



November 2008



# Pcard Newsletter

University of Oklahoma Purchasing Department

## SAM Site Moving in November

Our Pcard reconciliation system, SAM, is going to have an upgrade November 7th—November 10th. The system will be unavailable starting at 3:00 PM on Friday, November 7th and coming back online Monday, November 10th at 5:00 AM. When the system does come back online, it will have a new web address. Starting November 10th you will need to use the address of <http://www.samaccess.com>. All of your login information will remain the same however you will need to use the new website to access all of your charges. Please remember to bookmark the new website in your web browser. The changes to the SAM system will be minimal and the main goal of switching sites is to increase the speed of the system. The only downside of this switch is that if you have created any saved queries and/or reports, those will be lost and will need to be created again in the new

SAM. Other changes that you will see in the new SAM include drop down boxes in the Transaction Review screen instead of buttons to click and simplified reporting screens. Now instead of clicking a button that says 'Split', you will select that option from a drop down menu. If you utilize the reporting section of SAM you will have fewer screens to navigate through as report choices such as date range and sorting preferences have been combined into one screen. While the changes should be minimal, please feel free to contact the Pcard Team if you run into any problems. Revised presentations of New User training and Queries and Reports training should be available on the Purchasing website prior to the October / November cutoff dates.



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## No Facebook Payments

Periodically, the university designates a vendor as not allowable for business transactions. Facebook has been determined to be one of those vendors, at this

time. No university funds will be spent for payments to this vendor and until further notice, no exceptions will be made.

## Getting Rid of Fraudulent Charges Correctly

Instances of Pcard fraud have recently increased. As a reminder, you should try to be as careful as possible with your Pcard and Pcard number. Luckily in most instances, GE has been able to catch the fraudulent charges as soon as they are attempted on your card. When this happens they will immediately suspend your card until they can make contact with you to verify the validity of the charges. However, if you notice fraudulent charges in SAM please note those charges should not be disputed. You should call GE directly by using the number on the back of your card, 1 (800) 274-7378, and report that you suspect fraudulent activity on your card. The bank will consult with you on the nature



of pending charges and then cancel your card. A new card will be issued to you and delivered to the Purchasing office. A new card usually take 3 – 4 business days to arrive. Once your replacement card arrives, the Pcard team will notify you to make pickup arrangements. GE will then send you a fraud affidavit to fill out and sign, denoting the erroneous charges. Credits for these charges should appear on your new Pcard account within a few weeks. Please note that any merchants that you have reoccurring payments setup with will need to be made aware of your new credit card number.

## Notation of Sales Tax

Not all merchants are able to clearly allocate sales tax in SAM. Occasionally merchants that do charge sales tax will have \$0.00 show up in the sales tax column while other merchants that do not charge you sales tax will have an amount appear in SAM. If you have a sales tax amount appear in SAM that is not on your receipt, then you were not charged sales tax. However, unless you make a notation in the SAM system stating otherwise, it will appear that sales tax was charged. To avoid receiving emails in regards to erroneous sales tax

charges, please utilize the notes section in SAM to state that sales tax was not charged.

*"Just before the death of  
flowers,  
And before they are  
buried in snow,  
There comes a festival  
season  
When nature is all  
aglow."  
~ Author Unknown*

## Décor Policy

With the holidays fast approaching and décor being purchased for offices, please remember that all décor purchases on the Pcard require that the décor remain as property of the university. Also, the university has decorations policies for all campuses. Please ensure that all décor purchases remain compliant with each policy.



