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

PCARD SUMMER SCHOOL 2015 WORKSHOP SESSIONS  
August 5th, 2015  
Location: Student Union

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

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

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

S1A   Procurement and Contracting Services (PACS) Session  
Rincon Room  
PACS Panel: Karen Campasano, Sarah Curley, Celeste Kanzig, Ernette Leslie, Veronica Olivares, and Lila Sorensen  
Description: Panel Representatives from the following sections include; Contracting, Buyers, Small Business Utilization, Printing & Graphics Services, Bulk Mail and Surplus. This will be an interactive session with panel type forum. Bring questions and/or come meet PACS staff and hear about the different sections.

S1B   Reconciliation/Centralization of Documents  
Grand Ballroom North  
Workshop Presenters: Karen Brookbanks, Amy Miller and Angelica Custer (PCard Administration/FSO Compliance)  
Description: This session will cover items relating to reconciliation of transactions and document preparation for monthly submission of PCard Receipts for centralization of documents.

S1C   Tax (Sales/Use)  
Catalina Room  
*Session offered twice  
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 from the three sessions below)

S2A   PCard Common Compliance Issues  
Rincon Room  
*Session offered twice  
Workshop Presenters: Amy Miller and Angelica Custer - 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.

S2B   Accounts Payable/Travel Office  
Grand Ballroom North  
Workshop Presenter: Tammy Strom, Assistant Director FSO- Operations  
Description: Accounts Payable and Travel Office maintain an AP Pcard program on behalf of the University of Arizona to initiate payments effectively and efficiently. These payments are issued via credit card to vendors submitted in UAcess Financials via a Disbursement Vouchers or Purchase Order. This session will cover how this program works and how effectively Accounts Payable can assist departments in accomplishing our University mission of accurate and timely payments, as well as, prepayment of Hotel expenses on behalf of University travelers.

S2C   Liaison & Reconciler Quick Tips  
Catalina Room  
Workshop Presenters: Karen Brookbanks and Charlie Touseull, PACS PCard Administration  
Description: This session will cover frequently asked questions relating to looking up PCard information from UAcess Financials and Reporting in Analytics. In addition, this training covers; Level III Details, MCC codes, PCard limits, and much more.

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

S3A  **PCard Common Compliance Issues**  *Session offered twice*  
**Rincon Room**
*Workshop Presenters: Amy Miller and Angelica Custer - 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.

S3B  **Liaison Refresher**  
**Grand Ballroom North**
*Workshop Presenters: Karen Brookbanks and Charlie Touseull, PACS PCard Administration*
*Description:* Whether you are a new Liaison or an existing Liaison, this session will provide valuable information for all and will cover; Responsibilities of Liaisons, Forms to be used, Applications, Transfers, Reviewing PCards in area, common questions, and much more.

S3C  **Tax (Sales/Use)**  *Session offered twice*  
**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.