



Finance Department Year-End Presentation FY 2024

Accounts Payable

September 10, 2024

Disclaimer: Please note that the audio and other information sent during the webinar will **not** be recorded. Please refrain yourself from hitting the record button if you are a participant.

Agenda

- Introduction
- Construction Payable
- Accounts Payable
- Special Services
- Travel
- P-Cards

- Questions
 - Enter questions in the chatbox
 - FAQ document will be distributed

Team Changes

- o Finance Department Team Changes

Madelin Rizzo, Assistant Director, Finance Department

Vivian Delgado, Assistant Director, Finance Department

Leany Perez, Division Director of County Accounting and Reporting Support

Lawrence Aguero, Assistant Division Director, General Accounting

Eric Herrera, Assistant Division Director, Financial Reporting

Yamilka Quintas, Finance Section Manager

Richard Pounall, Assistant Section Manager

Barbara Knox, Assistant Section Manager

Denis Diaz, Accountant 3 – P-Card

Sara Orozco, Accountant 3 - Travel

Updates

- Finance relocated back to the 26th Floor
- Official Days for Cashiering Services
 - Mondays – Fridays, 8:00am – 5:00pm
- Payment Runs:
 - ACH – MON: FRI
 - CHECKS GOA: TUES & THUR
 - AP CONTROL: WED
 - CHECKS SSC: WED
 - TRAVEL ADVANCES & REIMBURSEMENTS: WED

Capital & Construction Payable Section



Capital & Construction Payments Deadlines

Construction Payments Cut-Off:

- o Email all construction invoices by Friday, September 27, 2024 at Noon. Email Jasira Gonzalez and Jeannette Fresnedo and cc Patricia Hernandez-Blanco.
- o Please submit any invoice revisions within the same business day of notification by the Capital Construction staff.

Our Contact Information is as follows:

- o Jasira.Gonzalez@miamidade.gov - Phone #: 305-375-3443
- o Jeannette.Fresnedo@miamidade.gov - Phone #: 305-375-3368; Cell: 305-323-4759
- o Patricia.Hernandez-Blanco@miamidade.gov - Phone #: 305-375-4582; Cell: 305-962-3995
- o If submitting invoices for services rendered in fiscal year 2024, please remember to process purchase order increases and reclassifications prior to September 27th, 2024. POs must be in "Dispatched Status" to be able to process the invoices in the old fiscal year.

Other Important Construction Reminders

- The cut-off date for departments to approve the reclassification of expenses via journal voucher in the AP Module is Wednesday, October 9th at Noon.
- Some capital journal entries require OMB approval. Please submit your end of year journal entries as soon as possible to allow sufficient time for such review and approval. The deadline for the G/L journal entries affecting your own department and grant is Friday, October 11th at 9:00pm.
- The Capital Construction Section will reach out to the departments that incurred expenses in the future financing fund C9999 and the Future General Obligation Bonds (GOB) for assistance with the reclassification of expenses to the appropriate fund. The deadline for the reclassification of future financing fund expenses is Wednesday, October 9th at 9:00pm.

Accounts Payable Section



Accounts Payable Section Email Addresses

		Erica Olson, Asst Div Dir AP FIN-APMAN@miamidade.gov	
Gloria Hurtado, Mgr Maria De Renzis, Asst Mgr.		Yamilka Quintas, Mgr. Barbara Knox, Asst Mgr	Luis Jimenez, Mgr Richard Pounall, Asst Mgr
AP Compliance - Payment Requests FIN-APCR@miamidade.gov		Pcard New applications finpcardapplications@miamidade.gov	Captiva - Scanning Invsubp@miamidade.gov
Payments - Check-ACH-Epayables FIN-APCS@miamidade.gov		Inquiries/Overrides FIN-PCADMIN@miamidade.gov	Captiva - Expedite Invoice FIN-FSSVC@miamidade.gov
Wire Requests FIN-APWIRES@miamidade.gov		Travel FIN-TG@miamidade.gov	Captiva - Emergency FIN-IWAECG@miamidade.gov
		SSC - Refunds/Reimbursements FIN-SSCG@miamidade.gov	Captiva Resolution FIN-IWAIR@miamidade.gov
		Unclaimed - Lost Checks/Affidavits FIN-UG@miamidade.gov	Exception Handling - PO Invoices FIN-APEH@miamidade.gov
			Supplier Maintenance FIN-APSM@miamidade.gov

