

PCC ...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

4th 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 ☞

Good Job!

Thanks and congratulations to all of the Card holders who have been diligent in submitting their monthly PCC statements in a timely manner. Timely submission of your monthly PCC statement assists AP with auditing and resolving outstanding issues quickly. Keep up the good work!

Gentle Reminder: Expense Log Report

The Expense Log Report is to be submitted as your monthly statement. This is the second report listed in "Report Wizard" in the AmEx SAM Database. Remember the Expense Log Report = the monthly statement.

The Card holder is required to sign and date the Expense Log Report prior to submitting to Accounts Payable for auditing. Remember that all signatures must be dated for audit purposes.

If the Approving Official is unable to approve online due to illness or vacation, he/she must sign and date the Expense Log report upon their return.

Why pay Use Tax?

SDSU is required to pay sales tax on all purchases of merchandise. If the supplier did not include sales tax on the invoice, it is the university's responsibility to pay the Franchise Tax Board directly in these instances.

PCC Forms

There are a variety of forms available on the Accounts Payable website for the PCC program. Stay familiar with all of these forms by visiting the following website: <http://bfa.sdsu.edu/ap/index.htm>

The following forms are available online:

Request for Participation – this form is used for any changes that need to be made to your procurement card, such as adding oracle #'s or changing your Approving Official.

Lost Receipt Report – this report is used if you have lost the receipt for a purchase. Please attempt to contact the supplier to get a duplicate invoice prior to using this form. Both the Card holder and Approving Official must sign and date this form.

Monthly PCC Purchases Report – this report is a good way to track your purchases during the month. This report is only required if the description is not completed on the Expense Log Report from the AmEx SAM Database.

PCC Handbook – this is the document which provides an overview of the Procurement Credit Card Program. Familiarize yourself with the information in this handbook.

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