PCARD SUMMER SCHOOL 2017 WORKSHOP SESSIONS
August 2, 2017
Location: Student Union

8:00 – 8:30  Attendees Sign-in (pre-registration required for attendees)  Diamond Atrium

8:45 – 9:00  PCard Summer School Opening  Grand Ballroom North

9:15 – 10:00 First Sessions (select one from the three sessions below)

S1A  PCard Common Compliance Issues  Rincon Room
Workshop Presenters: Amy Miller, Angelica Custer, and Socorro Linnaus - FSO Compliance Team
Description: This training will help PCard users and Departments to understand what business purchases are allowable on the PCard. It will also discuss the documentation required for various transactions.

S1B  PCard Program Updates, News, and Reminders  Grand Ballroom North
Workshop Presenters: Karen Brookbanks - PACS PCard Management
Description: Updates & News including: One-Time Exceptions, Hotel Enhancement, PCard Single Transaction Limit Max., Amazon, Accounts Payable SUA, Chip/Pin PCards and more. In addition, this session will touch on reminders relating to roles of Liaisons and Reconcilers.

S1C  Tax (Sales/Use)  Catalina Room
Workshop Presenter: Shawn Clodfelter – Tax Compliance -FSO Financial Management
Description: This training will provide an explanation of Arizona’s Transaction Privilege (sales) Tax and Use Tax. The University is not an exempt entity for the purposes of sales and use tax. We’ll discuss common taxable and non-taxable transactions and the potential exemptions from tax available to the University of Arizona for specific types of purchases.

10:15 – 11:00 Second Sessions (select one from the three sessions below)

S2A  Procurement and Contracting Services (PACS) Panel Session  Rincon Room
PACS Panel: Ted Nasser, Ernette Leslie, and Celeste Kanzig - Procurement & Contracting Services
Description: Panel Representatives will cover the following sections: Purchasing, Contracting, AZ BuyWays, Printing Services, Postal Services, Store Front, and Surplus Property. This will be an interactive session with a panel type forum. Bring questions and/or come meet PACS staff and find out about the various sections with the Procurement and Contracting Services Department.

S2B  The Changing Landscape: Skimming, Phishing, External Fraud, etc.  Grand Ballroom North
Workshop Presenters: Karen Brookbanks and Cindy Sands -PACS PCard Management
Description: This session is not only applicable to PCards, but also your personal credit cards! Topics will cover the following: External Fraud - how does it happen, types of steps to take to safeguard your PCard and personal Credit Cards, types of scams, tips to help mitigate risk for the university, helpful reminders, and much more...

S2C  PCard Documentation Prep & Centralization of Documents  Catalina Room
Workshop Presenters: Amy Miller, Angelica Custer, Socorro Linnaus, and Tammy Strom- FSO Teams
Description: This session will cover items relating to reconciliation, transactional reminders and document preparation for monthly submission of PCard Receipts for centralization of documents.

Continued
11:15 – Noon  Last Sessions (select one from the three sessions below)

S3A  External Fraud – Processing Paperwork/Procedures, etc.  Rincon Room
Workshop Presenters: – Cindy Sands, PACS PCard Management
Description: This session will walk you through the process and procedures for handling External Fraudulent Transactions on PCards. Types of notifications and documentation that are required, instructions, and cross-referencing documents. This training will also include deciphering PCard banking lingo; AOF, Fraud Credits, Balance Transfers, etc.

S3B  Panel:  PCard, FSO Compliance, A/P, Tax Compliance  Grand Ballroom North
Workshop Panel:  PACS PCard Management, FSO Compliance, A/P, and Tax Compliance
Description: This panel will available for your program questions. Representatives from PCard Management, FSO Compliance, FSO Accounts Payable, and Tax Compliance will be onsite to answer questions relating each of the respective PCard section.

S3C  PCard Liaisons/Reconciler – Essentials  Catalina Room
Workshop Presenter: Karen Brookbanks – PACS PCard Management
Description: Topics covered will include: Roles, requirements, interactions with PCard Office, outreach to departments for site visits, best practices, tips & tricks, etc.  This workshop is for those new to these roles, as well as experienced Reconcilers and Liaisons.