Important Dates

2025 Forms are due Monday, September 23, 2024

Forms are located at: <http://intra.miamidade.gov/finance/forms.asp>

- Accounts Payable Wire Transfer Authorized Signatures Form
- Travel Authorized Signatures Form
- Accounts Payable Liaisons Form
- Accounts Payable Purchasing and Travel Card Liaisons Form
- Accounts Payable Travel Liaisons Form

*All Individuals listed on Authorized Signature Forms must read through AP Procedure 606 prior to signing.

Important Dates

- Monday, Sept 16th – Stop Payments/Cancellations, Affidavits & documentation need to be submitted to Special Services
- Friday, Sept 20nd – Last day for Departments to approve TERs for FY24
- Friday, Sept 20nd - Last day for Departments to “Verify” p-card transactions charged up to September 4th
- Monday, September 23th - Single Payment Vouchers including reissues need to be fully approved at department level
- Wednesday, Sept 25th – Last day to drop FY24 interface files. FY25 files can be submitted beginning Monday, Oct 7th
- Friday, Sept 27th (Noon) – Cutoff for construction invoices to be received by FIN Construction group
- Tuesday, Oct 1st (Noon) – Cutoff for scanning all FYE 2024 invoices *no need to hold submission of invoices after cut-off
- Thursday, Oct 3rd (Noon) – Cutoff for final approval of Payment Requests, PO invoices (including receipt creation), adjustment vouchers (credit memos) and wires/ACH Debits by Departments
- Saturday, Oct 5th – PO Rollover Process begins(INFORMS Team)
- Wednesday, Oct 9th (Noon) – Cutoff to approve Journal Vouchers by Departments
- Friday, Oct 11th (9:00PM) – Cutoff for Accrual GL Journal Entries
- Monday, Oct 21st – FY 24 Reports available for Self Service

Indicating Old vs New Year

- During the time of October 1 – 4, Departments should suspend processing invoices for 2025 and focus on getting as much of FYE 2024 items processed to avoid accruals.
- Finance Shared Services will be processing all invoices that meet the October 1st deadline. Invoices received after the cutoff will be held until AP finishes processing FYE 2024 on October 4th.
- Departments must identify any emergency invoice that must be processed for FY 2025 between October 1st and October 4th.
 - Indicate in Comments
 - Indicate in Invoice Description
- AP will be changing the Accounting Date for FY24 invoices between Oct 1 – Oct 4.
- FY 24 invoices that are not scanned by October 1st or approved by the department by October 3rd at noon, should be accrued.
- To facilitate the PO Rollover Process: PO Vouchers (GAS, CON, & REL), adjustment vouchers, receipts and quick invoices not approved by the department by October 4th will be DELETED. This includes vouchers in error. Once the PO Rollover takes place, previously deleted vouchers will be re-triggered **except for those related to the Constitutional Offices which must be re-processed and associated to the newly created POs under the new financial structure.**

Indicating Old vs New Year

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit FN
Voucher ID 00068409
Voucher Style Regular Voucher
Invoice Received Date 09/03/2021
Invoice Date 09/03/2021

Invoice No MDI-FN-09.03.2021-00001
Accounting Date 09/09/2021
*Pay Terms ON ON-Net
Basis Date Type Inv Rcvd Date

