

# PCC ...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

3rd Quarter 2008

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

### *Happy New Fiscal Year 08/09!*

Fiscal Year 07/08 has come to a successful close. All is well in the PCC world. We are excited about new changes and the year ahead. Read on!

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### **Thank you!**

Accounts Payable wants to thank each and every one of you who have called in *advance* to confirm whether a pending purchase is appropriate. Card Holders attention to their purchases is greatly appreciated. Please feel free to call with your questions or concerns at any time.

With this in mind, take a moment to refresh yourself with the Prohibited Use List (page 2 of the PCC Handbook). When in doubt if a purchase is appropriate with State Funds, please contact Accounts Payable at 4-2915.

### **iExpense – Coming Soon**

As an FYI Accounts Payable will be implementing iExpense in the 3<sup>rd</sup> or 4<sup>th</sup> quarter of this fiscal year. Details will be forthcoming as we roll forward.

### **Online Providers**

When using your Pcard for online purchases, card holders are advised not to agree to any Terms and Conditions without consulting with Contracts and Procurement Management (x4-5243). Many online providers are now requiring card holders to agree to terms and conditions prior to making the purchase. Thus, card holders are advised to contact the PCC Coordinator Sharon Danner with any questions, prior to proceeding.

### **Pre Authorization for purchases**

On occasion card holders are declined a purchase due to the Merchant Category Code (MCC). If you are declined for a purchase using your PCC card, please send an e-mail to [sdanner@mail.sdsu.edu](mailto:sdanner@mail.sdsu.edu) or contact her directly at 4-2915 for assistance and approval.

### **Include the following:**

- 1) The **name** of the company
- 2) **What** you are buying  
(to determine appropriateness)
- 3) The **exact amount** of the purchase

Accounts Payable can pre-authorize the purchase if appropriate.

### **Fraud Issues**

There have been several recent instances of fraud on Procurement Credit Cards. All card holders are advised to keep your Pcards and information secure. If you see any unauthorized purchases on your statement or receive a call from GE, please contact Accounts Payable immediately at 42915.

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.
- 3) Safeguard your Pcard in a secure place.

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