

PCC ...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

1st 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

American Express

American Express will be the new provider for the Procurement Credit Cards beginning in Spring 2009. All cardholders and Approving Officials will be notified via email when the new American Express cards arrive. Accounts Payable will advise all cardholders of the time and place to turn in their old MasterCard from GE and pick up their new American Express card. The monthly process shall remain the same (cycle dates, online approval, submittal dates, etc).

All Cardholders - GE MasterCard will be active until you receive your new American Express card.

Good News! American Express will continue to use the GE SAM Database that you are all familiar with! The GE website will continue to be used to approve and authorize all of the purchases paid for by the Pcard. The website link is: www.samaccess.com

Reminder Upgraded GE Website

The GE SAM Database has been upgraded. The basic functionality remains the same. There are a few minor changes. Below is the link to the instructions reflecting these changes. <http://bfa.sdsu.edu/ap/pdf/GESAM30.pdf>

Online Providers

When using your Pcard for online services, cardholders are advised not to agree to any Terms and Conditions without first consulting with Contracts and Procurement Management (x4-5243).

Any questions, please contact the PCC Coordinator Sharon Danner (42915).

Justification for Electronic Devices

When purchasing electronic devices, such as voice recorders, iPods, video cameras or video recorders, etc., please provide a justification with your approved statement for audit purposes. The justification must state how this purchase supports the mission of the department and how it benefits the university. Both cardholder and Approving Official must sign and date this justification.

Electronic devices are small and easily misplaced or stolen. It is the responsibility of the department to secure these items and monitor usage and return. Departments are encouraged to develop a check out and return procedure for all state property.

Security Issues

How to keep your Pcard information secure:

- 1) Only note the **last 4 digits** of your Pcard on any paperwork submitted to Accounts Payable. It is not necessary to provide the entire card # at any time.
- 2) Never allow suppliers to keep your credit card information on file. *This is very important to remember!*
- 3) Safeguard your Pcard in a secure place.

iExpense – Coming Soon

Details will be forthcoming as we roll forward.

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