Supplier ID 0000004829
ShortName U S POSTAL-001
Location 1
*Address 1

U S POSTAL SERVICE

PO ID Reference

Invoice Total
Line Total 200,000.00
*Currency USD
Miscellaneous
Freight
Total 200,000.00
Difference 0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (1)
Withholding
Template List
View Audit Logs
Advanced Supplier Search
Approval History
Supplier Hierarchy
Supplier 360

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 200,000.00

SpeedChart
Ship To D5A2260000
Description Postage Tax Collector Mail
Packing Slip

One Asset Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	200,000.00		MDADE	G3060	FN06040000	5316110000	NO-GRANT			

Save

Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Accounts Payable Accruals

- The deadline to submit AP Accruals via GL Journal entry is Friday, October 11th. As support for the GL Journal Entries, please attach the report used to determine the accruals and indicate which invoices are being accrued for.
- For accrual purposes, the 'AP Open Payable Report' from the AP Workcenter will be provided to all departments after AP closes FY24. This report will list all potential AP Liabilities to be analyzed for accrual.
 - *PO Vouchers (GAS, CON, & REL) and adjustment vouchers not approved by the department by the deadline will be DELETED. Therefore, they will not appear in queries beginning 10/8/2024 until they are re-triggered after the PO Rollover.
 - Note this report is a good tool to view all invoices by Business Unit, and has been updated to include aging.
- The Captiva Power BI Report that is emailed daily 'Open Items Report' should be reviewed to decide if any of the invoices in that report should be accrued.
- INFORMS has a reversal option for journal entries located in the header tab, by selecting the "Reversal: Do Not Generate Reversal" link, which will reverse an accrual entry. Please select "On Date Specified By User" and select a future month Calendar date for the reversal date. **THIS DOES NOT APPLY TO FUTURE CONSTITUTIONAL OFFICES. Special instructions on how to reverse accruals will be provided to each Constitutional Office.**

AP Journal Vouchers

- After AP closes, until the deadline for journal vouchers (10/7 – noon 10/9), departments will create JVs with October date.
- Central Finance will manually run jobs to build voucher, backdate to September, and push to department approvers a couple of times a day.

Outsourcing of Check Printing Process to Wells Fargo

REMINDER

- Central Finance Accounts Payable will start outsourcing the printing and mailing of the GOA and SSC checks to our banking institution Wells Fargo. The only impact to the departments is that once a check payment cycle is run, the file will go directly to Wells Fargo and Wells Fargo will print and mail the checks from their out of state location. Once the file is sent to Wells Fargo, there is nothing Central AP can do to retrieve a payment or pull a check for a last-minute pickup.
- Invoices with handling codes of 'hold' will continue to be printed by Finance as we do today. If a check payment is to be held for departmental pickup, it is the department's responsibility to properly flag the Payment Request (GOA checks) or Voucher (SSC checks) at the time that these documents are created and processed in INFORMS.
- Departments must use one of the following Handling Codes if the department or the supplier needs to pick up the check:
 - Emergency Payment Pick-up
 - Pick Up Payment
 - Single Payment – Pickup
- Central AP will not be able to print a check IN-HOUSE for an invoice that is not flagged as a 'pickup' in the Handling Code field. Central Finance will not be able to accept any last-minute emails or calls requesting vouchers to be put on hold for pickup.

SPECIAL SERVICES



Special Services Overview

- The Special Services section processes all type of refunds.
- Refunds may occur for numerous reasons such as: tax overpayments, refundable deposits for reservations at Parks & Recreation facilities, witness fees, or any other miscellaneous refunds and payments such as the Save Our Senior checks.
- Special Services refund payments can only be issued via check. They are processed in INFORMS as Single Payment Vouchers.
- Single Payment Vouchers online INFORMS training: FIN201 – Accounts Payables: Create and Process non-PO Vouchers Guide, Lesson 2.
<https://www.miamidade.gov/global/humanresources/training/informs.page>

