

Liaisons and Reconcilers – To Register Contact the Main PCard Customer Service # 626-9091

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.

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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.