

PCC ...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

2nd Quarter 2009

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

Fiscal Year End – 08/09

Procurement card charges for the 2008/09 fiscal year must be made and processed no later than 6/19/09. All goods must be received by 6/30/09 in order to be paid out of 08/09 funds.

Great News!! The Procurement Credit Cards will not be deactivated for year end.

New American Express Cards

Everyone should now have their American Express card. For those who have not picked up the new American Express Card, please contact the PCC Coordinator @ 42915 to arrange a time to do so.

Appropriate Use of the Pcard

Please keep in mind that there are restrictions on purchases made on your Procurement Card. It is important to be aware of what is an appropriate purchase. The “Prohibited Use List” that is in the PCC Handbook (on page 2) lists the types of purchases that are not allowed. Take a moment to familiarize yourself with the Prohibited Use List.
<http://bfa.sdsu.edu/ap/pdf/pcchandbookver02.pdf>

Graduation Expenses

Graduation is right around the corner. It is important to remember that the Pcard is not to be used to pay for any graduation expenses.

Not sure if a PCC purchase is appropriate?
Feel free to call for clarification.

PCC Statements – Paperwork required

1) Expense Log Report

Please keep in mind that the Expense Log is the report that must be submitted each month. (Not the Cardholder Transaction Report. This report is for your own use.)

2) Monthly PCC Purchases Report

The Monthly PCC Purchases Report is a useful tool to track monthly purchases and is required each month.

<http://bfa.sdsu.edu/ap/pdf/monthlypcc.pdf>

3) Receipts submitted with Expense Log

All receipts submitted with your Expense Log Report should be in the same order as it appears on your Expense Log Report.

Provide only one receipt for each transaction. The invoice provided should include the following:

- If the order was shipped, the card holder's name should be on the invoice. The invoice must show the address it was shipped to. The “ship to” address must belong to SDSU
- The price for each item must be included, plus tax and/or shipping costs.
- The total of the receipt must match the amount on the Expense Log Report.

Any questions, feel free to contact the PCC Coordinator at ext 4-2915

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