



# The P-Card Digest

April 2013  
Volume 3 Issue 1

University of Alabama-Huntsville, 301 Sparkman Dr., Huntsville, AL 35899 <http://www.uah.edu/business-services> Pcard@uah.edu

### Letter from the Procurement Card Team:

Welcome to this Issue of the P-Card Digest. Each year, 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

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

View Procurement Card Policies and Procedures Manual @ [www.uah.edu/business-services/faculty-staff/p-card-services/about](http://www.uah.edu/business-services/faculty-staff/p-card-services/about)

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

- ✓ Computers, Ipads, Tablets, and other Wireless Devices are not allowed on the Procurement Card. (See: <http://www.uah.edu/business-services/faculty-staff/open-bid-information> )
- ✓ Equipment (\$500 or more) is not allowed on the Procurement Card

When you don't know which way to turn, we're here to point you in the right direction. For your convenience refresher Training Classes are now available. Departments who are interested in participating should send an email to [pcard@uah.edu](mailto:pcard@uah.edu) for more information. Training is scheduled on an individual basis upon participation in the program.

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

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

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<b>Program Contacts:</b>	Demetrice Mitchell--Sr. P-Card Site Coordinator, x1863, <a href="mailto:mitched@uah.edu">mitched@uah.edu</a> Printess Pickens----Program Coordinator, x6515, <a href="mailto:pp0001t@uah.edu">pp0001t@uah.edu</a>
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## Cardholder Tips



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*“Be suspicious of emails requesting account information”*

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### **What do I need to do before I travel internationally so I can use my Visa P-Card?**

- Complete the required Purchase Request relating to travel.
- Notify Bank of America (1-888-449-2273) of countries you’ll be traveling to and the dates you’ll be traveling on before you leave.
- Verify the available monthly amount on your Procurement Card to insure that you have enough credit for the anticipated charges.
- Email Procurement Card Team if a temporary increase is required.
- Maintain itemized receipts while on travel.

### **What do I need to do before I use my Visa P-Card to make international purchases?**

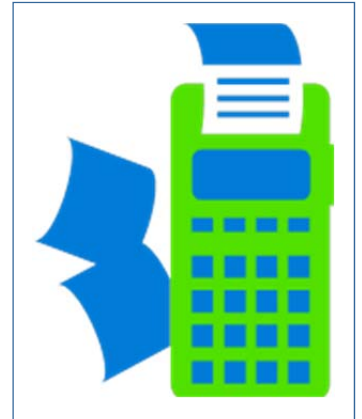
- Notify Bank of America (1-888-449-2273) of the anticipated vendor.
- Maintain itemized receipt.



## Cardholder Responsibilities

When utilizing the P-Card, please keep in mind that although it is **not** your personal Visa Card, you should take the responsibility to manage your transactions and balances as you would your own account. The following points may prove useful:

- Check the Authorization Log in WORKS for current balances and transactions
- Be sure to keep your receipts
- Verify the vendor to make sure they are legit, especially online
- Check the P-card Unallowable list prior to purchasing
- Communicate frequently with your department's reconciler



## Cardholder Security

The P-Card is a VISA credit card provided by Bank of America and UAH. It is the cardholder's responsibility to insure that P-Card is not compromised due to theft, loss, or fraudulent use. Here are some helpful tips to make sure your P-Card is secure:

- Keep the P-Card in a secure and safe place at all times
- Review your transaction history in WORKS frequently
- Be sure to thoroughly check the website host when ordering online
- Keep the card number confidential

\*\*Top 3 RECONCILERS OF THE YEAR\*\*

1. **Tammy Thorton (OIPS)**
2. **Theresa Shelton (Facilities)**
3. **Annie Harris (Engineering)**