Special Services – Important Dates

- Stop Payments/Cancellations, Affidavits & documentation need to be submitted to Special Services by Monday, September 16th.
- Single Payment Vouchers including reissues need to be fully approved at department level by Monday, September 23th.
- ALL SSC vouchers and journal vouchers for the Constitutional Office Departments MUST be approved by Monday, September 23th, otherwise, they will be DELETED and re-processed under the new Constitutional **Offices' financial structure**.
- Please email all supporting documentation to: (FIN) SSC Group
 - fin-ssc@miamidade.gov

TRAVEL



Travel General Information

- The transition of Travel to INFORMS effective 7/1/22 did NOT change the Travel Policies and Procedures. This transition only changed the way travel requests are prepared and approved.
- BPW Recording and PowerPoint Presentation
 - <https://secure.miamidade.gov/employee/informs/business-process-workshop-rollout-2.page>
- Training Materials
 - FIN 214 – Travel and Expenses: Travel Authorization
 - FIN 215 – Travel and Expense Report
 - <https://www.miamidade.gov/global/humanresources/training/informs.page>
- The Travel Policy was recently updated and emailed to the travel Liaisons. The Policy can be found at:
<https://www.miamidade.gov/global/management/county-employee-travel.page>
- For travel related inquiry/request, email (FIN) Travel Group
 - FIN-TG@miamidade.gov

Travel – Important Dates

- All Fiscal Year 2024 County Travel Expense Reports (ERs) need to be fully approved by Friday, September 20, 2024.
- Please ensure all INFORMS (ERs) are fully approved at the Department Level, and their related supporting documentation is attached to the request.
- Paper travel documents (non-county employees and previously approved exceptions), please forward fully approved travel packages to Finance. Travels occurring on/or before September 30 - place a 2024 notation on Travel Request Form (TRF) and/or on Travel Expense Reports (ER) if “old year” expense (FY 2024) or “new year” expense (FY 2025), for proper posting of expenditure. The W-9 is required to process any reimbursement for non-county employees.
- ALL travel documents for Constitutional Office Departments MUST be completed by September 30th of 2024, following the established travel deadlines. Finance will assist the offices as needed, full cooperation from the offices is required to make this happen.
- Travels in FY24 where Expense Reports were not finalized should be reviewed to determine if any accruals are needed. Note that the only expenses to accrue would be those paid for by the traveler, where they are due a reimbursement.

Travel Policy & Procedures UPDATES

- An updated version of the Travel Policy and Procedures was released August of 2024.
- Changes to the policy:
 - Tips and gratuities on taxi fares may be reimbursed to the traveler which shall not exceed fifteen percent of the fare.
 - Seat reservations are allowed when needed to ensure a seat on a plane.
 - When travelers stay with family/friends the per diem is no longer \$50.
 - There is no lodging expense therefore no expense line is needed. A comment should be added to document that the traveler stayed with family/friends.
 - Meals & Incidentals should be claimed as per the GSA rate that pertains to the travel location.
- MDC P-card is recommended for all eligible expenses.
- Expenses can be incurred once a Travel Authorization is in the Finance queue. Departments do not have to wait for Finance to approve the TA as Finance does not have the authority to authorize travels and only reviews for compliance.

Travel Policy & Procedures

Key Reminders

- All ERs MUST have the corresponding Travel Authorization (TA) associated/linked as well as Travel (Cash) Advances when applicable.
- ERs are to be submitted within 5 working days of the end of a trip per AO 6-1.
- INFORMS Pre-paid expense definition: Expenses paid with County funds. Expenses paid by the traveler are NOT pre-paid expenses. They should be coded as 'check' and are considered for calculating travel advances and reimbursements. Estimated expense lines in the TA coded as 'check' for which a Travel Advance was issued, should not be paid with County funds (e.g. P-Card or Payment Request). This change in payment method may represent an overpayment to the traveler when the ER is created. It is the Department's responsibility to collect and deposit funds overpaid to travelers. Proof of deposit must be sent to the Travel Unit to complete the travel.
- Recommendation: designate a limited group individuals at the department level to specialize in preparing travels in accordance with the MDC Travel Policy.
- To reduce the number of errors: train your staff by reviewing the resources available online, and guidance provided by Central Finance.
- Please review all 'pending' TAs for which the travel date has passed. These will not be able to be submitted in INFORMS, and need to be denied or deleted as the TA is encumbering funds.
 - When applicable, before denying/deleting print-screens can be saved to document any approvals obtained and attachments can also be downloaded to be used as supporting documentation for expense reports.

