



Comptroller Finance Operations Department Year-End Presentation FY 2025

Accounts Payable

August 19&20, 2025

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

The Management Team

- Madelin Rizzo, Deputy Director
 - Erica Olson, Division Director

Captiva, Matching Exceptions, Supplier Maintenance

- Luis Jimenez, Manager
 - Richard Pounall, Assistant Manager

Direct Payments, Wires, ACH Debits, Pay Cycles

- Gloria Hurtado, Manager
 - Maria De Renzis, Assistant Manager

Special Services, Check Re-issues, Travel, Mileage, P-Card

- Yamilka Quintas, Manager
 - Barbara Knox, Assistant Manager

- Madelin Rizzo, Deputy Director
 - Leany Perez, Assistant Director
 - Maria Hernandez, Assistant Division Director

Construction Payables

- Patricia Hernandez-Blanco, Manager
 - Michelle Pimentel, Assistant Manager

OPERATIONAL REMINDERS

- Finance is located on the 26th Floor at SPCC
- Official Days for Cashiering Services
 - Mondays – Fridays, 8:00am – 5:00pm
- Payment Runs:
 - ACH: MON - FRI
 - CHECKS GOA: TUES & THUR
 - CHECKS SSC: WED
 - TRAVEL ADVANCES & REIMBURSEMENTS: WED

Capital Construction Payables



Capital Construction Team

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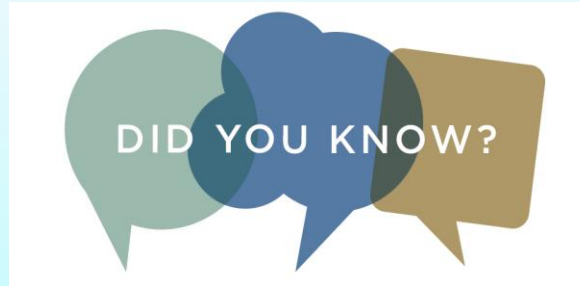


Please help us welcome our newest team member
David Bayles, Accountant 2, who is processing
Construction Invoices.

The Capital Construction Section Team Contact Information is as follows:

- David.Bayles@miamidadeclerk.gov – Phone #: 305-375-5968
- Jasira.Gonzalez@miamidadeclerk.gov - Phone #: 305-375-3443
- Jeannette.Fresnedo@miamidadeclerk.gov - Phone #: 305-375-3368; Cell: 305-323-4759
- Patricia.Hernandez-Blanco@miamidadeclerk.gov - Phone #: 305-375-4582; Cell: 305-962-3995

Capital Construction Payment Updates



New Process for Submitting Construction Invoices as of Monday, April 14th, 2025

- All Construction invoices must be sent to the "**Construction Invoices (COC)**" mailbox, email: **Constructioninvoices@miamidadeclerk.gov**
- Please use the following format when submitting Construction Invoice packages:
 - The subject line **must** begin with the word "**Invoice**".
 - Only one invoice per email.**
 - The body of the email must include the following information in the exact format and order:
 - Department Name:**
 - Request Type:**
 - Supplier Name:**
 - Invoice Number:**
 - Invoice Amount:**
 - Invoice Date:**
 - The department/constitutional office name is the two characters representing the business unit. For example, People & Internal Operations Department is "ID".
 - The request type is either **Emergency, Expedite, SBE, or Regular**.
 - It is crucial that each field is completed accurately, and the **colon (:) is included** after each category.

Should you have any questions or require further clarification, please feel free to reach out to our team.

Other Important Construction Reminders

- **The deadline to submit construction invoices for fiscal year 2025 is Thursday, September 25th at Noon.**
- Please submit any invoice revisions within the same business day of notification by the Capital Construction staff.
- If submitting invoices for services rendered in fiscal year 2025, please remember that purchase orders must be in “Dispatched Status” prior to the invoice submission.
- The Capital Construction Section will reach out to the departments and constitutional offices that incurred expenses in the future financing funds for assistance with the reclassification of expenses to the appropriate fund once new capital bonds are issued. All A/P journal vouchers for the reclassification of those expenses must be approved by the business unit no later than **Wednesday, October 8th at Noon.**

Accounts Payable



Accounts Payable Section Email Addresses

Erica Olson, Div Dir

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

Payments-Checks -ACH

FIN-APCS@miamidade.gov

Wire Requests

FIN-APWIRES@miamidade.gov

Pcard

Inquires/Overrides (BCC & COs ONLY)

COC-PCADMIN@miamidadeclerk.gov

Inquires/Overrides (MDC Departments)

