

PCC ...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

3rd 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

PCC DEADLINES

What this means to you!

There are two deadlines for the Procurement Credit Card every month.

The first deadline is the 5-day notification to approve and authorize all transactions online.

The five (5) – day notification is the Card Holder & Approving Officials opportunity to select the correct Oracle account # to charge your current monthly transactions to within the SAM Database. Any Oracle account # changes must be made during this time frame.

The second deadline is for submission of the Expense Log Report and all original documentation. This paperwork must be received in Accounts Payable by the 8th of the month.

Expense Log Report

When submitting your monthly statement, remember to submit the Expense Log Report from the SAM Database. The Expense Log Report can be found under the Reports section in the SAM Database. This report has the detail that is required for a thorough audit. (Note: The Cardholder Transaction Report does not provide this information and it cannot be substituted for the Expense Log Report.)

Reminder – All Card holders must sign and date the Expense Log Report.

Monthly PCC Purchases Report

Good News!!! If the “Description” portion of the Expense Log Report has sufficient detail, the Monthly PCC Purchases Report is not needed.

Make sure to **date your signature** on the Expense Log Report. All signatures must be dated.

Software Licenses

The Procurement Credit Card can be used to purchase software licenses for the initial purchase only. When a license needs to be renewed, the annual renewal must go through the Contract and Procurement Management. As an FYI all software licenses purchased on campus are tracked.

A first time purchase of a software license should be noted on the Expense Log Report or the receipt.

Security Issues

Reminder: When submitting your monthly PCC paperwork, do not write the entire credit card # on your paperwork. If the credit card # is written on a receipt or invoice, black it out prior to submitting to Accounts Payable for auditing.

Security of all credit card information is very important and we thank you for our attention to this matter.

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.