

# PCC...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

3rd 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 Janet Meador @ x44058.

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

## GENERAL FUND CREDIT CARDS ARE DE-ACTIVATED

All procurement credit cards  tied to general fund  have been de-activated. Use of your PCC is prohibited until the State of California 2005/2006 budget has been approved and signed.

## APPROVING OFFICIAL UPDATE

Please take a moment to review your current procurement credit card request for participation. If any updating is needed regarding your address, mail code, telephone number, Oracle account string or approving official, please download a new request, (<http://bfa.sdsu.edu/ap/participation.pdf>) check the update box, complete and return.

## Statement of Economic Interest

### FPPC Form 700

If you have financial interest in any business entity in which you, a spouse or dependent child/children had direct, indirect, or beneficial interest aggregating \$1,000.00 or more, you must complete form 700, Statement of Economic Interest.

You may download this form from [www.fppc.ca.gov](http://www.fppc.ca.gov).

Form 700 must be completed and submitted to Human Resources annually.

## MANDATORY COMPLETION AND SUBMISSION OF MONTHLY PCC PURCHASES REPORT

**Effective immediately**, you must submit a Monthly PCC Purchases Report each month that reflects charges on your credit card. This report must be completed and submitted along with your approved credit card statement and all receipts to Accounts Payable by the 15<sup>th</sup> of each month.

You may download a copy of this report from <http://bfa.sdsu.edu/ap/monthlypcc.pdf>.

## NOTE:

Please be aware that Davette Kawachi, former PCC Coordinator has accepted another position on campus.

Please contact Janet Meador, Interim PCC Coordinator, with any questions you might have.

Good Luck Davette!

## Frequently Asked Questions. . . . .

**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 Interim PCC Program Coordinator to reserve your space @ x44058 or email [jmeador@mail.sdsu.edu](mailto:jmeador@mail.sdsu.edu). Additional PCC information is also available from the Accounts Payable website at <http://bfa.sdsu.edu/ap/index.htm>.