

Purchasing Podium

Informational updates to Purchasing, PCard, and PCard Compliance 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>

PCard Compliance

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

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PCard Updates & Information

Missing Receipts A Big Issue for PCard Compliance!

The fact that you need to have a receipt for all PCard purchases is not anything new. However, there is a change in how missing receipts will be handled.

The paper Missing Receipt form will no longer be acceptable to use in place of a vendor's receipt. It is the cardholder's responsibility to get a receipt from the vendor for every purchase made using a PCard.

What if you forget to get or print off a receipt?

Contact the vendor by phone, email, or in-person and ask that a receipt be mailed, faxed, or emailed to you. If your order was made online, you should be able to go back to the site and access your order information. In all cases, make notes of your attempts to

get a receipt—who you talked to, when, and what the outcome was, just in case your attempts are unsuccessful.

What if it's not a purchase, but a credit, an erroneous charge, or an 'International Transaction' fee charged from the bank?

These are the only exceptions to not having a vendor issued receipt. You must, however, go to the online missing receipt form, located at <http://web.uncg.edu/bss/MissingReceipt>, log in and complete and print the missing receipt form. This form must be placed in the PCard Packet in lieu of a vendor receipt. The PC number of the original charge (if a credit or an International Transaction fee) must be noted on the form.

What if your attempts at getting a vendor receipt fail?

You must complete the online missing receipt form (see web address above) and print a copy for the PCard Packet. Note that the disciplinary actions set forth in

the July 1, 2008 User's Guide will apply.

Missing receipts are a serious offense and will be handled as such beginning July 1, 2008.

What are International Transactions Fees?

International transactions fees are showing up more and more on your PCards and are a new fee charged by the bank for purchases made to overseas vendors. The standard fee is approximately 1% of the purchase. If you are wondering which purchase the international fee applies to, you can move the decimal point of the fee to the right 2 places. For example, if the international fee is \$1.35 and you move the decimal 2 places to the right, it'd be on a purchase of approximately \$135.00 made on or about the same day.

Please contact Patrick Jones at 334-4461 for your PCard questions

Patrick can now assist you with questions regarding PCard reconciliation, opening blocked cards due to MCC codes, troubleshooting error messages in PCWS, and other PCard related issues.

Where's My Dell?

In order to achieve a deep discount offered by Dell Premier, we have agreed to a central shipping point for all laptops, CPUs, and monitors. Most of the items ordered through the Dell Premier site are shipped directly to James Eagle at 105 Mclver. If you have purchased from the Dell Premier site lately, and believe your items have already shipped, contact James at 669-7895 or jaeagle@uncg.edu to see if he has your order.

If you plan to purchase a laptop, CPU, or monitor through the Dell Premier website, and are using your PCard, make sure to put your name and campus phone number in the "Purchase Order Number" field when checking out and finalizing your purchase. This will assist the IT team in locating the owner of the item.

Changes/Additions to PCard Forms

We are pleased to announce that most of our PCard forms are now editable online. Additionally, we have added a new form for the changing of PCard Coordinators within departments, due to termination of employment or change in job duties.

All of these form are available at <http://purchasing.uncg.edu/PCard/index2>.