

# Purchasing Podium

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

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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>

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## Purchasing News

### Thank You PCard Mentors!

On behalf of Business Services and Purchasing, we would like to say 'Thank You!' to the individuals who have served as a PCard Mentors for the time Michelle Larsen, PCard Manager, was out for back surgery.

Additionally, we appreciate Michelle Griffin, Alice Harward, Lynette Parrish, Jennie Prince, Cathy Rogers, Neil Shepherd, and Cathy Vang for participating in a newly formed PCard focus group.

### Having Trouble Finding a Vendor in FTIIDEN?

*Remember these search techniques when looking up a vendor:*

- Use your wildcards (%) before and after your query
- Query on a unique part of the vendor name, if possible
- Search both '&' and 'and' when looking for a company such as 'M&M Candies'
- If unsure whether there are spaces, put a wildcard (%) in its place.

### The State Division of Purchase and Contract Website is Updated

The URL for the State Division of Purchase and Contract remains at [www.ncpandc.gov](http://www.ncpandc.gov), but the site has a totally new look!



The state term contract can be accessed by clicking 'Term Contracts' on the left menu.

## Changes to Meal Per Diems in PCWS

We have inactivated the expense category entitled 'Meals Per Diem-Non Employee' and created two new categories: 'Meals Per Diem-Non Employee-In State' and 'Meals Per Diem-Non Employee-Out of State'. These two have the same Banner account number, but the dinner rate is different—it is \$19.00 for out of state, and \$16.75 for in state.

### Helpful PCard Travel Tip

*If a PCard expense is travel related, it must have a TR number assigned to it—not a PC number.*

Additionally, the expense is either entered in the order log (PC) or a trip (TR) line item—not both! If travel

items are entered into the order log of PCWS and the 'Match Order' button is clicked, the system will automatically assign the PC number instead of the travel (TR) line item, which is selected manually.

Consult the Coordinator's Guide to PCWS Travel for detailed information.

Purchasing  
and  
Business Services  
would like to  
take this  
opportunity to  
thank you  
and to  
wish you  
Happy Holidays!