

Purchasing Podium

Informational updates to Purchasing, PCard, and PCard Travel policies & procedures

Volume 1, Issue 2
November 19, 2007

Detailed Information,
Training, and FAQs is
Available Online:

Purchasing

<http://purchasing.uncg.edu>

PCard

<http://purchasing.uncg.edu/pcard>

Travel

<http://purchasing.uncg.edu/travel>

Purchasing Contacts

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PCard Information

Need PCard Help?

A PCard Open Session is scheduled for Tuesday, November 27th from 8 AM to 11 AM.

Whether you're in need of a refresher or you need help with the Travel Module—we're here to help!

Please **sign up** at <http://utlc.uncg.edu/workshops>

so we can be prepared with computers and appropriate staff.

Bring your work with you! Gather your receipts, travel information, etc. and we'll help you reconcile your PCard charges during the session.

Need PCard Training?

Training is available the week of November 26th.

For the convenience of our cardholders, regular and travel PCard training will now be done together!

Coordinator Training:

Weds., Nov. 28, 10AM-3PM
(with an hour lunch break)

Cardholder Training:

Thurs., Nov. 29, 1PM-3PM

1100 W. Market St, 2nd
Floor Training Room

Sign up at <http://utlc.uncg.edu/workshops>.

Don't Forget the Monthly Transaction Report!

Once all the transactions have been reconciled for the month, *you must print off a complete monthly transaction report for each cardholder* that had charges on their PCard.

To access the monthly report in PCWS, click PCard> Reports> Trans Approval. Select the statement end date (Month/25/Year) from the list. Attach the receipts in order and obtain all signatures.

New Operations/Risk Manager

We are pleased to announce the appointment of **Caroline Morrow** as the new Operations/Risk Manager. She can assist with vehicle, student/intern liability, clinical/non-clinical, leased equipment, building & content insurance, and many other types of insurance! Call 4-3005 for information.

New State Contract for Electric Cars

Term Contract 070N for Neighborhood Electric Vehicles has been added to the State Contract. These vehicles are battery operated and are "street legal" for use on roads with a posted speed limit of 35 MPH or less.

Two contractors, Carolina Industrial Equipment Inc. and Ilderton Dodge, Chrysler, Jeep should be contacted for specific vendor-related

questions.

This contract covers the State's normal requirements of the vehicles described in the contract for the period of November 1, 2007 to October 31, 2008.

All vehicles listed in the contract meet FMVSS 500 and the NC General Statute 20-4.01.

Visit www.doa.state.nc.us/PandC for complete details.

Wanna Contribute?

Do you have an idea for a Purchasing Podium topic?

Share your ideas with us and we'll share them with others! Your contribution could be featured in the next issue!

Email slroger2@uncg.edu