

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, PCC Program Coordinator @ x42915 (sdanner@mail.sdsu.edu)

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

### ⇐ SPECIAL EDITION ⇐

February 1, 2012

Effective February 2012 the PCC Transaction limit will be raised to \$4,000.00!!

In response to BFA's recent campus survey, Accounts Payable is expanding the procurement credit card program. The increased per transaction limit along with the expanded approved vendor list below provides cardholders additional flexibility and convenience when making routine purchases for their departments.

Procurement credit cards with a current transaction limit of \$2000 have been increased to \$4000. Cardholders with single transaction limits below \$2000 shall remain the same unless a new limit is requested. If the department's procurement card approver prefers to opt for a lesser amount than \$4000, please contact Sharon Danner, PCC Coordinator, at x42915.

**If you are not currently using a Procurement Credit Card, you may want to consider signing up for the program to receive products more quickly and streamline the purchasing process.**

#### ADDITIONS TO THE APPROVED VENDOR/TRANSACTION LIST

Cardholders are encouraged to use the PCC for the following vendors and transaction types in addition to the types of transaction located on the Accounts Payable website.

- **Cintas**
- **Classic Party Rental**
- **Software License renewals**
- **Recurring phone bills, such as:**
  - **AT&T**
  - **T-Mobile**
  - **Verizon**
  - **American Messaging**
- **Commencement activities**
  - **MUST use appropriate endeavor account (1155)**
  - **Additional documentation may be required if the company is not incorporated**
- **Freight Bills, such as**
  - **Federal Express**
  - **DHL**
  - **UPS**
- **Amazon.com purchases**
- **Daily Aztec Ads**

As we add more transaction types to the list of approved vendors/transactions, you will want to update the list of Oracle Account Numbers that may be used with the card. This will allow you to choose the appropriate GL accounts when approving your transactions. New accounts may be added by completing a [Request for Participation](#) form. If you will be adding multiple accounts, you may attach a spreadsheet with the additional accounts that has also been signed by your approving official.

Should you have any questions, please do not hesitate to contact Accounts Payable. We are here to assist you.

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