

Pcard Newsletter

*The
University of
Oklahoma
Purchasing
Department*

Conference Registrations

May 2008

The most common question that cardholders have for the Pcard Team is clarification on the guidelines for conference registrations. Remember that the first item you should look for when evaluating whether or not a conference registration can be paid for with the Pcard are the conference's payment terms. Determine whether or not the conference host will accept a Purchase Order. (Note that Purchase Order means payment after the fact.) If the host will not, then the conference is allowable to be paid for with the Pcard. If the conference host does accept purchase orders, then to pay via the Pcard you will need to



obtain three more pieces of information. The conference host must confirm to you in writing that they will 1. Offer a discount to register for the conference early, 2. That the conference host will allow for substitutions and that 3. If the conference was to be cancelled by the host for any reason, that the host would refund 100% of the registration costs. Most of this information is usually obtainable from the information provided by the conference host on the registration form. Occasionally, cardholders will need to contact the host directly to get written clarification or confirmation of their policies.

Third Party Shippers

The Pcard Guide lists freight/shipping as allowable expenses on the Pcard. However, the only vendors the University has contracts with are DHL, FedEx and UPS. Transactions for other merchants that offer shipping services like Yellow Freight, Old Dominion, Mailboxes Etc., Budget Box and Bag, UPS

Store, etc. are **NOT** permitted on the Pcard. These merchants require that you sign a separate agreement with them, which may require Purchasing and Legal review, even though they are more than likely using one of the authorized vendors to actually ship your packages.

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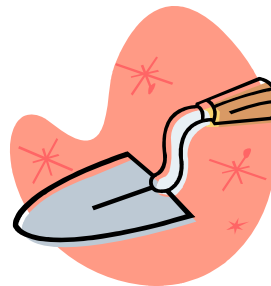
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Missing Charges in SAM

Cardholders occasionally contact the Pcard Team because transactions that they know have been placed don't appear in SAM. Transactions can be removed from a cardholder's view if their approver checks the approve box prior to the cardholder reconciling. While this is not the best method for reconciliation, it occasionally happens when an approver is attempting to approve charges. To view your charges, go into the Search option from the Transaction review screen in SAM. Three lines of information should already be pre-populated for you in

this screen. Click on the radial button to the left of the line that says "Approved Flag Like N". Then select the gray Delete button from the middle of the screen. This will remove the line of information from your view and you will be left with two lines that say "Final Mapped Flag Like N" and "Transaction Post Date in Current and +/- Account Cycle". Go to the bottom of the screen and click "Run". This will take you back to your transactions and allow you to see all of your transactions, regardless of what boxes have or have not been checked.



Keeping Records

If a department grants an employee permission to obtain a Pcard, then that department is responsible for ensuring that the records for the Pcard are maintained in their office for at least seven years. This is an OU policy and a state requirement. While it is understandable that not all departments will have the space to store their records in a convenient location, it is expected that during a Pcard review the department will have their records readily avail-

able. When scheduling a Pcard review, please feel free to confirm with the scheduler what time period will be reviewed so that the records will be convenient to access.

Did you know that there are hundreds of different types of tomatoes? Some interesting tomato names include MoneyMaker, Mortgage Lifer, Jersey Devil and Banana Legs.

Split Purchases

Splitting a purchase to circumvent the small dollar policy of \$5,000 is a serious and egregious violation of the Regent's policy. If a violation of this nature is found, a notice may be sent to the cardholder, the cardholder's approver, the cardholder's supervisor and Internal Auditing. These types of violations may result in card cancellation. When a transaction could possibly exceed the \$5,000 limit, it is

recommended that you process the transaction on a PeopleSoft requisition through Purchasing.



