July 2005

ProCard Newsletter

The University of Oklahoma Purchasing Card (ProCard) program has been implemented in an effort to improve service to University departments and to provide a more efficient process for small dollar purchases.
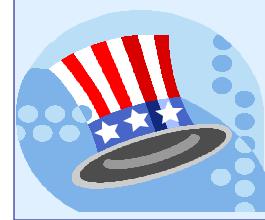
Inside this issue:

What is an Online Review?

The ProCard Team conducts monthly online reviews of ProCard purchases. This information is gathered solely from the PaymentNet system. We do not have the ability to see what was purchased, just the name of the vendor, the dollar amount and the transaction date. If any criteria seems unusual, we will email you to question the purchase. The email is not meant to imply that an infraction has occurred, rather it is intended to gather more information about the charge. Usually, the purchases fall in line with the ProCard policy and guidelines and the issue is resolved by a simple reply from the cardholder. When the purchases are not in compliance, it allows us the opportunity to inform cardholders of the guide- lines. If you receive an email questioning a ProCard purchase, please respond so that the matter can be resolved. Your cooperation is greatly appreciated.

Independence Day 2005

Tips

The ProCard Team has begun offering monthly tips for ProCard users which is available on the PaymentNet website.

The tip for this month deals with the Reference/PO field in PaymentNet. This field is usually filled with zeros and is mainly used to enter in Purchase Order numbers. However, this field is alpha- numeric and available for anyone to use.

Some people use this field to write a de- scription of the item purchased while oth- ers use it to identify who a purchase was made for. There are 30 character spaces available in this field. While it is not man- datory to use this option, it is a helpful resource.

This nation will remain the land of the free only so long as it is the home of the brave.

~Elmer Davis

Exceptions Expiring

In the past, some departments have been granted exceptions to the ProCard guidelines. Example: Paying for a service when the vendor will only accept payment via credit card. These exceptions are now being logged, numbered and tracked. Ending dates are also being assigned to exceptions so that the terms of the exception can be tracked and reevaluated at a later time. This is done to ensure that the reasons surrounding the exception are still valid.

If an exception for your department is about to expire, we will be contacting you. Responses to the enquiries stating the reasons why the exceptions are still necessary will be evaluated and, if extended, a new exception number will be forwarded to you. If you have any questions about exceptions or would like to know if your department has a exception, please email proadmin@ouhsc.edu .

Additions to the ProCard Guide

Recently, the ProCard Guide has been updated with a few new items. The ProCard Team is constantly working to include more items on this listing to make them more clearly defined for cardholders. Items added to the **YES** List include Binding, Notary Renewals, and Corporate Express payments.

Items added to the **NO** List include Greeting or Seasonal Cards, Postage Stamps and Tobacco. If ever unsure about a purchase, please email proadmin@ouhsc.edu and ask for help in determining the allow - ability of a charge. We suggest that you keep a copy of our response with your ProCard records.

Cutoff Dates

The cutoff dates for the balance of the 2005 calendar year are posted on the purchasing website. The cutoff dates detail when purchases for a particular month end and when purchases for a new month begin. If you know that you will be out of the office during a cutoff, make arrangements ahead of time for someone else in your department, who has your same type of

access, fulfill your PaymentNet responsibilities. Otherwise, contact the ProCard Team for a solution. Planning ahead cuts down on Journal Vouchers/Cost Transfers. Remember that cutoff dates are different for the HSC and Norman campuses

Corporate Express

As you may already know, the preferred method of payment for Corporate Express charges is the ProCard. Departments which have not begun paying via this method will be contacted. For any questions regarding Corporate Express setup or EWAY functions, please contact their representative Mike Ragan at (405) 943-6322. Also it should be noted that the policy for purchasing office supplies at HSC was modified in October 2003. That policy states that all office supplies not purchased from Corporate Express must be purchased with a ProCard. Recently Accounts Payable at HSC has begun sending invoices for office supplies back to the departments notifying them that the invoice must be paid with a ProCard. For more information on this policy, please review the contract information at http://www.ou.edu/purchasing/home/contracts/ce_fact_sheet_4_12_05.doc.

Department Reviews

Over the past year, we have visited nearly every department with a ProCard on all three campuses and have enjoyed meeting all of you. The departmental reviews for the Norman campus should be completed within the next few weeks. Our next round of reviews for the HSC and Tulsa campus will begin soon. You will be contacted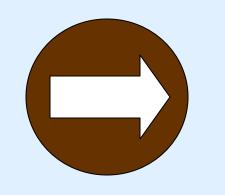 via email in August to schedule reviews for the fall semester. Hopefully, we can complete all the reviews before the winter weather begins. If you are aware of any conflicts that may arise during this time frame, please contact the ProCard Team as soon as possible to make alternate arrangements. Also, if you have any questions about what to expect for a ProCard review, please contact us as well.

New PaymentNet Icon

Some of you may have noticed a new icon on the PaymentNet website. The icon is a brown circle with a white arrow, as displayed to the right. This represents shipping or freight charges that have additional detail. Clicking on the brown circle will give you line item detail about a shipping transaction. Remember that the preferred method of payment for shipping is the ProCard.

We must be free not because we claim freedom, but because we practice it.

~William Faulkner

PROCARD

The University of Oklahoma

Purchasing Department
2750 Venture Drive
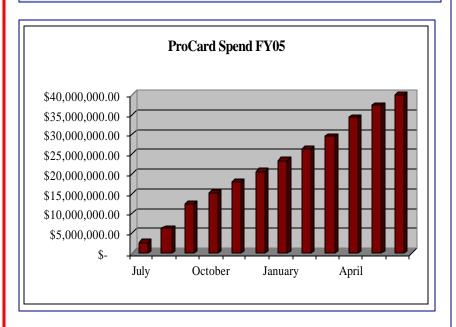Norman, OK 73069

Phone: (405) 325-2811
Fax: (405) 329-8394
E-mail: proadmin@ouhsc.edu

See what's new at
www.ou.edu/purchasing/
home/

John Adams wrote that the Fourth of July "...ought to be celebrated by pomp and parade, with shows games, sports, guns, bells, bonfires, and illuminations from one end of this continent to the other...."

ProCard Spend

Congratulations to all ProCard users! This year the total spend for the ProCard was up $8 million from last year, reaching a grand total of approximately $40 million.

ProCard Spend FY05

$40,000,000.00	
$35,000,000.00	
$30,000,000.00	
$25,000,000.00	
$20,000,000.00	
$15,000,000.00	
$10,000,000.00	
$5,000,000.00	
$-	July October January April

Training Dates

Health Sciences Center

July 13th, 2005	August 3rd, 2005	September 8th, 2005
SCB 111	SCB 111	SCB 111
1100 N. Lindsay -OKC	1100 N. Lindsay -OKC	1100 N. Lindsay -OKC

Norman Campus

July 14th, 2005	August 2nd, 2005	September 8th, 2005
8:45-10:00	8:45-10:00	1:30-2:45
OMU Sooner Room	OMU Sooner Room	OMU Sooner Room
1406 Asp Ave-Norman	1406 Asp Ave-Norman	1406 Asp Ave-Norman

Tulsa Campus

July 19th, 2005	August	September
8:45-10:00		
Room 3100	No Classes Currently Scheduled	No Classes Currently Scheduled
4502 E 41st Street -Tulsa		