ICD-PCADMIN@miamidade.gov

Reconciliations

FIN-PCARDRECON@miamidade.gov

Travel

FIN-TG@miamidade.gov

SSC- Refunds/Reimbursements

FIN-SSCG@miamidade.gov

Unclaimed - Lost Checks/Affidavits

FUN-UG@miamidade.gov

Captiva -Scanning

Invsubp@miamidade.gov

Captiva- Expedite Invoice

FIN-FSSVC@miamidade.gov

Captiva- Emergency

FIN-IWAEG@miamidade.gov

Captiva Resolution

FIN-IWAIR@miamidade.gov

Exception Handling- PO Invoices

FIN-APEH@miamidade.gov

Supplier Maintenance

FIN-APSM@miamidade.gov

Important Dates

2026 Forms are due Monday, September 22, 2025

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

- Accounts Payable Wire Transfer Authorized Signatures Form
- Accounts Payable Travel Authorized Signatures Form
- Accounts Payable Liaisons Form
- Accounts Payable Purchasing and Travel Card Liaisons Form
- Accounts Payable Travel Liaisons Form
- Accounts Payable Director Delegation – Mileage Reimbursements

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

Important Dates

- **Friday, Sept 12** – Stop Payments/Cancellations, Affidavits & documentation need to be submitted to Special Services
- **Friday, Sept 19** – Last day for Departments to approve TERs for FY25
- **Friday, Sept 19** - Last day for Departments to “Verify” p-card transactions charged up to September 4th
- **Monday, September 22** - Single Payment Vouchers including reissues need to be fully approved at department level
- **Wednesday, Sept 24** – Last day to drop FY25 interface files. FY26 files can be submitted beginning Monday, Oct 6th
- **Thursday, Sept 25** (Noon) – Cutoff for construction invoices to be received by FIN Construction group
- **Tuesday, Sept 30** (Noon) – Cutoff for scanning all FYE 2025 invoices *no need to hold submission of invoices after cut-off **Suppliers should be submitting invoices directly**
- **Wednesday, Oct 1** (5:00PM) – Cutoff for Departments to create receipts
- **Thursday, Oct 2** (Noon) – Cutoff for final approval of Payment Requests, PO invoices, adjustment vouchers (credit memos) and wires/ACH Debits by Departments
- **Saturday, Oct 4** – PO Rollover Process begins(INFORMS Team)
- **Wednesday, Oct 8** (Noon) – Cutoff to approve Journal Vouchers by Departments
- **Friday, Oct 10** (9:00PM) – Cutoff for Accrual GL Journal Entries
- **Monday, Oct 20** – FY 25 Reports available for Self Service

Indicating Old vs New Year

- During the time of October 1 – 3, Departments **should suspend processing invoices for the new year (2026)** and focus on getting as much of FYE 2025 items processed to avoid accruals.
- Finance Shared Services will be processing all invoices that meet the September 30th deadline. Invoices received after the cutoff will be held until AP finishes processing FYE 2025 on October 3rd.
- Departments must identify any emergency invoice that must be processed for FY 2026 between October 1st and October 3rd.
 - Indicate in Comments in addition to emails to appropriate groups
 - At the end of the Invoice Description add the fiscal year - FY2026
- AP will be changing the Accounting Date for FY25 invoices between Oct 1 – Oct 3.
- FY 25 invoices that are not scanned by September 30th or approved by the department by October 2nd at noon, must 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 2nd 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 re-organizing departments which must be re-processed and associated to the newly created POs under the new financial structure.**

Indicating Old vs New Year

Payment Request

Payment Request

Summary InformationSupplier InformationInvoice DetailsReview and

ExitSave

Summary Information - Step 1 of 4

Instructions ?
Business Unit
Request ID

Invoice Number
Invoice Received Date 07/21/2025
Invoice Date 03/02/2021

☐ Retainage Release
Entered By
Entered Datetime 07/21/2025 2:12PM
Payment Handling RE

Payment Message
Description
Cost Sub-Total
Misc Charge Amount
Freight Amount

Attachments (0)
Captive Payment Requests
PO ID

Total Amount
Notes/Comments
254 characters remaining

Currency USD

ExitSave for LaterNext

Accounts Payable Accruals

- The deadline to submit AP Accruals via GL Journal entry is **Friday, October 10th** . 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 FY25. 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 10/6/2025 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 10/1/2025.

AP Journal Vouchers

- After AP closes, until the deadline for FY 2025 journal vouchers (10/6 – noon 10/8), 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.

AP Wires

- Wires sent from 10/1 to 10/3 (New Year) cannot be recorded in INFORMS until Monday Oct 6th.

