

PCC...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

2nd Quarter 2005

On a quarterly basis, AP will share with you, various issues and frequently asked questions that arise throughout the year. If you have any questions about this newsletter or the Procurement Credit Card program, please do not hesitate to contact Davette Kawachi, PCC Program Administrator @ x42915.

☞ **To minimize lost receipts/documents, please help by taping them onto an 8 1/2" x 11" sheet of paper. NO STAPLES PLEASE.** ☞

FISCAL YEAR-END AND COMMENCEMENT QUESTIONS

- Procurement credit card charges must be processed no later than June 17, 2005 in order to be paid out of 2004/2005 fiscal year funds. Please contact your vendors and make them aware of this requirement. *Our credit card processor will reject all credit card charges after June 17, 2005.*
- Procurement credit cards will be disabled June 18, 2005. Use of your PCC is prohibited until the State of California 2005/2006 budget has been approved and signed.
- Merchandise ordered with your procurement credit card must be received no later than June 30, 2005 in order to be paid out of 2004/2005 fiscal year funds.
- Commencement related expenses are not allowed on your procurement credit card.
- It is inappropriate to use State funds to purchase or rent commencement cap and gowns for faculty, staff, students and guest speakers.
- It is inappropriate to use State funds to purchase food, supplies and gifts for commencement related functions.

Credit Card Scams

There are numerous credit card scams circulating. Please be aware of anyone who calls or emails you and asks you for your credit card number and/or the security code on the back of your credit card. Our bank, JPMorgan, would never call or email you to ask for these numbers, they already know it. If you think you have been a victim of a credit card scam, call JPMorgan @ 800-270-7760 immediately to report your suspicion. JPMorgan will verify your current purchases and take appropriate action as needed.

Frequently Asked Questions...

Q: How do I find PCC charges that have posted to my Oracle account?

A: You may use the Actuals-Inquiry Form to query account detail information by navigating to http://lilly.sdsu.edu:8050/cgi-bin/alltrans_form8.cgi. This form is self-explanatory. Enter the Oracle account number that your PCC is associated with. Information returned includes the transaction date, description, supplier name, invoice/trx number and amount. All PCC transactions are paid to supplier name JPMorgan Chase.

Running the SDSU Account Analysis Report in Oracle Reports is another option by which GL Inquiry users can get account transaction detail.

First, you need to be setup as an Oracle user. This gives you access to all Inquiry roles in Oracle. If you need this setup, contact Business Information Systems, Donna Roelofsz x43737 or Nyla Scott x42704 for assistance.

If you need Oracle Navigation, Inquiry and Report training contact Leslie Chase, Financial Reporting x42567.

Q: My approving official has changed. How do I update my PCC file to reflect this change?

- OR -

Q: My Oracle account has changed. How do I update my PCC file to reflect this change?

A: To update your approving official, Oracle account or any other PCC information, download the Request for Participation form from the Accounts Payable website at <http://bfa.sdsu.edu/ap/participation.pdf>. Check "Update", complete the form and return to AP.

Q: I need a refresher on the Procurement Credit Card Program. Where can I get more information?

A: Procurement Credit Card orientation is held each Tuesday at 1:30pm in AD116 for all new cardholders and approving officials as needed. Current cardholders and approving officials are welcome to join the orientation to get a refresher on the program. Please call the PCC Program Administrator to reserve your space @ x42915 or email dkawachi@mail.sdsu.edu.

Additional PCC information is also available from the Accounts Payable website at <http://bfa.sdsu.edu/ap/index.htm>.

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Quarterly Newsletter

<http://bfa.sdsu.edu/ap/pccnewsletter.htm>