

# PCC...News To Know

Newsletter for SDSU Procurement Credit Card Program

2<sup>nd</sup> Quarter 2004

Greetings to all procurement credit card holders and welcome to our inaugural issue of "PCC...News To Know". 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 Davette Kawachi, PCC Program Administrator @ x42915.

## FISCAL YEAR-END AND COMMENCEMENT QUESTIONS

- Procurement credit card use after June 21, 2004 is prohibited until the State of California 2004/2005 budget has been approved and signed.
- Procurement credit card charges must be *processed* no later than June 21, 2004 in order to be paid out of 2003/2004 fiscal year funds. Please contact your vendors and make them aware of this requirement. Our credit card processor will reject all credit card charges beginning June 22, 2004.
- Merchandise ordered with your procurement credit card must be received no later than June 28, 2004 in order to be paid out of 2003/2004 fiscal year funds.
- Commencement related expenses are not allowed on your procurement credit card.
- It is inappropriate to use State funds to purchase or rent commencement cap and gowns for faculty, staff, students and guest speakers.
- It is inappropriate to use State funds to purchase food, supplies and gifts for commencement related functions.

## *Frequently Asked Questions...*

**Q: My approving official is out of the office and cannot review, sign and date my monthly credit card statement. Should I hold my monthly statement?**

**A:** If your approving official is out of the office and cannot review, sign and date your monthly credit card statement, DO NOT hold your statement. You, the cardholder, should:

- review, sign and date your monthly statement
- make a copy of your monthly statement
- forward a copy of your signed and dated monthly statement with all supporting documentation to Accounts Payable along with a note letting us know that the cardholder is not available to review, sign and date the monthly statement
- hold your original monthly statement and have your approving official review, sign and date upon return to campus
- verify that your original monthly statement has been signed and dated by BOTH the cardholder and approving official
- forward your original monthly statement to Accounts Payable

**Q: I hold a procurement credit card and have made charges but my monthly credit card statement has not arrived and I will be out of the office. I am not able to review, sign and date my monthly statement. Can I take care of my monthly statement when I return to campus?**

**A:** Cardholders should receive their monthly credit card statements by the 1<sup>st</sup> of the month. All monthly statements must be reviewed, signed and dated by BOTH the cardholder and approving official and submitted to Accounts Payable with all supporting documentation on or before the 15<sup>th</sup> of the month.

If you, the cardholder, will be out of the office during this time, please ask an associate in your office or your approving official to:

- review your monthly credit card statement against your documentation
- have your approving official review, sign and date your monthly statement
- make a copy of your monthly statement
- forward a copy of your monthly statement with all supporting documentation to Accounts Payable with a note letting us know that the cardholder is not available to review, sign and date the monthly statement
- hold your original monthly statement for your review, signature and date upon your return to campus
- verify that your original monthly statement has been signed and dated by BOTH the cardholder and approving official
- forward your original monthly statement to Accounts Payable

**Q: Can I use my procurement credit card to make purchases with companies that are not incorporated?**

**A:** No. The procurement credit card program is a separate program from the University's accounts payable system. The procurement credit card program is unable to track purchases made with individuals and sole proprietors and cannot satisfy the federal governments requirement for Form 1099 filings at the end of the year.

It is the responsibility of the procurement credit card holder to verify that each purchase made on their credit card is with an incorporated entity. If the vendors name does not say incorporated, there is a possibility that the vendor is an individual or sole proprietor. The cardholder should contact the vendor to inquire about their business status PRIOR to making any purchases.

**Q: I have lost my Procurement Credit Card Handbook. Where can I get another copy?**

**A:** You may download a copy of the latest version of the Procurement Credit Card Handbook at:

<http://bfa.sdsu.edu/ap/pccdocs/pcchandbook.doc>

**PCC Program Contacts:**

**Davette Kawachi, Program Administrator**

- [dkawachi@mail.sdsu.edu](mailto:dkawachi@mail.sdsu.edu)
- (619) 594-2915 – direct line
- (619) 594-4917 – fax

**Janet Meador, Program Assistant**

- [jmeador@mail.sdsu.edu](mailto:jmeador@mail.sdsu.edu)
- (619) 594-4058 – direct line

**Cathleen Austin, AP Manager**

- [caustin@mail.sdsu.edu](mailto:caustin@mail.sdsu.edu)
- (619) 594-5289 – direct line