

PCC...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

3rd Quarter 2004

Greetings to all procurement credit cardholders. Welcome to fiscal year 2004/2005 and our second 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 2004/2005 PROCUREMENT CREDIT CARD USE IN THE ABSENCE OF A SIGNED STATE BUDGET

- Procurement credit card use after June 21, 2004 is prohibited until the State of California 2004/2005 budget has been approved and signed.
- ALL procurement credit cards that draw from FUND 1004 are currently de-activated pending a signed State budget.
- FUND 1004 cardholders will be promptly notified via email when procurement credit cards are re-activated.

Frequently Asked Questions...

Q: I have received my monthly credit card statement and notice that there is a charge that I did not make. What should I do?

A: Cardholders have 60 days from the date that a fraudulent charge posts to their account to dispute the charge with JPMorgan Chase. Cardholder must file a dispute on the form provided by JPMorgan Chase. The form is located on the Accounts Payable website, forms tab, PCC forms, titled JPMorgan Chase Dispute Form. You may download a copy of the form at <http://bfa.sdsu.edu/ap/DisputeForm.doc>.

You must fax the form to JPMorgan Chase at 801-590-1316. Please note on your monthly statement any items that are being disputed and attach a copy of the dispute form to your monthly statement.

Q: Are all my purchases on the procurement credit card taxable?

A: San Diego State University is not tax exempt and is subject to 7.75% sales/use tax. Our Imperial Valley campus is subject to 8.25% sales/use tax and our new Brawley campus is subject to 7.75% sales/use tax.

Purchases made on your procurement credit card for labor charges ARE NOT taxable. Purchases made on your procurement credit card for products ARE taxable.

When reviewing your monthly statement, please note the amount of sales/use tax that needs to be applied to each purchase. Show this amount in the notes column on your statement.

Q: Are my purchases from the Internet and out-of-state vendors taxable?

A: Yes. In most cases all Internet purchases and purchases from out-of-state vendors are taxable. If you are unsure about the taxability of your purchase, please contact the PCC Program Administrator @ x42915.

Q: I need a refresher on the Procurement Credit Card Program. Where can I get more information?

A: Procurement Credit Card orientation is held each Tuesday at 1:30pm in AD116 for all new cardholders and approving officials as needed. Current cardholders and approving officials are welcome to join the orientation to get a refresher on the program. Please call the PCC Program Administrator to reserve your space @ x42915 or email dkawachi@mail.sdsu.edu.

Additional PCC information is also available from the Accounts Payable website at <http://bfa.sdsu.edu/ap/index.htm>.

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