Office Max Information

OfficeMax is the preferred office supply vendor for the University of Oklahoma. Recently, OfficeMax has identified 250 of the most commonly purchased items and has reduced the University prices of those items. To view these items, login to www.officemaxsolutions.com and select the “Manage Shopping Lists” link on the left hand side of the page. At the top of the page you will have the following links: “All”, “Personal”, and “Shared”, click on



the “Shared” link and it will take you to a list of the commonly purchased items. Remember, items with a black ‘C’ in an orange box **C** denote items on contract where you should receive the best price. If the item that you find does not have a ‘C’, select the “Compare” feature to find a similar item on contract.

Disputing Charges and Sales Tax

Please note that Pcard charges should not be disputed in SAM to resolve sales tax issues. A merchant incorrectly charging you sales tax is not a disputable reason. Disputable reasons are:

- The amount charged is incorrect.
- I never made or authorized this transaction.
- I have been billed more than once for this charge.
- Merchandise billed for was defective or damaged.
- The merchandise or service did not conform to the

merchant’s description.

- I did not receive the merchandise billed for.
- I cancelled this order, product, service or reservation.
- A merchant credit was expected.

If a merchant incorrectly charges you sales tax, that issue must be resolved with the merchant directly.

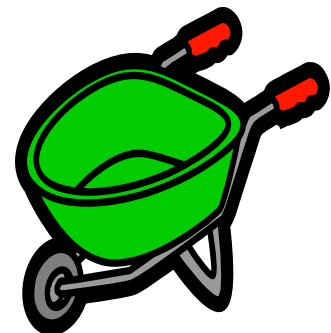
Don't forget to make sure that you have all the tools you need to plant your garden.

Tools that are commonly used include shovels, gloves, trowels, garden hoses and wheelbarrows.

HSC Departmental Reviews

The Pcard Team will start the annual departmental reviews for the Health Sciences Center campus in May. We realize that this time of the year may be busy for you with budgets due, summer vacations and exiting employees. The Pcard Team will contact you via email to schedule your review. If the review time period that we suggest does not work well with your schedule, please let us know and we will work

together to find another time period to perform your review.



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The GE Fraud sessions that were held in January were a great success. We had a large turnout and favorable comments on the presentation. Thanks to all who attended!!!

Training Dates

HSC

New User

SCB 111

Tuesday, June 3rd

8:30—10:30 A.M.

New User

SCB 111

Thursday, July 10th

2:30—4:30 P.M.

Click [here](#) to signup

Norman

New User

OMU Sooner Room

Wednesday, June 4th

8:30—10:30 A.M.

New User

OMU Sooner Room

Thursday, July 10th

8:30—10:30 A.M.

Click [here](#) to signup

Tulsa

New User

OMU Sooner Room

Thursday, June 5th

10:00—12:00 P.M.

No sessions are currently scheduled for July. Please email proadmin@ouhsc.edu if you would like to request a training session.

Click [here](#) to signup

Tips on Declines

The Pcard Team often receives calls from cardholders that are questioning why their Pcards won't work. There are several reasons that could cause a decline and listed below are the reasons we see most often.

- Pcards are declined because the cardholder is attempting to make a charge over their spending limit. This could be a single purchase or a monthly credit limit. Declines due to monthly credit limits being exceeded are very common during fiscal year end as a lot of departments are making more purchases than normal and exceeding a monthly limit that normally satisfies their needs. The majority of monthly limits are \$25,000.
- Pcards are declined because the cardholder is giving the merchant a billing address that does not match what the Pcard Team has on file. Your billing address is listed as it was submitted on your application. That

address can also be found in your original Pcard envelope. In most cases, your billing address must match exactly or a decline will occur.

- Pcards are declined because the cardholder is attempting to make a purchase with a merchant that has been blocked from Pcard use. All merchants are given a category type when they are setup to take credit cards. Pcards have been blocked for certain types of merchants such as airlines, spas, casinos, hotels, etc. This means that while a cardholder may attempt to purchase some last minute conference supplies at a hotel gift shop, the Pcard will probably decline because the hotel gift shop falls under the category of a hotel.

If you have any questions as to why you have received a decline, please email proadmin@ouhsc.edu.

