PCard Liaisons & PCard Reconcilers
To Register Contact the Main PCard Customer Service # 520-626-9091
PCARD SUMMER SCHOOL 2018 WORKSHOP SESSIONS
August 1, 2018
Location: Student Union

8:00 – 8:30  Attendees Event Packet Pick-up  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 Documentation Prep & Centralization of Documents  Rincon Room
*Workshop Presenters: Carmen Lyon and Juanita Sanchez – 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.*

**S1B**  Help Us Help You  Grand Ballroom North
*Workshop Presenters: Wendy Isner, Paul Riggs, and Nick Dugan - PCard Administration Team*
*Description: Taking a look at Applications, Transfer Forms, Change Forms, Declines and Enhancements. How to avoid delays on requests. Exploring the Top 10 questions we receive and so much more!*

**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)

**S2A**  FSO Financial Compliance-PCard Allowable Purchases and Requirements  Rincon Room
*Workshop Presenters: Angelica Custer, and Socorro Linnaus - FSO Financial Compliance Team*
*Description: This interactive training will provide an overview of PCard post transaction documentation requirements, allowable and unallowable purchases and review changes to policy on foreign merchant transactions.*

**S2B**  Empowerment of PCard Roles – Liaisons/Reconcilers  Grand Ballroom North
*Workshop Presenters: Karen Brookbanks, C.P.M., CPCP; CPPB – PACS PCard Management*
*Description: This sessions was developed to help empower you in your Roles as PCard Liaison and/or PCard Reconciler within the PCard Program. Topics that will be covered include: News, Program Updates, Best Practice Tips for your Roles, and information to assist in making your department a stellar section within the PCard Program.*

**S2C**  Defend Against the Dark Arts  Catalina Room
*Workshop Presenters: Nick Dugan -PACS PCard Administration*
*Description: Learn how to protect yourself from the masked villains, without living in fear of fraud. An overview of steps you can take to: deter fraudsters, prevent unauthorized transactions, safeguard PCards, and protect the University of Arizona’s assets. This session will also provide information on what to do if there is external fraud on a PCard.*

11:15 – Noon  **Last Session**

**S3B**  Round Table Session Topics  Grand Ballroom North
*Workshop/Round Table Topics/Networking: Round table session will consist of (2) opportunities to meet with various representatives from the following areas: PCard Administration, PACS Sections (Purchasing, Contracting, Warehouse, Print Program, and Small Business Utilization), FSO Financial Compliance, FSO Accounts Payable, FSO Tax Compliance, FSO Capital Property, and Sponsored Projects. Additional networking tables will be available for attendees.*