

RE: P-Cards

Fagan D. Stackhouse

Thu 10/18, 4:54 PM

All:

While focusing on the PCard process I ask that the following process be followed by all of you in the HR Department:

When a clarification is needed on whether to use the P-Card for purchasing an item or service, please contact Mina to get assistance in determining if the P-Card should be used. Mina will contact the HR Department Director (Fagan) and then if we are unable to make a decision, she will contact the Contracts and Procurement P-Card Administrator to determine if the purchase or service can be made using the P-Card. **We strongly request that you do not contact the Contracts and Procurement Department.** In Mina's absence, the Manager of the respective functional area should contact the HR Department Director.

Thanks and I hope that this helps us as we use the P-Card in the future.

Fagan

We thank you in advance for completing a confidential and voluntary brief survey (4 questions) about the customer service experience you received today. To access this survey, please click on <https://www.surveymonkey.com/r/HRCService>

Fagan Stackhouse, IPMA-SCP, SHRM-SCP
Chief Human Resources Officer
Charleston County Government
4045 Bridge View Drive
North Charleston, SC 29405
843-958-4710
843-958-4720 fax
fstackhouse@charlestoncounty.org