KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

P-Card Prior Approvals – Creating a Request

1. Log in to KSU Connect with your credentials
2. Select the 'General' tab
3. Click the 'P-Card Prior Approval Program' link
4. Select the 'Requesters' tab
5. Click the 'Submit P-Card Prior Approval Request' link
6. At the top of the form the following should pre-populate for the person submitting the request:
   - Cardholder's name
   - Current date
   - Fiscal year

Prior Approval Request

Requester:	Carolyn Bohannon	Date:	06/25/2018
		Fiscal Year:	2018

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7. Continue to populate the following fields with the required information:
   - Enter Default Speed Chart *(use the speed chart number that you are set to in the Works system)*
   - Confirm the Primary Department populated after you entered the Speed Chart
   - Enter the Supplier *(this field is not connected with the Supplier Database, so no list will show)*
   - Check any boxes for University Special Approvals that are required to support the purchase
   - Enter the Business Purpose
   - Attach supporting documentation, including prior approvals from any University Department *(required)*

* Default Speed Chart:	46213
* Primary Department:	HHS-Dean-Hlth & Human Svcs
* Supplier Name:	XYZ Organization

Special Approvals (if required):

☐ UITS/AV Approval
☐ Design Approval
☐ EHS Approval

Business Purpose:
```
To pay registrations for _____ and
_____ to attend the 2018 XYZ
Conference in Athens, GA from 06/25/18 to
06/29/18.
```

Attach Supporting Documentation
Browse... Documentation for Conference.docx Remove
Browse... No file selected. Remove

- Enter the Item Description associated with the purchase under Line 1.
  If the transaction will have multiple items, combine into one-line and use descriptions similar to "office supplies", "memberships", "parts", "workbooks", etc. as you can be more detailed in the Business Purpose description field. *(You may add up to two (2) more lines to support split-funded transactions.)*
- Enter the Speed Chart associated with the transaction. *(Can be different from your Default Speed Chart.)*
- Confirm the Department populates after you entered the Speed Chart.
- Enter the Account number associated with the transaction.
  (The Shared Account Code Sheet may be used as reference tool for this action.)
- Confirm the Account name populates after you enter the Account number.
- Enter the Amount

Line 1

* Item Description:	Registrations (2 at $250.00 each)	
* Speed Chart: 07053	* Dept: HHS-Exercise Sci & Sport Mgmt	
* Account #: 727110	* Name: Oth Oper Exp - Registration	* Amount: $ 500.00
Add Line		Grand Total: $ 500.00

- The Department Approver and Fiscal Approver will be the people associated with the Default Speed Chart number entered at the top of the form.
- The Approving Official and Fiscal Approver will be the people associated with the Speed Chart number entered on the Line item description.
  (These approvers can be different if the Default Speed Chart and the Speed Chart for the lines are not the same.)

Dept. Approver: **Mark Tillman**	Fiscal Approver:	**Sandra Parr**
Approving Official: Jimmy Calloway	Fiscal Approver:	Sandra Parr

- Click 'Submit'

8. Approval workflow:
   a. University Special Approvals *(if required)*
   b. Fiscal Approver *(Business Managers)*
   c. Approving Official *(Budget Owners)*
9. Once the request routes through all required approvals, the cardholder will receive an email noting the request was approved and the transaction can be processed.
10. After the purchase has been made, the Prior Approval Request number will need to be entered into the comments in Works (along with normal transaction details). This request number will then be reviewed by P-Card Administration to confirm all approvals were secured prior to the transaction processing.

NOTES:
*If a request is denied by any Approving Official (Department, Fiscal, or University), the request becomes 'void' and will need to be resubmitted on a new request if the transaction is still deemed a necessary purchase.
*The ability to Ad-Hoc is not available at this time. Functionality is set for a later release.