



EVERYTHING PROCARD Your Purchasing Card

YEAR-END CUT-OFF INFORMATION "IT'S JUST AROUND THE CORNER"

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Year-End
Cut-Off Information

Our favorite time of year is just around the corner.... Yes, that's right... it's called Year-End!!! There are some SPECIAL DATES that you should be aware of regarding year-end and ProCard purchases.

The June billing cycle cut-off date for ProCard is June 16, 2003.

For the Norman Campus, in order to insure that the PaymentNet billing in June is reflected on the interim statements, the cut-off for making any changes to transactions on PaymentNet will be June 18, 2003. **ProCard transactions with a "Post Date" of May 17, 2003 through June 16, 2003, should be review, approved and have all accounting code changes completed by 5:00 p.m. on June 18, 2003.**

PLEASE REMEMBER!!! Any ProCard charges with a post date after June 16, 2003, WILL BE CHARGED against FY 2004 budgets.

If there are any questions regarding Norman Campus year-end cut-offs, please contact Kennecia Garrison at 325-2553.

SURVIVING PROCARD REVIEWS "IT'S EASIER THAN YOU THINK"

Your ProCard Administrator will be making departmental visits to review your ProCard files. Don't be alarmed when you get the call. Our goal is to give you all the tools you need to do the job. We'll give you tips and suggestions on how to keep your permanent records organized and what documentation you are expected to have in the files.

Remember !! Your department is the department of record and must retain this documentation for seven (7) years.

Things you should be doing:

- Have an itemized invoice or itemized receipt in file for every purchase made
- NEVER pay for an item before it ships
- Attempt to obtain competitive pricing
- ALWAYS reconcile your charges online at www.paymentnet.com
- Reduce University costs... Use your ProCard to pay for any/all allowable small dollar purchases



HINTS, TIPS AND REMINDERS



We'll give you all the tools you need to do the job...

- **Computer Purchases on ProCard:** Computer purchases ARE NOT ALLOWED to be charged on the ProCard; this specifically means a desktop system or a laptop computer. These purchases should be made utilizing the normal Purchasing channels.
- **Corporate Express Office Supply Contract:** Just a reminder that the University has an office supply contract with Corporate Express. ProCard purchases made from any other office supply store should contain an explanation of the purchase in the transaction notes box in PaymentNet.
- **Equipment Tagging Process:** If you purchase equipment over \$500 on your ProCard, it is YOUR responsibility to make sure that this equipment is tagged for inventory. Once you receive your order, complete an Equipment Inventory Add Sheet and send it to the appropriate office on your campus along with a copy of the invoice or receipt. Keep a copy of this request attached to your documentation for this purchase for auditing purposes.
- **Sales Tax Column in PaymentNet:** When you log on to PaymentNet to view the charges made on your ProCard, you will see a column called "Sales Tax Amount". DO NOT depend on the information shown in this column to be accurate! ! ! ALWAYS look at the actual receipt/invoice to determine if you have been charged sales tax.
- **Shipping: FedEx, UPS, DHL:** The University has an express package shipping agreement with Federal Express (FedEx) for use by University departments on the Norman, HSC and Tulsa campuses to ship outgoing packages. For additional details, go to the FedEx/OU shipping information page located at:
http://www.ou.edu/purchasing/home/shipping/fed_ex/OU_FedEx_main.htm
Watch the Purchasing web site for more information on upcoming similar agreements with UPS and DHL also. They are coming soon.
- **Conference Registrations:** When making conference registrations with your ProCard, make sure you keep the appropriate documentation in your file. Your documentation should show that a) the conference would not accept a purchase order, or b) early-bird discounts, AND c) conference allows for substitution of participants, and d) conference cancellation policy.
- **Departmental Cell Phones:** Make sure your cell phone bills include call detail, and pay them with your ProCard.
- **Magazine Subscriptions:** Use your ProCard to pay for magazine subscriptions; just make sure that you only subscribe for 1 year at a time



PROCARD TRAINING CALENDAR



ProCard training sessions are being held at the following campuses on the following dates: Please contact the purchasing office to enroll. Training times and locations will be provided at that time.

Norman Campus Employees

May 14, 2003

June 11, 2003

HSC Campus Employees

May 20, 2003

June 17, 2003

THE DO'S AND DON'TS OF PROCARD BUYING



**When in doubt,
ALWAYS check it out
in the Small Dollar
Purchasing Guide**

Just a Reminder of things you can and can't buy with your ProCard.....

DO:

Buy items less than \$2500

Buy EVEN equipment up to \$2,500

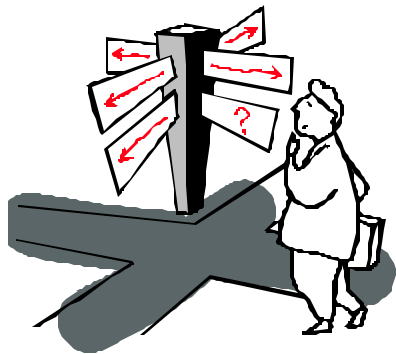
DON'T:

Don't Buy Computers

Don't pay Sales Tax

DON'T Buy Gasoline

The Small Dollar Purchasing Guide contains a more detailed list of what is "allowed" and "not allowed" to be purchased with your ProCard. You can find the Small Dollar Purchasing Guide on the Purchasing web site, located at: www.ou.edu/purchasing/home



QUESTIONS?

If you have a question, problem, or just need a helping hand, feel free to contact a member of the ProCard team, listed below:

***	Kathy Gilley (ProCard Administrator)	405/325-5081	kathy-gilley@ouhsc.edu
	Robyn Williams	405/325-5092	robyn-williams@ouhsc.edu
	Karen Bolton	405/325-3430	karen-bolton@ouhsc.edu

When you don't know which way to turn, we're here to point you in the right direction.