Travel Policy & Procedures

Key Reminders

- Travel agent fees - are NOT reimbursable expenses (except in extreme and unusual cases, a memorandum or written explanation approved by the Department Director or authorized designee within the department is required and must be attached addressing the savings realized and benefits to the County).
- All Travel Authorizations must include three airfare quotes demonstrating that the most economical transportation was purchased.
- Purchase of the Collision Damage Waiver insurance is required on rental vehicles.
- When re-fueling a rental vehicle as required by the rental agreement, travelers must use the most economical option available and re-fuel at a gas station instead of using the car rental gas service option.
- Travel expenditures not allowed, include but are not limited to - seat upgrades, airline upgrades, port charges, valet parking, rental car gas service fees, etc.
 - Seat reservations are allowed when needed to ensure a seat on a plane.
- It is the traveler's and the department travel liaison's responsibility to keep track of the approval flow of Travel Authorizations in INFORMS to ensure that the Travel Authorization is fully approved prior to the travel date. Travelers who travel without a proper approval are in violation of the County Travel Policy.
- It is recommended that departments add completing any pending travel documents to exit interview checklists.
- Payroll deductions cannot be made for employees who owe the County due to travel(cash) advance over-estimations.

Travel Policy & Procedures

Key Reminders

- Travel (Cash) Advances: The box MUST be checked in the Travel Authorization.
- Conference hotel exceeding the daily maximum – The allowable lodging rate may be exceeded if proof of conference hotel location is attached to the travel request. If lodging is not at a conference hotel and exceeds the maximum allowable rate, a justification memo or written explanation approved by the Department Director or authorized designee needs to be included with the travel documents stating why it is in the best interest of the County to pay for the traveler to stay at the selected hotel.
- Definition of MDC Immediate Vicinity – Local travel is defined as travel within the area including and between the City of West Palm Beach and Marathon Key, FL. Mileage, parking and tolls are the only expenses reimbursable for local travels.
- Approvals – Travel requests are now approved electronically through INFORMS.
 - Travel documents are no longer routed to OMB Budget Analysts. They are systematically budget checked.
 - Group travels are no longer routed to the Mayor's queue for approval.
- Approval & Submittal
 - Travel Authorizations must be fully approved before the travel occurs as INFORMS will not allow approval after the travel begins.
 - Travel expenses cannot be incurred until Travel Authorizations are in the Finance que.
- Reclassing Travel Expenses – GL journal entries should be used to reclass previously posted travel expenses as needed.

Travel & Expenses Module Queries

Helpful queries available in Query Viewer

QUERY NAME	DESCRIPTION	USE
MD_EX_ADVANCE_INQ_2	Cash Advance Inquiry Version 2	Brings Cash Advance information, and any associated travel reports and payments. (TA/ER)
MD_EX_EXP_RPT_DTL	Expense Report Detail	Expense Report by expense line details
MD_EX_EXP_RPT_INQ	Expense Report Inquiry	Expense Report summary
MD_EX_EXP_RPT_WKLST_2	Expense Report Worklist	Report will show in which approver que is the expense report and approval time
MD_EX_TRAVEL_AUTH_HIST	Travel Authorization History	Brings Travel Authorization information, and any associated travel reports and payments. (CA/ER)
MD_EX_TRAVEL_DTL	Travel Authorization Detail	Travel Authorization by expense line details
MD_EX_TRAVEL_INQ	Travel Authorization Inquiry	Travel Authorization Summary

