

P-Card Transaction Log Improvements

To: Business-Serv List  
From: Procurement Office  
RE: P-Card Transaction Log Improvements

The Business Services Advisory Group (BSAG) and the Procurement Office have identified improvements for keeping the required p-card transaction log. Cardholders now have the option to continue using a manual transaction log or create an acceptable transaction log from two reports within the WORKS system. The automated report aligns with State Purchasing Division's p-card manual procedures. Additionally, as the elements associated with a transaction log remain the same regardless of the manner in which the report is generated, use of the WORKS reports may reduce duplicative effort as the cardholder only needs to provide the required transaction log information in one location.

The UGA p-card manual has been revised to allow for the use of the WORKS reports. Please note the WORKS reports only reflect transactions that have been submitted for payment and do not provide visibility of outstanding p-card transactions that have not been shipped or submitted for payment by the vendor. Therefore, cardholders should discuss use of the WORKS report as a transaction log with their Department Head and Approving Official and confirm agreement for use of this transaction log option.

If you have questions or need additional information, please contact UGA's p-card administrators:

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