

# 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>

Compliance

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

## Contacts

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## PCard Updates & Reminders

### Travel Training Now Available Online

*Didn't get a chance to attend the travel training? Well now you can, at your convenience!*

Existing PCard cardholders can now add travel to their PCard by following these steps:

1. Complete and return a signed PCard Request/Change form requesting that your card be changed to include travel (Note: PCard cardholders and PCard coordinators have separate applications.)
2. 'Attend' the online travel training
3. Take an online travel test and score 90% or better (9 out of 10 questions correct).

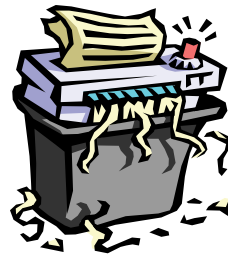
Access to the forms, training, and quiz is on our website at <http://purchasing.uncg.edu/travel>.

### PCard Card Numbers Must Be Removed From Receipts and Other Documentation

*Believe it or not, vendors are still putting complete PCard card numbers on receipts, paid invoices and other documents!*

Please do your part in preventing card numbers from getting into the wrong hands by blacking the numbers out on all documents before putting them into your monthly packet or forwarding them to others.

If you are not keeping the document, shred it.



### Welcome to Patrick Jones! Our BSV Systems Technician

We are pleased to announce the appointment of Patrick Jones as Business Services Systems Technician.

Patrick will be responsible for the maintenance and troubleshooting of our PCard Web Solution (PCWS) software program, training of PCard cardholders and coordinators, bank imports and transaction exports into Banner, as well as providing technical support to others served by Business Services Technology.

Please continue to contact the following individuals, based on your PCard need, until advised otherwise:

Sandy Rogerson—PCWS software and general PCard questions

Elaine Ayers—Purchasing policy questions

Gay McDonald—PCard compliance questions/issues

## Purchasing a Dell?

Important new instructions on how to purchase a Dell computer:

To configure and order your new Dell, please go to the new Dell Premier log in page at [www.premier.dell.com](http://www.premier.dell.com).

After you configure your new computer, you may check out directly using your PCard (preferred for purchases under \$2500) or, for orders exceeding \$2500, save the e-quote and enter a requisition into Banner, using the e-quote number as a reference.

If you do not have access to the check out option, please contact [Kevin\\_Latimer@uncg.edu](mailto:Kevin_Latimer@uncg.edu).

## Purchasing and PCard Training is Available in May

### PCard Cardholder Training

Thurs, May 8th, 9 to 11 AM

### PCard Coordinator Training

Thurs, May 8th, 1 to 3 PM

### Banner Finance Purchasing/ Requisition Training

Tues, May 13, 1 to 4 PM

Go to <http://utlc.uncg.edu> to sign up and get location details.