



The P-Card Digest

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Letter from the Procurement Card Team:

Welcome To the First Issue of the P-Card Digest. Each quarter, the digest will cover various topics relating to the Procurement Card Program. The digest will be beneficial to those already active in the Procurement Card Program, but it may encourage the participation of those currently not involved in the program. We welcome any feedback you may have about this digest or any other Procurement Card Issue.

Enjoy!

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Just To Mention

We will post here recent news and announcements pertaining to the P-Card procedures, policies and initiatives. Key policy and procedure changes will also be communicated to the University community via targeted email messages.

View Procurement Card Policies and Procedures @ www.uah.edu/admin/bussvcs/pcard.html

The Quick Reference Guide contains a list of what is 'allowed' and 'not allowed' to be purchased with the P-Card.

When you don't know which way to turn, we're here to point you in the right direction.

*For contact information, please see **Program Contacts** below.*

"When you don't know which way to turn, we're here to point you in the right direction."

<p>Program Contacts: Suzanne Penn-- Program Manager, x6687, sip0001@uah.edu Demetrice Mitchell-- Program Site Coordinator, x1863, mitched@uah.edu Printess Pickens-- Program Coordinator, x6515, pp0001t@uah.edu</p>

What Is A P-Card?

By Suzanne Penn

The P-Card is designed to simplify the procurement of goods and services costing up to \$1999.99. To take advantage of this program requires only that previously existing guidelines for the purchase continues to be followed, that purchases further the business of the University, that purchases are authorized by the department head or budget manager, that complete and accurate documentation of purchases be maintained and reconciled to the monthly statement, and that the purchases are made from contracted suppliers when possible.

“Eliminates the need to use personal funds and obtain reimbursements”

Benefits to the Cardholder:

- Eliminates the need to use personal funds and obtain reimbursements
- Provides convenience and flexibility
- Allows the purchaser to obtain goods faster than conventional methods
- Eliminates the need to enter a Banner requisition

How the P-Card Works:

- Each department has a person who is responsible for the coordination of their internal program, the Approving Official, usually the department head or budget manager. The Approving Official decides who the Cardholder(s) will be.
- The Cardholder makes the purchases, following the program guidelines and provides the purchase receipts for each purchase to the Reconciler.
- The Procurement Card Administrator delegates authority to a designated individual, the Reconciler, who will be responsible to make sure that all transactions are reviewed in the WORKS Management Software System. Reconcilers also maintain P-Card receipts for the transactions and must be filed for audit purposes.



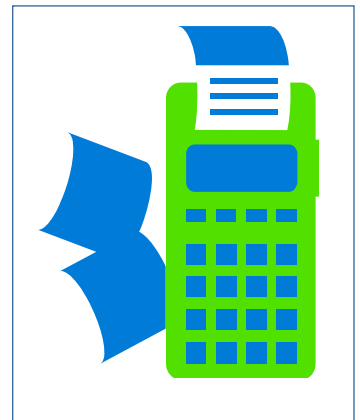
Eliminates the need for Petty Cash

Merchant Category Codes

By Demetrice Mitchell

Before implementation and issuance of the cards, the University has set up allowable groups of MCC (Merchant Category Codes) codes for our P-Cards with Bank of America. Unfortunately, we have no way of knowing the MCC codes for ALL our allowable vendors. Sometimes when a transaction is declined, it is because the merchant entered incorrect data in the universal bankcard system for the processing of their payment for the sale of goods and services. When these situations occur, call us, and we will work through the problem with you.

If you have any questions about MCC codes, fraud, or anything about the program, please do not hesitate to contact us.



Be Sure To Keep Track of Receipts

Me, Audited???

Each month when we receive your procurement card packets, we audit them for compliance. We have a checklist we use to make sure that we are checking each statement for compliance with the Procurement Card Policy.

The list includes:

1. Valid Approval signature on the monthly statement.
2. No repetitive purchases to get around the credit card limit.
3. No splitting charges to get around the dollar or transaction limit.
4. All charges allocated and appropriate transaction notes.
5. No personal charges.
6. Any questionable items?
7. All original receipts (or Missing Receipt Form) attached.
8. If Cardholder states charge will be disputed, note dispute on statement.

*“No personal charges
allowed with the P-Card”*

Making a P-Card Purchase

1. **Shop and Compare Prices:**

P-Cards provide convenience to Cardholders, but that does not mean higher prices need to be paid. Proper planning allows for more time to compare prices among vendors and getting their best deal. Customer service and the availability of products need to be factored in when comparing prices.

2. **Combine Orders Whenever Possible:**

Some vendors offer instant rebates for orders over certain amounts.

3. **Limit Trips to Stores:**

In Store visits to places like Staples is not recommended. It is easier for the Cardholder to utilize the Staples *website* to order basic office supplies.

4. **Quality and Quantity:**

Think about what items are ordered repetitively and work out a schedule so there are less emergency orders.



Top 5 Reasons a P-Card Transaction is Declined

1. Not enough money on the P-Card
2. Exceeds the Transaction/Monthly Limits
3. Purchasing items that are blocked by Procurement Services
4. Unauthorized Use
5. P-Card has expired

HINTS, TIPS, AND REMINDERS

By Printess Pickens

In **Filling out a P-Card application?**

Remember to get the appropriate signatures.

There should be (3) – the Cardholder, the

Approving Official, and the

Budget Manager/Dean/Department Head.

Ordering Online? To protect yourself against fraud, do not save your profile online. Sign on as a guest or remove your business profile once your purchase has been made.

Never put your entire P-Card number in an email. If you need to verify your number, just use the last 4 numbers.

Need to buy something over your limit?

Follow these simple steps:

- Be sure to seek the request for increase before placing the order.

- Email your approving official, or budget manager, explaining your need for an increase. Include the item, cost, and the vendor in the email.
- When permission is granted, forward the email to the Program Administrator.

Staples Office Supply Contract. Just a reminder, the University has an office supply contract with Staples. P-Card purchases made from any other office supply source should contain an explanation of the purchase in the transaction notes.

