

PCC ...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

3rd Quarter 2007

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 Sharon Danner, PCC Program Administrator @ x42915.

☞ REMINDERS ☞

PCC Expense Log Report

Around the 24th or 25th of each month A/P will send an email reminder to Cardholders and Approving Officials to access GE SAM and to approve each on-line transaction. A/P's email will provide the appropriate date parameters for the Expense Log Report (monthly statement). Each month the date parameters may change depending on when the 22nd of the month falls (the 22nd of each month is the last day of the credit card cycle). Please confirm that the dates noted in the email are used when creating the monthly Expense Log Report. Need help? Give Accounts Payable a call (ext 42915).

Reminder: Online Approval & Authorization

Effective July 2007, both the Cardholder and the Approving Official are **required** to "approve" and "authorize" all transactions online. It is the responsibility of the Cardholder to advise their Approving Official that they have "approved" their transactions online. At that point the Approving Official can access the transaction activity online and "authorize" PCC transactions for their cardholders. Please see attached link for instructions:

<http://bfa.sdsu.edu/ap/pdf/CHTutorialSDSU.ppt>

If either the Cardholder or the Approving Official fails to approve/authorize each transaction *three times*, the card will be deactivated.

Reminder – Prohibited Purchases

The PCC Handbook has a list of items that are not allowed to be purchased using the PCC card. It is the responsibility of the Card holder and their Approving Official to be familiar with the Prohibited Use List and ensure that no purchases of this nature are made. If you have any questions as to whether a purchase is appropriate, please do not hesitate to call (ext

42915). A/P welcomes your questions. We are here to help.

Immediate reimbursement is required for any purchase made with the PCC that is deemed to be inappropriate. Reimbursements must be received by A/P within 5 working days or the PCC card will be deactivated for 30 days.

Three Strikes Rule – After the 3rd deactivation of the PCC card, it will be permanently cancelled.

Justifications

A written justification is required for all purchases of electronic devices such as:

iPods
Digital Cameras / Video Cameras
Voice Recorders, etc.

Justifications must provide the state purpose and how the purchase supports the mission of the department. This justification must be signed and dated by both the Cardholder and the Approving Official. Justifications are to be submitted with the Expense Log Report and the receipt.

Reminder: All PCC purchases are state property. Electronic purchases must be kept in secure areas and monitored to prevent loss or theft.

Pre Authorization for purchases

If you are declined for a purchase using your PCC card, please send an e-mail to sdanner@mail.sdsu.edu.

Include:

The name of the company

What you are buying

(to determine appropriateness)

The exact amount of the purchase

A/P can pre-authorize the transaction if appropriate.

AP enjoys working with each of you and appreciates your assistance in streamlining the PCC process.