The University of Oklahoma Purchasing Department

Pcard Newsletter

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June 2007

Technology Purchase Review Process

Technology purchases, including software, computers and computer-related equipment or technology services for the University of Oklahoma shall be reviewed by the Information Technology (IT) departments of each campus. This process will ensure all appropriate technology policies and standards are considered for any technology purchase and will assess the technology's compatibility with the campus' technical infrastructure.

Technology purchases are usually made directly thorough the campus' central IT department. If IT is not able to provide the product or service subsequent to the IT review, departments may purchase using their departmental purchasing authority if the cost is less than $5,000. The preferred payment method for these purchases is the Pcard.

Note that the Terms and Conditions of any technology purchase must be approved by Purchasing prior to the purchase.

Before the purchase, the department must send the request to their respective campus' IT department:

- Norman Campus: E-mail requests to itstore@ou.edu, visit http://itstore.ou.edu or call 405-325-1925

- HSC-Oklahoma City Campus: Visit http://it.ouhsc.edu/purchasereview/.

- OU-Tulsa Campus: E-mail request to IT Helpdesk tulsait-helpdesk@ou.edu or call 918-660-3550, option 7 for Technology Purchases.

The IT departments will collect the information needed to complete the review. The review will be conducted according to the requirements and processes define by each campus. Utilize the contact information listed above for more information. While every effort will be made to expedite the review process, departments should understand that the time required for a review is dependant on the complexity of the product or service.

Examples of technology products and services that could be covered by this process include but are not limited to software, computers, printers, monitors, handheld devices, scanners, web design and development, technical consulting, internet domain names, SSL certificates, telephone sets, teleconferencing equipment, etc.

A study by Basex, a New York research firm, found that office distractions ate up 2.1 hours a day for the average worker. That adds up to $28 billion a year in the United States alone. Another study found that employees devoted an average of 11 minutes to a project before being distracted. Researchers Gloria Mark and Victor Gonsalez of the University of California, Irvine, found that once interrupted, it takes workers 25 minutes to return to the original task, if they return at all!

Change All Lines

When a transaction in SAM has more than one line of record, you do not have to go into each line of record to change the accounting information. To determine if you have more than one line of record, look at the number of lines associated with each transaction by observing the number listed in the Line column underneath the Authorized box. If you have more than one line and you want to change all the lines to the same accounting information, you do not need to alter those lines individually. By simply clicking on the 'Change All Lines' option in SAM, you will be able to enter the accounting information only once, then click 'Update' and all the lines of record associated with the transaction will be updated with that accounting information you entered. Please be sure that you are aware of how many lines of information you have. Many cardholders have not looked into the Lines column and only change the accounting information on the first line instead of all of the lines of the record. This can cause some difficulty during reconciliation. If you have any questions about using the function, please email proadmin@ouhsc.edu.

Merchant Surcharges

As a cardholder, you may have come across a situation where a vendor agreed to accept the Pcard as a form of payment, but also wanted to charge you a separate fee to use the card. These types of additional charges are known as surcharges and are charges that should not be accepted. MasterCard guidelines indicate that these types of surcharges can cause a merchant to be fined. If you have a situation where a merchant indicates they will add a surcharge to your transaction for using the Pcard, please do not use the Pcard for payment and report this finding to the Pcard team.

Proadmin@ou.edu

We have had many cardholders mistakenly try to email us by using the email address of proadmin@ou.edu instead of @ouhsc.edu. These emails were not reaching the Pcard team. However, with the help from IT, any emails sent to proadmin@ou.edu and proadmin@ouhsc.edu will now be delivered to the Pcard Team.
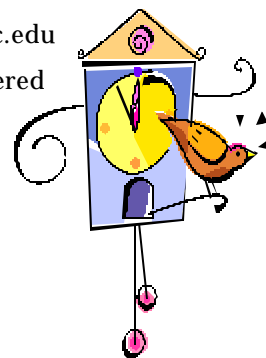
Year End Deadlines

The end of the fiscal year is just around the corner. The following year end deadlines can affect your budget:

