

Purchasing Podium

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

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PCard Updates & Reminders

Detailed Information, Training, and FAQs is Available Online:

Purchasing

<http://purchasing.uncg.edu>

PCard

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

Compliance

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

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Gift Card Policy Reminders

The PCard Compliance office continues to find issues with the purchases of gift cards. **BEFORE** purchasing gift cards, please be sure to review and adhere to the policy found at <http://purchasing.uncg.edu/giftcardpolicy.html>.

Note the following:

- The 5 W's (who, what, where, when, why) must be put in PCWS on ALL gift card purchases.
- When gift cards are for anonymous recipients, the name of the PI or person holding the list must be included in PCWS and on the gift card paperwork.
- All gift card purchase disbursement logs are subject to review by the auditors.
- Gift card amounts over \$50.00 must have the approval of a Vice Chancellor or the Chancellor **BEFORE** purchasing.

PCard Offenses & Disciplinary Actions to Change July 1, 2008

Beginning July 1, 2008, the PCard Compliance Office will be handling all disciplinary actions related to PCard offenses.

A list of common PCard offenses/infractions and the disciplinary actions taken for first, second, and third offenses is part of the revised PCard User's Guide available at <http://purchasing.uncg.edu/pcard>.

In an effort to keep the PCard User's Guide current, it has been revamped and split out into individual sections. As changes are made to these sections, the change date will be added and you will be notified to update your guide.

PCard Packet Additional Reviewer

Who's signing off on your PCard Packet? Does it matter?

Yes, it does!

Make sure the person you have signing off on your monthly PCard packets is reviewing the transactions—not just signing! He/she can be held accountable for any fraudulent or inappropriate expenditures contained in the packet.

PCard Fiscal Year End Deadlines

Wednesday, June 25, 2008:
Last day of statement for fiscal year 08 - any transactions that post to accounts on this day will be imported into PCWS on June 26.

Thursday, June 26, 2008:
New PCard statement period begins. Any transactions made from this date forward will be debited against the fiscal year 09 budget.

Friday, June 27, 2008, 5 PM
Deadline for uploading PCard transactions into Banner for fiscal year 08 - no exceptions. Any transactions not yet posted to the PCard or reconciled after this business day will be debited from fiscal year 09.

Year End Cut-offs are Near

Please allow ample time to purchase and receive your FY 08 goods and services. In order to have them paid from this fiscal year's funds, you must have possession of the items, receiving entered and an invoice in Accounts Payable by close of business on June 18, 2008. Accounting Services is going to use June 18, 2008 as the single cut off date for Accounts Payable for FY2008. Therefore if an invoice makes it to Accounts Payable by 5pm on June 18, 2008 and the invoice matches the PO (if applicable) and receiving is completed (if required) then the invoice will be paid in FY2008. If the invoice goes to Accounts Payable after June 18, 2008 every effort will be made to get it paid (with priority going to state funded expenditures) but it cannot be guaranteed that payment will be made in FY2008. The same June 18, 2008 cut off will apply to TRV-1 forms, BAN-FIN 32s, CPS and Honorarium forms, and interdepartmental invoices. If you are unsure about a purchase, please contact anyone in the Purchasing Office.

The UNCG Marketplace: One Stop Shopping!



Need to configure a new Dell computer? An Apple computer? Or buy supplies from CDW or Staples? **Links to these sites and more are all in one place for you!** Go to: <http://purchasing.uncg.edu/marketplace> directly, or visit Purchasing's home page, and click on the Marketplace link on the right.

Service Agreement Purchase Reminder...

Service agreements and maintenance agreements for office equipment are to be paid with a requisition—not the PCard or BanFin32. This more formal method of payment will result in the only one payment record source to be traced when service is needed. This is especially important if the vendor ever issues more than one invoice for the same period of service or if there are payment questions.