Outsourcing of Check Printing Process to Wells Fargo

REMINDER

- The printing and mailing of the GOA and SSC checks has been outsourced to our banking institution Wells Fargo. Central Finance AP runs the check payment cycles and sends the check files directly to Wells Fargo for Wells Fargo to print and mail the checks from their out of state location. Once a 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 on site (In-House) by Finance. 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. The name and phone number of the department staff picking up the check must be added in the Comments section of the Payment Request 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**

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 **Friday, September 12th**.
- Single Payment Vouchers including reissues need to be fully approved at department level by **Monday, September 22nd**.
- Please email all supporting documentation to: **(FIN) SSC Group**
 - fin-sscg@miamidade.gov

TRAVEL



Travel General Information

- 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 (August 11, 2025) 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 2025 County Travel Expense Reports (ERs) need to be fully approved by Friday, September 19, 2025.**
- 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 2025 notation on Travel Request Form (TRF) and/or on Travel Expense Reports (ER) if “old year” expense (FY 2025) or “new year” expense (FY 2026), for proper posting of expenditure. The W-9 is required to process any reimbursement for non-county employees.
- Travels in FY25 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 – Coming Soon

- New Non-Travel Liaison Role – A new role has been established in the Travel and Expense Module for use with non-travel related employee reimbursements.
 - Look out for an INFORMS Gram that will provide the new security form, more information on workflows, and go-live date!
 - Non-Travel Expense Report Workflows will ADD this role to the existing workflow.

Travel Policy & Procedures UPDATES

- An updated version of the Travel Policy and Procedures was released **August of 2024.**
- Changes to the policy made with the last 2 updates:
 - Apple Pay is not allowed as a payment method.
 - 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

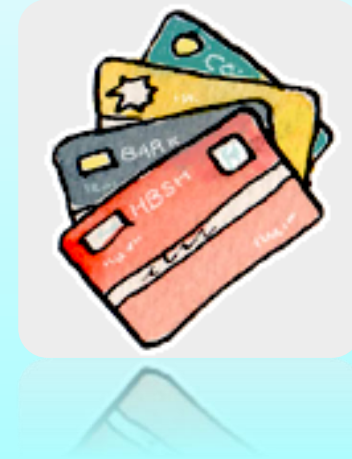
- Travel (Cash) Advances: The box MUST be checked in the Travel Authorization.
- Conference hotel exceeding the daily maximum – The allowable lodging rate may be exceeded if proof of conference hotel location is attached to the travel request. If lodging is not at a conference hotel and exceeds the maximum 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

- 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

- As of October 1, 2025 the Administration portion of the P-Card program is managed by the Internal Compliance Department, except for BCC and Constitutional Offices, which is still managed by Comptroller Finance.

- P-Card Email groups:

- For p-card policy related inquiries, account requests, cancellations, INFOMRS roles , proxy assignation requests and overrides please email (ICD) P-CardAdmin at icd-pcadmin@miamidade.gov

- BCC and Cos ONLY – email (COC) P-CardAdmin at pcadmin@miamidadeclerk.gov

- For **reconciliation related inquiries** please email (FIN) P-Card Reconciliations at fin-pcardrecon@miamidade.gov

P-Card Important Dates




- **September 4, 2025** is the last statement posted to INFORMS for FY25.
- **September 19, 2025** is the deadline for departments to update transactions to 'verified' status which will be closed and posted to FY 25.
 - Any transactions that are rejected and not re-verified by the deadline will need to be accrued as they will not post into FY25.
- Transactions in 'initial' and 'staged' status as of **COB September 19, 2025** will be posted to FY 2026. *These should be accrued via GL Journal*
- **October 8, 2025**, noon, is the deadline for departments to approve Journal Vouchers (JVs).
- **Unreconciled transactions dated 9/4 and prior**, should be accrued to the respective department and fund and reversed in FY 26. Debit the department expense chartfields, and CREDIT the below structure:

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

- **Transactions dated 9/5 – 9/30** should be accrued via GL Journal entry by **October 10**. All accruals must be reversed in FY26.
 - Transactions on the October statement (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, 2025 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 FY25 is closed.

P-Card Security

- P-Card roles are assigned to users upon requests from the Department by completing the INFORMS security form, found in the link below:
- <https://www.miamidade.gov/technology/library/informs/security-form-solely-p-card-roles.pdf>
- The Department p-card Reconciler role must be assigned to ALL new cardholders.
- 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 ALL Cardholders (Do NOT Complete section below) 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 ALL Cardholders (Do NOT Complete section below) 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 ALL Cardholders (Do NOT Complete section below) 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 your P-Card Administrator 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