

DATE: January 14, 2025

TO: Agency Addressed (No. 21, 2025-2026)

FROM: Renée Hermeling, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: REVISED - WORKS KICKOFF TO FLORIDA PLANNING, ACCOUNTING,  
AND LEDGER MANAGEMENT (FLORIDA PALM) PURCHASING CARD  
ADMINISTRATOR WORKSHOPS

Due to circumstances beyond our control, the location of this event has changed. The Workshops will be held in the **Florida Lottery's Powerball Conference Room, located at 250 Marriot Drive, Tallahassee, FL 32301**.

The Department of Financial Services, Bureau of Auditing is pleased to announce workshops for agency Purchasing Card Administrators. The purpose is to build awareness and understanding of changes to Works due to remediation, changes for Works users, and how to prepare for transition to Florida PALM. This workshop is available for all Agency Purchasing Card Administrators, and one additional optional guest per agency who is directly involved in or responsible for the agency's transition from Florida Accounting Information Resource to Florida PALM, such as the Florida PALM CCN Agency Liaison or Business Liaison.

These two-hour workshop sessions will be held in-person on January 22, 2026. Two identical sessions will be available to accommodate the number of attendees. The presentation will be made available for those that are unable to attend in-person, and for agencies for which their headquarters are outside of Tallahassee. Registration is available in the People First Learning Management System (LMS). State employees may follow the steps below to view and register for available classes:

1. Log into People First.
2. Click on the Talent Management tile.
3. Select Learning from the dropdown menu at the top left next to the Home icon.
4. Using the Find Learning tile, search for the PCard Workshop. The search box or browse all Courses link may be used.
5. Scroll to find the appropriate class title and select to view.
6. Click on See All Classes to view available dates. Select the date of your choice.
7. To Register, click the Register button at the top right of the page.

For questions regarding registration, please contact the Bureau of Auditing's Enterprise Purchasing Card Administrators Team at [PCardReporting@MyFloridaCFO.com](mailto:PCardReporting@MyFloridaCFO.com).