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 Form]

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)
• 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

<table>
<thead>
<tr>
<th>Line 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Description:</td>
<td>Registrations (2 at $250.00 each)</td>
</tr>
<tr>
<td>Speed Chart:</td>
<td>07053</td>
</tr>
<tr>
<td>Account #:</td>
<td>727110</td>
</tr>
<tr>
<td>Dept:</td>
<td>HHS-Exercise Sci &amp; Sport Mgmt</td>
</tr>
<tr>
<td>Name:</td>
<td>0th Oper Exp - Registration</td>
</tr>
<tr>
<td>Amount:</td>
<td>$500.00</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

- 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.)*

<table>
<thead>
<tr>
<th>Dept. Approver</th>
<th>Fiscal Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Tillman</td>
<td>Sandra Parr</td>
</tr>
</tbody>
</table>

* 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.