

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>

Compliance

<http://bsv.uncg.edu/compliance>

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Purchasing News

Revised PCard User's Guide

The PCard User's Guide has been updated recently and is available on-line at <http://purchasing.uncg.edu/PCard>.

Changes to the PCard User's Guide include links to new forms, websites, allowable and unallowable purchases, and revisions to rules and regulations.

Please make sure you review the guide and replace your existing copy with the new one dated 1/8/2008.

PCard Compliance

PCard compliance reviews are conducted regularly to enhance the understanding of and compliance with PCard policies and procedures.

Visit the new PCard Compliance website at <http://bsv.uncg.edu/compliance> to acquaint yourself with what's expected of your office should you be chosen for an audit. Step-by-step compliance review process, frequently asked questions, and common recurring problems are among some of the topics outlined.

PCWS Enhancements

We have implemented a few changes in PCWS:

1. When the done button is pressed you now have the option of selecting which statement date to print instead of automatically printing recent reconciled items.
2. Cardholder names in the order log are now in alphabetical order by first name.
3. Split coding of funds for meal per diems has been corrected.

Introducing Spartan Swap!



Business Services is pleased to announce the implementation of **Spartan Swap**! With Spartan Swap you can list items your department is looking for or items your department no longer needs. The site is entirely user-maintained, giving you the power to add or delete campus-wide listings for items as you procure them or give them to members of UNCG's staff and faculty. Take a look! Go to <http://bsv.uncg.edu>—the link is on the right hand side.

Purchasing Offices are Moving Temporarily!

Offices on the 2nd floor of 1100 West Market Street are being renovated beginning January 17th so Purchasing, PCard, and Business Services Technology will be relocating to 915 North-ridge.

All telephone and fax numbers will remain the same, however, communication may be limited during the move—Wednesday, January 16th through Friday, January 18th. We apologize for any inconvenience this may cause.

We hope to be back at 1100 West Market Street by the end of February.

