



PCC & CTC ... News To Know

A Newsletter for the SDSU A/P Credit Card Programs

Spring 2015

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, please do not hesitate to contact:

Sharon Danner, x42915 (sdanner@mail.sdsu.edu)

Alma Escobedo, x42563 (escobedo@mail.sdsu.edu)

PCC website: <http://bfa.sdsu.edu/ap/pccprogram.htm> / Travel website (CTC) <http://bfa.sdsu.edu/ap/travel.htm>

NEWS AND REMINDERS

Important updates to credit card programs

Weekly and Monthly Emails

Beginning immediately all notifications sent by Accounts Payable will be sent to all Cardholders and their Approving Officials regardless of whether there are transactions or not. Please check Access Online to see if there are any transactions each week.

Additional Requirement to Receive a Credit Card

At this point in time, prior to each Cardholder receiving their credit card, the Form 700 and Conflict of Interest online training is required. In addition, going forward each Cardholder is now required to read the corresponding Handbook prior to orientation. The written confirmation of having read this material will be required prior to orientation.

Commencement Purchases

Graduation is right around the corner. Purchases for commencement are allowed on the PCC card. The correct "endeavor" account for commencement is (1155).

There are some purchases for commencement which are not allowed on the PCC card. Contact Accounts Payable with any questions regarding which purchases are approved for purchase using state funds.

Invoices and Credit Memos

All transactions which post to your PCC or CTC card must have documentation for audit purposes. Even if there is a transaction which was credited back, the original invoice and the credit memo need to be attached to the statement.

Transaction Detail Report

When submitting the statement each month to Accounts Payable, make sure to print out the Transaction Detail Report in Access Online. This report is under "Reporting" > "Financial Management" > "Transaction Detail".

This report shows the "comments" for each purchase and is needed for audit purposes.

Corporate Travel Card Reminders

Benefits of Using the Corporate Travel Card

The Corporate Travel card program allows the Cardholder to make travel arrangements quick and easy.

Sign up today for a travel card.

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

Comments for Each Transaction

All transactions on the Corporate Travel card program must have "comments". The "comments" need to include the name of the traveler (if using a department card) and the date of travel.

This allows Accounts Payable to track the expense claim for each transaction.

Should you have any questions regarding any of the Credit Card programs or processes, please don't hesitate to contact us at the phone numbers above.

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