROCEDURES



EMBRACE AND ENHANCE
UTILIZATION OF
TECHNOLOGY



CUSTOMER SUPPORT,
TRAINING AND RESOURCES

Purchasing Card Process Changes

- Fiscal Services Pain Points
 - Payment Due Date
 - Manual Entry
 - 85 Statements
 - 300-500 Lines of Entry
- End User Pain Points
 - Short turn-around time to code transactions
 - Difficult and time-consuming forms
 - Manager approval delays

P-Card Internal Process Improvements

- Creation of P-Card Suspense Account 45002
 - P-Card bill will be paid **pre-coding** of user expenses
 - Remove Urgency Around Payment
- Expenses will be posted to single Fund/Org based on Card holder
 - Fiscal Services will generate expense transfer by end of month

Account	Account Title	Fund	Organization	Organization Title	Program	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date
45002	P-Card Suspense	11100	22501	Physical Education - DW	672000	\$0.00	\$2,714.33
45002	P-Card Suspense	11100	25051	Counseling - DW	672000	\$0.00	\$558.69
45002	P-Card Suspense	11100	34101	Maintenance - DW	672000	\$0.00	\$638.13
45002	P-Card Suspense	11100	34501	Pool - DW	672000	\$0.00	\$30.60
45002	P-Card Suspense	11100	61001	Logistics - DW	672000	\$0.00	\$685.19
45002	P-Card Suspense	12651	24201	Outreach Services - DW	672000	\$0.00	\$1,001.55
45002	P-Card Suspense	12680	24351	Health Center	672000	\$0.00	\$379.62
45002	P-Card Suspense	34100	28101	Organic Farm and	672000	\$0.00	\$912.86

P-Card End User Improvements

- Statement Coding Improvements
 - Statements due 10th of the month
 - Revised Format - Excel spreadsheet prefilled with transaction data
 - End user responsible for entry of purchase description and FOAP entry
 - Excel spreadsheet allows user to sort transactions and add expanded information

Procurement Card Monthly Purchase Report

Employee Paella, Lisa
Card # ****_****_****-4108

Statement Period: Oct-25
Card Total Spend: 2,116.03

Please add a description of the purchase and identify the FOAP for the purchase. The completed worksheet should be scanned as the front page of your receipt package. Please write see attached in the monthly statement PDF form and route for signature as usual using the the Districts Adobe DocuSign system. Please also send a "soft" copy of your completed Excel sheet to your assigned AP specialist at the same time you route the PDF document.

Trans Date	Supplier	Amount	Description	Fund	Org	Account	Program	Activity
10/2/2025	Chicago Books & Journals	37.02	Bookmark files for Banned Books Week	11100	26301	63000	612000	
10/3/2025	Chicago Books & Journals	137.77	Swag for Banned Books Week	11100	26301	63000	612000	
10/4/2025	Taylor & Francis	74.29	British Journal of Neurosurgery Article	11100	26301	63000	612000	
10/6/2025	Taylor & Francis	1.35	Foreign transaction fee	11100	26301	63000	612000	
10/6/2025	Intellect -Usd	44.95	Women representing women in the nuclear family article	11100	26301	63000	612000	
10/7/2025	College Of Marin Bkst1384	25.53	Scantrons for students	11100	26301	45000	612000	
10/8/2025	Trader Joe S #235	35.23	Food for Saturday ESL classes	11100	26301	45001	612000	

P-Card Approval Workflow

- Fiscal Services will initiate workflow
 - End User attach Completed Excel and Scanned Receipt Document
 - End User also sends soft copy of Excel to assigned AP Specialist
 - AP Specialist can begin to review and format their entries
- Fiscal Services can monitor progress and send reminders
 - AP Specialist can review receipts when uploaded – even before Manager review

<u>College of Marin</u>	<u>Monthly Procurement Card Report</u>
Card Holder Name: Nicole Cruz	Manager Name: Johnathon Eldridge
<hr/> Instructions <hr/>	
<ul style="list-style-type: none">• Cardholders should have received an Excel version of their individual statement via email• Please complete that spreadsheet by adding a description of each purchase and coding the FOAP for the expense.<ul style="list-style-type: none">○ You can sort the Excel file and expand row size to fit your descriptions as needed• Attach the completed Excel spreadsheet by clicking on the below link: → → → • Please scan and attach your supporting receipts for all purchases by clicking on the below link: → → → • Please sign electronically, the document will automatically route for the next approval.	
<hr/> Certification and Approval of Expenses <hr/>	
I certify that all purchases listed on the attached statement, unless noted, are true and correct and were made for official MCCD purposes in compliance with district policies and procedures. All materials and/or services have been received, and payment is authorized. The Program Administrator has been notified of unresolved disputes.	
Cardholder Signature:	<i>Samantha Jackson</i>

End User Survey

- Email to all Card Holders for November Statement Change
- Includes link to short survey:
 - Document approval workflow – including delegates
 - Identify training needs and formats for process change support

P-Card Agreement Update

- Implementing routine refresh
 - No policy changes- Record keeping update
 - Accompanied with reminders on P-Card guidelines



QUESTIONS



FEEDBACK



AREAS OF
CONCERN