

PCC...News To Know

A Newsletter for the SDSU Procurement Credit Card Program

4th Quarter 2004

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.

☞ **To minimize lost receipts/documents, please help by taping them onto an 8'1/2" x 11" sheet of paper. NO STAPLES PLEASE.** ☞

CARDHOLDERS AND APPROVING OFFICIALS SIGNATURE AND DATE REQUIREMENT

Please remember:

- Cardholder must sign and date their monthly statement or monthly purchases report approving their charges
- Approving Official must sign and date cardholders monthly statement or monthly purchases report approving the charges and verifying that funds are available for the purchases made

TRACK YOUR TAXABLE PURCHASES. . .

Accounts Payable will no longer notify cardholders, via email, of sales/use tax adjustments to your PCC accounts.

Cardholders are responsible for reviewing their monthly charges and for reviewing the taxability of their monthly charges. All sales/use tax adjustments are clearly noted on your Oracle monthly reports.

Frequently Asked Questions...

Q: I am reviewing my accounts at month-end and see a PCC charge posted but I have not received or reviewed my monthly statement yet?

A: PCC statements cycle on the 22nd (or first business day thereafter) of each month. Accounts Payable receives a download from JPMorgan of all charges for the billing period and payment is made within 3 business days. Cardholder statements do not mail until 3 to 5 working days after the download. AP's payment will post to your account prior to you receiving your statement.

Q: My approving official has changed. How do I update my PCC file to reflect this change?

A: To update your approving official, download the Request for Participation form from the Accounts Payable website at <http://bfa.sdsu.edu/ap/participation.pdf>. Check "Update", complete the form and return to AP.

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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Quarterly Newsletter

<http://bfa.sdsu.edu/ap/pccnewsletter.htm>