PCARD SUMMER SCHOOL 2016 WORKSHOP SESSIONS
August 4th, 2016
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 from the three sessions below)

S1A  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.

S1B  PCard Essentials & Program Updates  
Grand Ballroom North
Workshop Presenters: Karen Brookbanks and Paul Riggs - PACS PCard Administration
Description: This session will cover the essentials relating to roles of Liaisons and Reconcilers. It will also provide helpful guidelines relating to; processing applications, change requests, inquiries, etc., and provide updates of the Program including One-Time Exceptions and Hotel Pilot Program.

S1C  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.

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

S2A  Procurement and Contracting Services (PACS) Panel Session  
Rincon Room
PACS Panel: Ted Nasser, Tom Fiebiger and Ernette Leslie - Procurement and Contracting Services
Description: Panel Representatives will cover the following sections; Purchasing, Contracting, Arizona BuyWays, Small Business Utilization, Printing Services, Postal Services, Store Front, and Surplus Property. This will be an interactive session with 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  PCard Documentation Prep & Centralization of Documents  
Grand Ballroom North
Workshop Presenters: Amy Miller, Angelica Custer, and Carmen Lyon - FSO & FSO Compliance
Description: This session will cover items relating to reconciliation, transactional reminders and document preparation for monthly submission of PCard Receipts for centralization of documents.

S2C  Accounts Payable/Travel Office  
Catalina Room
Workshop Presenter: Tammy Strom - FSO Financial 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 UAccess 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.

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

S3A  **External Fraud – Process/Procedures/Safeguarding PCard**  Rincon Room  
*Workshop Presenters: Karen Brookbanks and Cindy Sands – PACS PCard Administration*  
*Description: This session will walk you through process and procedures for handling External Fraudulent Transactions on PCards. In addition, this session will discuss safeguarding PCard, what kinds of notifications and documentation are required, instructions and cross-referencing documents. This training will also include deciphering banking lingo; AOF, XFRD, XFR BAL, etc.*

S3B  **PCard Common Compliance Issues**  Grand Ballroom North  
*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.*

S3C  **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.*