Purchasing/Travel Cards



P-Card General Information

- The transition of P-card to INFORMS effective 7/5/22 did NOT change the P-Card Policies and Procedures. This transition only changed the way p-card transactions are prepared, reconciled and approved.
- BPW Recording and PowerPoint Presentation
 - <https://secure.miamidade.gov/employee/informs/business-process-workshop-rollout-2.page>
- Training Materials - FIN 213 – Reconcile and Approve P-Card Transactions
 - <https://www.miamidade.gov/global/humanresources/training/materials-rollout-2.page>

P-Card Important Updates

- o Starting on October 1st, the Administration portion of the P-Card program will be managed by the Internal Compliance Department. For example, application processing. More information is forthcoming.

- o Email groups remain the same until further notice:

- o For p-card policies related inquiries, account requests, cancellations, and overrides please email (FIN) P-CardAdmin at fin-pcadmin@miamidade.gov

- o For reconciliation related inquiries, INFORMS roles and proxy assignation requests, please email (FIN) P-Card Reconciliations at fin-pcardrecon@miamidade.gov

P-Card Important Dates

- September 4, 2024 is the last statement posted to INFORMS for FY24.
- September 20, 2024 is the deadline for departments to update transactions to 'verified' status which will be closed and post to FY 24.
 - Any transactions that are rejected and not re-verified by the deadline will need to be accrued as they will not post into FY24.
- Transactions in 'initial' and 'staged' status as of COB September 20, 2024 will be posted to FY 2025. *These should be accrued via GL Journal*
- October 9, 2024, noon, is the deadline for departments to approve Journal Vouchers (JVs).
- Transactions from September 5th through September 30th should be accrued via GL Journal entry by October 11, 2024. All accruals must be reversed in FY25. **THIS DOES NOT APPLY TO FUTURE CONSTITUTIONAL OFFICES. Special instructions on how to reverse accruals will be provided to each Constitutional Office.**
 - Accruals for unreconciled transactions dated 9/4 and prior, should debit the department expense chartfields, and CREDIT the below structure:

*GL Unit	Fund	Dept▲	Account	Grant
MDADE	G3088	NDFN010000	5330520000	NO-GRANT

- Accruals for transactions on the October statement (transactions posted 9/5-9/30) should be accrued using the 2202000000 account and the department structure for the credit side of the journal.
- October 5th, 2024 is the first statement of the new FY and includes transactions dated September 5th through October 4th. These transactions will be closed and posted via the p-card module after FY24 is closed.

P-Card Security

- o P-Card roles are assigned to users upon requests from the Department by completing the INFORMS security form, found in the link below:
- o <https://www.miamidade.gov/technology/library/informs/security-form-solely-p-card-roles.pdf>
- o The Department p-card Reconciler role must be assigned to ALL new cardholders.
- o If the 'ALL Cardholders' option is not selected, list all cardholders the user will be performing their role for (reconciling, approving, reviewing).

