

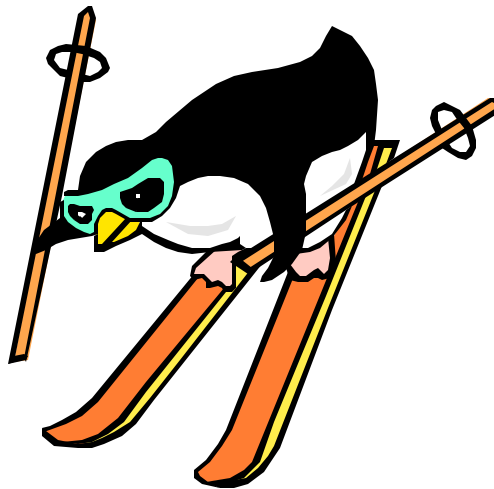
Pcard Newsletter

December 2006

Foreign Transaction Fees

Recently, MasterCard issuers like GE have started charging foreign transaction fees for credit card purchases made outside the United States. The fees occur because there is more risk involved in credit card charges that are made overseas. Issues involving incorrect conversion of currency, merchant charge backs, and outright fraud are significantly more common with foreign purchases as opposed to domestic purchases. These types of issues can be costly so GE has taken the position of passing these costs on to all cardholders with foreign transactions. As their agreement states, "We (GE) will charge a fee for each transaction that you make in a country other than the United States whether or not the transaction was in foreign currency." These fees will be 1% of the total transaction amount. Be aware that any purchases you make with your Pcard to merchants outside the US are susceptible to addi-

tional fees. This additional fee will appear in your transaction amount column and not on your physical receipt. Cardholders should make a notation on the receipt to reflect the amount that appears in SAM and indicate that the amount difference is due to the foreign fee.



Melissa Elder—Pcard Team Member

The Pcard Team has recently expanded with Melissa Elder coming on board in August. She is the proud mother of a 15 month old baby girl and lives in Norman with her husband. She is an avid Sooner fan and proud to be working at the University of Oklahoma. Her two brothers

and father are also employed with the University, so she feels as though she is carrying on the family tradition. She holds a bachelor's degree in Business Administration and looks forward to continuing her education at OU. Please join us in welcoming Melissa!

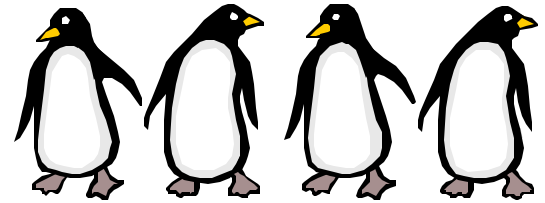
Inside this issue:

Holiday Fraud	2
New Pcard Website	2
Sam's Club	2
Inside Story	3
Departmental Reviews	3
Promotional Items	3
Purchases Not Allowed on Pcard	3
Forced Charges	3
Training Dates	4
Tips	4

Holiday Fraud

With the holiday season fast approaching, please be especially diligent in the protection of your Pcard. A few tips to help you keep your card and card number secure are listed below.

- Never leave your Pcard unattended at work. Although you may regard your workplace as a safe environment, theft can also occur at work.
- Be very careful to whom you give your Pcard number. Don't give out your account number over the phone unless you **initiate** the call and you know that the merchant is reputable.
- Never give your Pcard information out when you receive a phone call. Reputable merchants won't call you to ask for Pcard number over the phone after the order has been finalized.
- When in public, shield your Pcard number so that others around you can't copy it or capture it on a cell phone camera.
- Shred or mark out your number on any documents that display your Pcard number.



New Pcard Website Coming Soon

We are currently working on revamping the Pcard site. This new site will contain more information about the Pcard program and quick links to help you find Pcard documents. We are also working on a new feature that will allow you to schedule your departmental reviews online. Due to this change, several options on

the current page are under construction and not available for viewing. We anticipate that the new site will be up and running by Spring. Thank you for your patience.

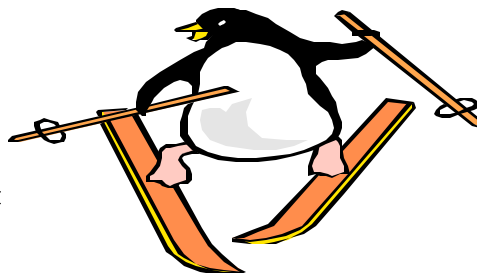
Antarctica has the coldest average annual temperatures, and the lowest temperature ever recorded on earth. -129 °F was at Vostok, Antarctica on July 21, 1983. — The Antarctic Connection

Sam's Wholesale Club Purchases

Sam's Wholesale Club, a division of Wal-Mart Stores, Inc., has recently begun accepting MasterCard. However, purchases to Sam's Club are still not allowable on the Pcard. If you would like to make a purchase to Sam's Club, you will need to submit a requisition and Purchasing

will complete the order. For more information on purchasing from Sam's Club, please contact

Craig Sisco in Purchasing at (405) 325-5261.

