

Pcard Newsletter

The University of Oklahoma Purchasing Department

April 2009

American Express

The majority of the new American Express cards have been distributed. If you have not yet received your card, you must make arrangements to do so by May 29th. After that date, all remaining accounts will be cancelled and the cards will be destroyed. If you wish to obtain a card after that date, you will need to submit a new application.

Cards can either be picked up from the Purchasing office Monday through Friday, 8:00 AM–5:00 PM or, if you are unable to come by our office, please email proadmin@ouhsc.edu with your FedEx account number and we will be happy to ship you your new card.

Please note that the American Express card account number (15 digits) is one digit shorter than the GE MasterCard account number (16 digits). Also the three digit security code that was previously listed on the back of your MasterCard is now a four digit code listed on the front of your card, right after The University of Oklahoma. This change-over in cards includes the automatic

transfer of remaining balances, credit limits, authorization parameters, past transactions, and historical information. Transactions made on either your MasterCard or your American Express account will be viewable online in SAM. We expect to receive excellent value from this relationship, and we will work hard with American Express to maximize that potential. As always, please feel free to contact proadmin@ouhsc.edu with any questions.



NetService

Some of you may have noticed that when you called in to activate your American Express card that the operator mentioned that you could go to another website called NetService. NetService is a site that some of the bank's customers use, but it is not a site that OU uses. This site does not have the

ability to reallocate charges, add notes or check any view/approval boxes. This site only shows a cardholder what transactions they have made. Please do not utilize this site as it is not part of the OU Pcard program.

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SAM User ID

With GE, a cardholder's user id for SAM was created by using the last eight digits of their Pcard. However with Amex, the last eight digits of those Pcards are not necessarily unique. Due to this, you may be prompted to update your user id the next time you login to SAM. Please make your user id something easy to remember such as your 4 x 4 (smit1234) or the first letter of your first name and then your last name (jsmith).

By creating a new user id, you will be able to access both your MasterCard and American Express charges with one login. You can distinguish between the cards by looking in SAM at the last few digits of the account number listed for each charge. If you have any problems setting up this login or if you forget what you changed your login id to, please contact the Pcard Team at proadmin@ouhsc.edu.



Enhanced Fujita Scale

F-0 = Wind Speed

65–85 mph

F-1 = Wind Speed

86–100 mph

F-2 = Wind Speed

111–135 mph

F-3 = Wind Speed

136–165 mph

F-4 = Wind Speed

166–200 mph

F-5 = Wind Speed

200 mph and above

SAM Error

Some of you have run into an error message in the SAM system when attempting to change accounting codes. The error will display as "Internal Server Error". This is not an error with your computer but rather with some information for the transaction in question. If you receive this error, please look at the

Description field in SAM and look for a special character such as #, \$, ^, *, %, |, etc. These errors usually occur with transactions that list the titles of books or lab supplies. If you will delete this one character, you will be able to make your changes in SAM.

Not Approving Online

Part of the responsibilities of being a Pcard approver includes checking the approve box on all Pcard transactions in SAM. If, on occasion due to extenuating circumstances, the boxes are not checked then you can complete your approving duties on hard-

copy and document why the charges were not approved online. However, if transactions are not regularly approved online, it will be addressed as an infraction at your next Pcard review.



March 2009



Forgot Password Option

Please note that you can setup a Forgot Password option in SAM in case you forget your password. Simply click on the Change Password/Email option at the top of the SAM screen to begin the process. You will be asked to select a challenge question and answer to that question. Questions range from What is your favorite dessert? to What was the first car you ever owned? Select your question and then enter your answer.

With that information saved if you ever forget your SAM password, you can select the Forgot Password option from the SAM login screen, enter the answer to your challenge question and then gain access to SAM. Please note that if you have not setup the Forgot Password option and you find yourself locked out of SAM, you can always email proadmin@ouhsc.edu and the Pcard Team can unlock your account.

Pcard Review Process

Following each Pcard review, the Pcard Team will initiate a Pcard Departmental Review of Pcard use for your department. The review details our findings and recommendations and is forwarded to your department. Upon receiving this report you should review the findings and recommendations, write any additional comments on the report, have the report signed by all parties listed

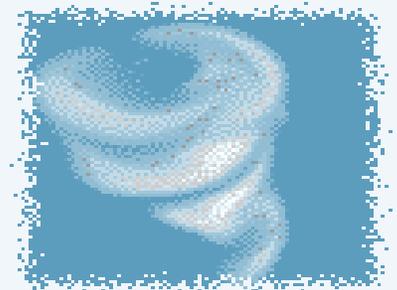
and then send it back to the Pcard Team. Once received, the Pcard Team will review any comments and then it is sent onto Internal Auditing. Please know that your department is not finished with the review process until the report is sent back to the Pcard Team.

Tulsa tops the list of the 10 most hail prone metro areas and Oklahoma City ranks number three, according to CDS Business Mapping LLC. The list is based on the RiskMeter Online's Hail Model, which predicts the severity of hail storms for any location in the continental United States.

Non-Accepting Vendors

While many OU vendors are setup to take American Express, you may on occasion find a vendor that does not. If you do, please forward that information to proadmin@ouhsc.edu and we will work with American Express to try and get

that vendor on board. Please note that the process can take some time but we appreciate every opportunity to bring on new vendors.



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Purchasing Department**

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Training Dates

HSC

Thursday, April
23rd

SCB 111

1:30–3:30

Wednesday, May
20th

SCB 111

1:30–3:30

Norman

Thursday, April
23rd

OMU Sooner
Room

8:30–10:30

Wednesday, May
20th

OMU Sooner
Room

8:30–10:30

Tulsa

Monday, May 18th

Learning Center,
Room 135

10:00–11:30

No other classes are
currently scheduled.
Please email [proad-
min@ouhsc.edu](mailto:proadmin@ouhsc.edu) to
setup a training ses-
sion.

Tips

January

Pcard team members are frequently out of the office attending meetings or assisting departments with Pcard issues. Due to this situation, you may not receive an immediate phone call or email reply back from individual team members. To ensure a prompt response, always email [proad-
min@ouhsc.edu](mailto:proadmin@ouhsc.edu) or call (405) 325-2811 and one of the team members available in the office will reply to your needs.

February

In November 2008, the SAM website moved to www.samaccess.com. This is the only link that you should need to reconcile your Pcard. However, some people have not deleted the old link for SAM which was <https://gesamservice2.corpcard.com>. When they accidentally click on this link

and try to login, they will receive error messages. Please make sure that you only use the new SAM link to access your Pcard transactions.

March

Please note that all American Express cards will need to be activated prior to use. Simply call the 800 number listed on the card, enter in your card number and then your six digit employee id. This will activate your American Express Pcard and you can begin using it. After this you can also destroy your MasterCard as long as you are sure that all reoccurring charges and backorders made on that card have cleared the SAM system. Shred your MasterCard, do **NOT** return it to the Purchasing department.