### Norman

<http://www.ou.edu/risk/newforms/DecorationsPolicy1.pdf>

### HSC

<http://www.ouhsc.edu/police/CrimePrevention/HolidayDecorations.asp>

### Tulsa

<http://www.ouhsc.edu/ehso-tulsa/HolidayDecorations.asp>

## Cutoff Dates for 2009

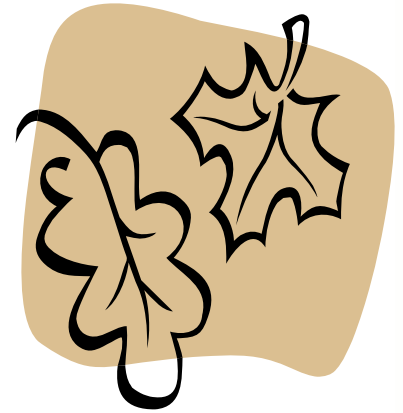
The cutoff dates for Pcard for the calendar year of 2009 have been established. Follow the links below to access the appropriate dates for your campus. Some dates between the two campuses vary so you need to ensure that you are selecting the appropriate campus dates. Please remember that there are no automatic reminders for Pcard cutoff dates. To remind yourself, you may want to setup a calendar event, a task reminder or post the dates near your desk so that you are aware of when your transactions should be reconciled in the SAM system.

HSC

[http://www.ou.edu/purchasing/home/pcard/cutoff\\_dates2/2009%20Cutoff%20Dates%20-%20HSC.pdf](http://www.ou.edu/purchasing/home/pcard/cutoff_dates2/2009%20Cutoff%20Dates%20-%20HSC.pdf)

Norman

[http://www.ou.edu/purchasing/home/pcard/cutoff\\_dates2/2009%20Cutoff%20Dates%20-%20Norman.pdf](http://www.ou.edu/purchasing/home/pcard/cutoff_dates2/2009%20Cutoff%20Dates%20-%20Norman.pdf)



## Internet Service for Cell Phones

It has come to our attention that some departments have added wireless data card services onto their cell phone bills that are being paid via the Pcard. Wireless data cards allow internet access to computers at any location. After reviewing some of the charges, checking the state contract for cell phone services and discussions with Financial Services, the wireless data card service will be allowed on the Pcard if the department has a justifiable reason for this additional fee and it is part of the monthly bill. Please remember that these

charges must be in compliance with the Wireless and Telephone Communications Policy.

[http://www.ou.edu/purchasing/home/policies\\_proc/wireless.pdf](http://www.ou.edu/purchasing/home/policies_proc/wireless.pdf)

*“Winter is an etching,  
spring a watercolor,  
summer an oil painting  
and autumn a mosaic of  
them all.”*

*~Stanley Horowitz*

## NetApps Website Change

The NetApps website where you go to apply for a Pcard has recently moved. The new web address is [https://www.netappsaccess.com/Login\\_user.asp](https://www.netappsaccess.com/Login_user.asp). All functionality with the system remains the same. For Norman applicants, your login id is **ounorman**. For HSC applicants, your login id is **ouhsc**. The password for both applications is **pcard**. Please remember that instructions on how to fill out the application are located at

[http://www.ou.edu/purchasing/home/pcard/instruction\\_materials/NetApps\\_Cardholder.pdf](http://www.ou.edu/purchasing/home/pcard/instruction_materials/NetApps_Cardholder.pdf).

Failure to properly fill out the Pcard application will cause the application to be declined.





## Training Dates

<u>HSC</u>	<u>Norman</u>	<u>Tulsa</u>
Tuesday, November 18th 8:30 AM—10:00 AM SCB 111	Wednesday, November 19th 8:30 AM—10:00 AM OMU Sooner Room	Thursday, November 14th 9:30 AM—11:00 AM SAC 2D34
No classes scheduled for December.	Tuesday, December 9th 8:30 AM—10:00 AM OMU Sooner Room	No classes scheduled for December.

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## Tips

If you're interested in learning more information about the query, report and search functions in the SAM system you can refer to the following link for instructional materials.

[http://www.ou.edu/purchasing/home/pcard/instruction\\_materials/GE/GE\\_Q&A.ppt#257.2.Pcard\\_Team](http://www.ou.edu/purchasing/home/pcard/instruction_materials/GE/GE_Q&A.ppt#257.2.Pcard_Team)>

If you would like one-on-one assistance, please email [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu) and one of the Pcard team members will be happy to visit your office and discuss these functions with you.

Did you know that the SAM homepage offers useful links? At the bottom left hand corner of SAM under the heading Links there are three links for you to use. The first one, Email Proadmin, opens up a new email message directed to the Pcard Team. The second link, Purchasing Message Board, links you to the message board where you will find Pcard program information like the current cutoff dates. The third link, Pcard Newsletter, will take you to the most recent Pcard Newsletter.