DEPARTMENT ROLES				
Add	Remove	Role	Technical Name	Description
P-Card				
<input type="checkbox"/>	<input type="checkbox"/>	Department PCard Reconciler	MD_PO_DPT_PCARD_RECON <input type="radio"/> ALL Cardholders (Do NOT Complete section below) <input type="radio"/> Limited Cardholders (Complete section below) *	The Reconciler is responsible for reconciling, disputing, updating information, and attaching supporting documentation in their PCard transactions.
<input type="checkbox"/>	<input type="checkbox"/>	Department PCard Approver	MD_PO_DPT_PCARD_APRVR <input type="radio"/> ALL Cardholders (Do NOT Complete section below) <input type="radio"/> Limited Cardholders (Complete section below) **	Department PCard Approver is responsible for reviewing transactions reconciled by the employees and approves them.
<input type="checkbox"/>	<input type="checkbox"/>	Department PCard Reviewer	MD_PO_DPT_PCARD_RVWR <input type="radio"/> ALL Cardholders (Do NOT Complete section below) <input type="radio"/> Limited Cardholders (Complete section below) ***	Department PCard Reviewer has the ability to inquire and run queries on PCard related transactions.
List Cardholders Name and Employee ID (ONLY ONE ROLE IS ALLOWED FOR THE SAME CARDHOLDER)				
		Department PCard Reconciler* (MD_PO_DPT_PCARD_RECON)	Department PCard Approver** (MD_PO_DPT_PCARD_APRVR)	Department PCard Reviewer*** (MD_PO_DPT_PCARD_RVWR)
		List Names here when Limited Cardholders is selected above	List Names here when Limited Cardholders is selected above	List Names here when Limited Cardholders is selected above

P-Card Policy – Prohibited Items

Certain types of purchases are strictly prohibited by the P-Card policy. Such purchases include, but are not limited to:

- Personal purchases of any kind (personal purchases are defined as purchases of goods or services intended for non-work-related use or use other than for official County business)
- Donations or gifts to a charity, gift to an entity, floral arrangements or political contribution.
- Fuel for personal cars, since use of personal vehicle expenses are compensated via mileage reimbursement, in accordance with A.O. 6-3.
- Gift cards (unless allowed by specific programs and/or funding sources), stored value cards, calling cards, pre-paid cards or similar products
- Entertainment type venues/establishments
- Food and/or beverages for internal meetings or employee gatherings are prohibited. Food and/or beverages for community events or meetings are permitted only if specifically allowed by funding source.
- Alcoholic beverages
- Tobacco products

P-Card Policy – Prohibited Items

- Goods and services available on an existing County contract
- Purchase of computers, iPhones, iPads and other wireless communication devices which are done via ITD, in accordance with A.O. 5-5.
- Non- Emergency maintenance on County vehicles, handled by ISD Fleet Management Division.
- Please immediately notify the P-Card Administrator at fin-pcadmin@miamidade.gov if a cardholder terminates employment with the County or transfers to another department.
 - It is recommended that departments add collecting p-cards and documentation for pending P-card reconciliations to exit interview checklists.

Refer to the P-Card Policies and Procedures on the Finance Department website:

<http://intra.miamidade.gov/finance/purchasing-card.asp>

P-Card – Key Reminders

- Review daily transactions carefully and question items that do not appear to be for the proper use of public funds and/or not eligible.
- Please make sure all transactions are reconciled/approved timely, right after they are loaded to INFORMS.
- When cards are used for travel related expenses, the Informs Travel Authorization needs to be properly authorized by the Department Director or designee prior to using the p-card. The approved Travel Authorization is needed for override requests and must be uploaded to INFORMS as supporting documentation of expenses paid with the p-card. The Travel Approval document must include the breakdown of the total expenses for the travel and the INFORMS approval path to show the date it was fully approved.
- If sales taxes were charged, please try to get reimbursed or provide proper documentation as support as to efforts employed.
- Authorized signers cannot approve their own P-card transactions. INFORMS will not allow the same user be assigned as a reconciler and approver proxy for the same cardholder.
- The cardholder or employee receiving the products or services should sign (or an equivalent, e.g. email) and date the receipt/invoices as acknowledgement that the products and services were received in accordance with purchasing terms.

P-Card Module Queries

Helpful queries available in Query Viewer

Query Name	Description	Owner
MD_PCARD_HOLDER_INFO	PCard Holder Information	Public
MD_PCARD_HOLDER_PROXY	PCard Holder Proxy	Public
MD_PO_PCARD_TRANS	PCARD TRANSACTIONS	Public
MD_PO_PCARD_TRANS_DTL	PCARD TRANSACTIONS W CF	Public



Conclusion