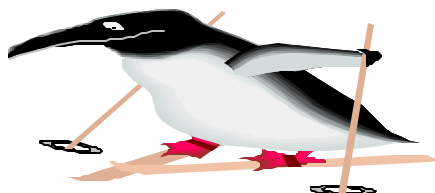




Departmental Reviews

Due to the implementation of the new GE Pcards, the departmental reviews this year will be completed on a different schedule. The departmental reviews we are currently scheduling will only cover ProCard transactions from PaymentNet. We will not be reviewing the GE transactions until the next time. However, if you have any questions about the Pcard or SAM system, we will be more than happy to address

those issues during your PaymentNet review. We have already started departmental reviews for the Norman campus and are trying to finish them by March. We will then start the HSC reviews. Reviews for Tulsa campus are being scheduled intermittently.



Promotional Items

Please remember that promotional items are not allowable Pcard charges. If you are purchasing anything to promote your area and give away to individuals, these are considered promotional items and need to be paid through Financial Services. Items that are given away,

raffled off, handed out, etc. may also be considered gifts and not allowable on the Pcard. If you question whether or not an item is considered a gift or a promotional item, please contact proadmin@ouhsc.edu.

Purchases Not Allowed on the Pcard

Spending normally increases during the holiday season but please remember, not everything that you want to purchase can be paid via the Pcard.

- Entertainment Events
- Food / Candy
- Gifts
- Greeting Cards
- Performance Tickets
- Personal Décor (décor that will not stay with the University)
- Prizes
- Seasonal Cards



Forced Charges on the Pcard

Please know that merchants have the ability to force charges and credits through on cancelled cards. For this reason, some of you may still be receiving PaymentNet reminders to reconcile. Please make sure that if you have your account number on file with any merchant that they

have updated information to reflect your new Pcard number. This is also another good reason to keep up with reconciling your Pcard accounts.

The world record for the most snow in one year is held by Mount Baker, Washington. The Mount Baker Ski Area reported 1,140 inches (95 feet) of snowfall for the 1998-99 season. - Athropolis Artic Library



The University of
Oklahoma Purchasing
Department

Pcard Administration Team
2750 Venture Drive
Norman, OK 73069

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

New User Training Dates

<u>HSC</u>	<u>Norman</u>	<u>Tulsa</u>
Wednesday, January 10 th , 2007 8:30 – 10:00 SCB, Room 111	Tuesday, January 16 th , 2007 8:30 – 10:00 OMU Sooner Room	Tuesday, January 9 th , 2007 9:30 – 11:00 Schusterman 3100
Wednesday, February 7 th , 2007 8:30 – 10:00 SCB, Room 111	Thursday, February 8 th , 2007 8:30 – 10:00 OMU Sooner Room	Tuesday, February 6 th , 2007 9:30 – 11:00 Schusterman 3100
Wednesday, March 7 th , 2007 8:30 – 10:00 SCB, Room 111	Thursday, March 8 th , 2007 8:30 – 10:00 OMU Sooner Room	Tuesday, March 6 th , 2007 9:30 – 11:00 Schusterman 3100

For all emergencies, please call the main Purchasing number at (405)325-2811. You can also call the Associate Director of Purchasing, Jean Wilson at (405) 623-4556 if you cannot reach anyone through the main line.



Tips for Pcard and SAM

Transactions in SAM are automatically displayed on a two line view. The View box appears on top of the Approve box and the Post Date is above the Transaction Date. This can occasionally cause confusion for some. If you would like to change your viewing settings, click on the Display option at the top left of the Transaction Review screen. This will change your view from double line to single line. Your information will now be displayed in alphabetical order and you will need to use the scroll bar in the middle of the screen to scroll through the information, especially to see the View box which will be located at the far right.

Have you noticed the two links at the bottom left of the SAM homepage? By using the links from the SAM homepage, you can easily start a

new email message to the Pcard Team at proadmin@ouhsc.edu or open a new window to take you to the Pcard Message Board to see the most current cutoff dates and announcements.

What is the difference between Searches, Queries and Reports in SAM? Searches allow you to search for particular charges and then return to the Transaction Review page. Queries allow you to combine all transaction and accounting information together on one line. Queries are normally exported into Excel. Reports contain preformatted transaction information and are normally exported into Adobe. If you would like more information on these topics, please email proadmin@ouhsc.edu to schedule a training session.