Fiscal Year Information for Norman Campus

1. Transactions posted on or before 6-18-07 will be charged to FY 07.

2. Transactions posted after 6-18-07 will be charged to FY 08.

Fiscal Year Information for HSC Campus

1. Transactions posted prior to 7-1-07 will be charged to FY 07 budgets.

2. Transactions posted on or after 7-1-07 will be charged to FY 08 budgets.

3. For items ordered prior to 7-1-07 but with transaction dates of 7-1-07 or after, please advise General Accounting so they can change the file to reference the FY 07 budget period on the transaction.
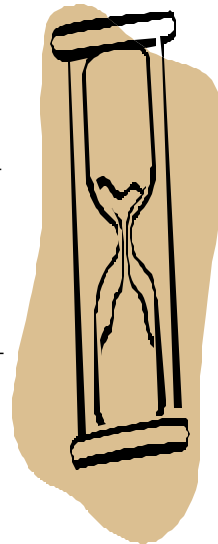
Reminder on Contracts

Unless you are authorized by the Board of Regents to sign contracts for OU (and most of us aren't), all contracts and agreements regardless of dollar value, must be reviewed and signed by the OU Purchasing Department. In most cases, Purchasing will route the contract/agreement to OU Legal Counsel for assistance. Contracts/Agreements must comply with state statutes. Therefore the Legal review and modification to the vendors approval process can be lengthy. Purchasing recommends you forward the contracts to them several days prior to when you plan to make the purchase.

Correct Address

The Pcard team has had several questions regarding what is listed as the address for a cardholder. The address we have listed is the address that you indicated on your Pcard application. If you need to know what address you listed or if you need to change your address, please email proadmin@ouhsc.edu. Remember that using an incorrect address when dealing with a merchant can often cause a decline on your card.

700,000 to 1.4 million Americans may have compulsive disorder syndrome--difficulty in throwing away anything for fear that they may need the items later.
Self Storage Association: Obsessive Compulsive Foundation

Getting rid of excess clutter would eliminate 40 percent of the housework in the average home.
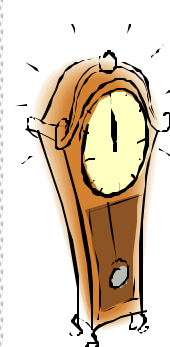*National Soap and Detergent Association*

The average American spends one year of their life looking for lost or misplaced items at home and in the office.

US News and World Report

Training Dates

| ***Norman***	***HSC***	***Tulsa***
New User OMU Sooner Room Thursday, July 19, 2007 8:30 to 10:00 a.m.	New User SCB 111 Wednesday, July 18, 2007 8:30 a.m. - 10:00 a.m.	New User Room 3110 Tuesday, July 17, 2007 9:30 - 11:00 a.m.
New User OMU Sooner Room Thursday, August 9, 2007 8:30 to 10:00 a.m.	New User SCB 111 Wednesday, August 15, 2007 8:30 a.m. - 10:00 a.m.	New User Room 3110 Tuesday, August 7, 2007 9:30 - 11:00 a.m.
New User OMU Sooner Room Thursday, September 20, 2007 8:30 to 10 :00 a.m.	New User SCB 111 Wednesday, September 18, 2007 8:30 a.m. - 10:00 a.m.	
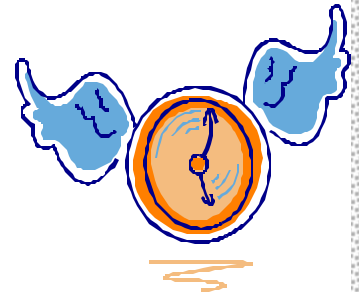
Tips

April: GE has finalized the SAM custom report for all users. The report can be accessed by going into SAM, clicking on Reports, Report Wizard, Custom Reports and then selecting the Transaction Summary report. If you have the ability to see multiple cardholders, this report will allow you to select transactions to view within a specific time frame. The report can be downloaded into Adobe, Word or Excel. If you download the report using Excel, you may have to adjust your margins or page orientation to get all of the information on one page. If you have any issues running this report, please contact the Pcard Team at proadmin@ouhsc.edu. Thank you.

May: To help keep your Pcard information secure, please make sure that you have changed your SAM password. If you have not changed your SAM password, you can do so by logging onto SAM and clicking on 'Change Password/Email'. You will need to check the box that says 'Change Password' before you can enter in any password information.

June: Pcard holders spend more money in June than they do in any other month. Please remember that most cardholders have a monthly spending limit of $25,000. That limit is valid not through the calendar month, but rather through the billing cycle. That means that your monthly spending limit will refresh on 6/19/07, not 7/1/07.