PCard Liaisons & PCard Reconcilers
To Register Contact the Main PCard Customer Service # 520-626-9091

PCARD SUMMER SCHOOL 2019 WORKSHOP SESSIONS FOR
LIAISONS & RECONCILERS
August 14, 2019
Location: Student Union

8:00 – 8:30  Attendees Event Packet Pick-up
Room Diamond Atrium

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

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

Codes
S1G  PCard vs Purchase Order –Purchasing Methods * New class  Grand Ballroom North
Workshop Presenters: Karen Brookbanks and Celeste Kanzig – PACS Managers
Description: This training will provide an overview of selection of Procurement/Purchasing method.
This session will cover things to consider when order placement, One-time PCard Exception Requests,
and discussion on items that may be requested by when inquiring on which type of Procurement to utilize.

S1R  FSO Financial Compliance - PCard Allowable Purchases & Requirements  Rincon Room
Workshop Presenters: Angelica Custer, and Amy Miller- FSO Financial Compliance Team
Description: This interactive training will provide an overview of PCard post transaction documentation
requirements, allowable and unallowable purchases and process updates.

S1C  Arizona Sales and Use Tax – PCard  Catalina Room
Workshop Presenter: Shawn Clodfelter – Tax Compliance - FSO Financial Management
Description: This training will help PCard liaisons, users, and reconcilers understand what is and isn’t subject to Arizona
sales or use tax when making purchases on behalf of the University. We’ll also cover how to make appropriate PCard
tax exempt purchases and how to make corrections to use tax when necessary.

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

S2G  PCard Plus *Event Planning (PCard/Contracting/Purchasing)*New class  Grand Ballroom N
Workshop Presenters: Karen Brookbanks, Ernette Garcia, and Celeste Kanzig – PACS Managers
Description: This new session will provide an overview of what is required for Non-Student Union Event planning.
Discover what Contracting, PCard and Purchasing is looking for on requests, what are the proper procurement methods
for selection, and who to include in requests. This session will also cover procedures for coordination with the PCard
Team limits, coding, relating to PCard Plus event use.

S2R  FSO Financial Compliance - PCard Allowable Purchases & Requirements  Rincon Room
Workshop Presenters: Angelica Custer, and Amy Miller- FSO Financial Compliance Team
Description: This interactive training will provide an overview of PCard post transaction documentation
requirements, allowable and unallowable purchases and process updates.

S2C  PCard Requests/Applications/Questions & More  Catalina Room
Workshop Presenters: Wendy Isner, Paul Riggs, and Bryan Welborn - PCard Administration Team
Description: This interactive session will provide an overview of PCard Administration including; processing of
forms/applications, requests for changes, suspensions, reviews, FAQs, reminders, and Q&A.
11:15 – Noon **Last Sessions (select one from the three sessions below)**

**S3G**  **Round Table Session Topics**
Grand Ballroom North

*Workshop/Round Table Topics/Networking:* Round Table session will provide for opportunities to meet with various representatives from various areas: PACS Sections (PCard, Purchasing, Contracting, Warehouse, Print Program, Records Management, and Small Business Utilization), FSO Financial Compliance, FSO Accounts Payable, FSO Tax Compliance, FSO Capital Property, and also Sponsored Projects. Additional networking tables will be available for attendees.

**S3R**  **PCard Documentation Prep & Centralization of Documents**
Rincon Room

*Workshop Presenters:* Juanita Sanchez and Angelica Custer—FSO Financial Services

*Description:* This session will cover items relating to reconciliation, transactional reminders and document preparation for monthly submission of PCard Receipts for Centralization of Documents.

**S3C**  **Mitigate Risk/Safeguarding the PCard/Ext. Fraud**
Catalina Room

*Workshop Presenters:* Karen Brookbanks, PACS PCard Manager

*Description:* This session will cover how to safeguard the UA PCard, tips to help mitigate Risk, reporting of External Fraudulent Transactions/attempts on the PCard. In addition, this workshop will cover how PCard Administration provides additional reviews. Join this lively discussion on a prevalent topic that also translates to personal credit card security.