



Pcard Newsletter

July 2009

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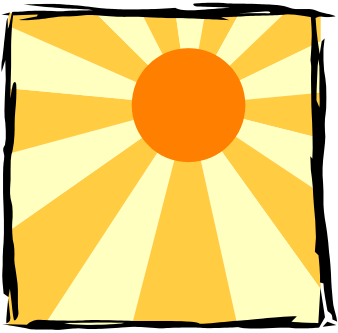
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Updating Your Accounts

We have a lot of cardholders that don't use their Pcard on a regular basis. Either these departments don't have a lot of expenses or sometimes the cardholder only functions as a backup when the main cardholder is not available. If you are in a similar situation, please make sure that you have updated merchants like Office Max and FedEx with your new American Express card number. Several individuals have experienced that these merchants are attempting to charge the MasterCard and have been declined because they have not been updated with the new American Express card number. Similarly, some

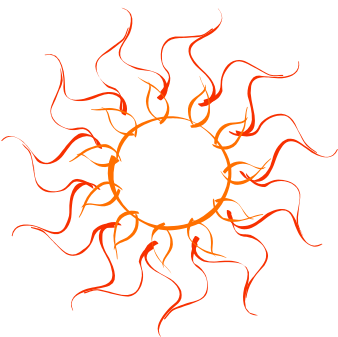
cardholders have not logged into SAM since they received their new Amex card. If you are one of those individuals, please make sure that you login to SAM to update your login information. To merge the charges from both your MasterCard and your American Express card, you will need to enter in your old MasterCard number. If you no longer have that number, please email proadmin@ouhsc.edu and we can update your login information for you.





According to estimates, the Sun's core can reach 10 to 22.5 million °F and the surface temperature is approximately 9,900°F.

The outer atmosphere of the Sun, which can be seen during an eclipse, is also hot, charting up to 1.5 to 2 million °F.



Number of Purchases

This time of year cardholders make more purchases than usual. If you are a cardholder making a lot of purchases or if you are an approver approving large numbers of purchases, please note that SAM only shows 100 transactions at a time. You can determine the number of transactions that you have in your view by looking at the section immediately to the right of

Transaction Summary. For example if you were to have 150 transactions then you would see Transactions 1-100 of 150 displayed. To access the other 50 transactions, use the Next button on the far right of SAM to go to the next page of transactions. Please remember that SAM is best viewed by using Internet Explorer 6.0 or greater.

Pcard Guide

The Pcard Team recently made a few updates to the Pcard Guide and updated the website where it is listed. To see these changes, please go to http://webapps.ou.edu/Purchasing/pcard/pcard_guide/pcard_guide.cfm. While the changes made were minor, most of the updates were simply to clarify the wording within the items listed. The

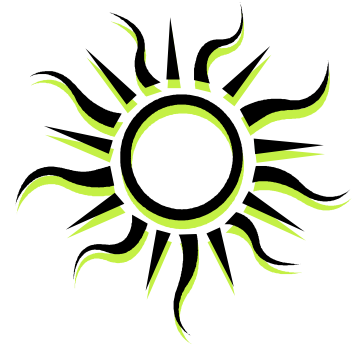
most notable change would be to the actual website where tabs now separate the Yes and No list as opposed to the split screen that was used before.

Please make sure that if you keep a hardcopy print out of the Guide that you update your records with the revised document.

Merchant Names

The names of merchants that are displayed in SAM come directly from the merchant. When a merchant registers to accept a credit card, they are required to fill out forms for their acquiring bank that list general information such as their name, address, phone number, etc. Many merchants have only recently begun to accept American Express cards and the information they listed on their new forms

often differ from what they had listed before. As you may have noticed, some of the merchant names are displaying different than they did when OU was with MasterCard. If you are having difficulty matching the vendor name to an invoice, please feel free to email proadmin@ouhsc.edu with the merchant name and we can research the charge for you.



According to solarviews.com, the Sun is the most prominent feature in our solar system. It is the largest object and contains approximately 98% of the total solar system mass. One hundred and nine Earths would be required to fit across the Sun's disk, and its interior could hold over 1.3 million Earths.

American Express Vendors

American Express has diligently been working on signing up additional OU vendors that did not take the Amex card. Since April 1st, 2009 they have added numerous OU merchants to their vendor database. A listing of these merchants is posted on the Purchasing website at http://www.ou.edu/purchasing/home/pcard/pcard_vendors.htm. This list will be updated as new

vendors sign up. Please take a moment to review the list and see if there are any merchants that you use. To ensure that more vendors are added over time, please continue to report to proadmin@ouhsc.edu any vendors that you come across who do not currently take the American Express card



Training Dates

	<u>HSC</u>	<u>Norman</u>	<u>Tulsa</u>
The University of Oklahoma Purchasing Department	Tuesday, July 21st 1:30—3:30 SCB 111	Tuesday, July 7th 1:30—3:30 OMU Sooner Room	Monday, July 20th 10:00—12:00 1E29

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Limited Training Sessions

As many people take vacation over the summer months, the Pcard Team usually does not experience many requests for Pcard training. So far the only training sessions scheduled for each campus are in July. If you need someone to attend Pcard training, please have them sign up for the July sessions. If they are unable

to make those sessions, they will most likely have to wait until August or September for another session. However, if you have a situation that necessitates someone undergoing training prior to the start of school, please contact the Pcard Team at proadmin@ouhsc.edu.

FedEx Tracking Numbers

Some of you may have noticed that charges from FedEx are coming into SAM with the same tracking number and that this tracking number may or may not relate to one of your purchases. American Express is currently working on fixing the way the transactions are displayed. To ensure that you are looking at the appropriate tracking number for your charge, please

click on the hyperlink to the far right in SAM that says either Multi, Miscellaneous or Shipping. This link will appear in a new window and display the appropriate information for the charge. If you have any problems viewing this information, please contact proadmin@ouhsc.edu for assistance.

