November 2017

“Great things in business are never done by one person, they’re done by a team of people” ~ Steve Jobs

**Featuring...**

- **PCard Chip & Pin**
- **New PCard Hotel Enhancement**
- **Handy Links**
- **Reminders**
- **Tips, Suggestions, Kudos and more!**

The PCard Main Office is located in the **USA building** on the 5th floor. Come over and see us, sometime.

**PCard Main Customer Service**

Phone: 520-626-9091
Fax: 520-621-1245

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**PCard Liaisons - A Special Thank You**

for helping us make the PCard CHIP & PIN distribution a smooth & successful transition. The PCard staff visited over 300+ Departments, hand delivering over 1500 PCards to the assigned PCard Liaisons in various departments across campus. We had a chance to meet you, see where you work, and learn a little bit more about your units.

*If you have any questions regarding Chip & Pin PCards please give a call to the Main PCard Customer Service at 520-626-9091*

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**Get it Right The First Time With Our PCard Checklist**

**‘We Have A Form For That’**

We understand that there are times we may be asking for additional information or questions on applications and transfers. However, missing information can hold up your requests. Did you know that there is a Checklist on our PACS PCard Forms web page that can assist in facilitating your request and may help streamline the process for you?

- Bookmark the website for the
- **Campus PCard Application and PCard Transfer Checklist**
- and other helpful information

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**New PCard Enhancement - Hotel**

Your PCard can be more flexible than ever.

The Hotel Enhancement assists UA employees in making UA Business Travel Lodging arrangements. Having the card along for the trip helps if there is a change of plans or if the user decides to check out early. If you have a cardholder that travels frequently, you might consider adding the Hotel Enhancement to their PCard. Note: Hotel Enhancement goes hand-in-hand with the Travel Enhancement. The Travel Enhancement must be added to any PCard if Hotel Enhancement is requested. However, a PCard may have Travel Enhancement without the Hotel Enhancement.

* To add to an existing PCard Liaisons must submit a PCard Change Form.
* To expedite request, please be sure applicant has finished the newest PCard Exam.

Please see PCard Policy 6.0 for more details.

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**Quick Bits ~ Reminders**

- The Individual PCard Cardholder or Responsible Cardholder (RCH) on a Dept. PCard is the only person allowed to activate their respective PCard/Dept. PCard. The proper procedure to activate a new PCard involves Liaison distribution of the PCard to the Cardholders/RCH. Only the Cardholder/RCH can contact JPMorgan Chase to activate the card and establish a PIN.

- The RCH is responsible for the physical checking in/out of the Dept. PCard, and all related use of that card. If the RCH will not be in the office to check in/out the Department PCard, the PCard must be stored in a secure place in the event of an extended leave. The Liaison should also contact the PCard Office to have the Dept. PCard set to $1 until the RCH returns or process a Transfer Form to assign a New RCH to the Dept. PCard.

- Don’t forget to mark airline transactions as tax exempt.

- If your department would like a refresher training please contact the PCard Office. The PCard Office can customize a refresher training pinpointing areas for emphasis for your reconcilers and also cardholders.

- Are your PCard users making purchases that will be coded to grant? Remember, it is the purchaser’s responsibility to stay within the parameters of the grant for any necessary quotations, etc.
New Chip & PIN PCards

PCard Cardholders: You all should have received and activated new Chip & PIN PCards. If you have not already done so, make sure that the new card is activated by the appropriate party. Once the new Chip & PIN PCard is activated, the old PCard must be destroyed.

Any reoccurring charge to your PCard needs to be updated with new expiration number and/or CVC code from your new Chip and PIN card. If your new card is being declined, please check that the expiration date has been updated with the vendor.

Reconcilers: Something not adding up?
Banking International - Processing Fee of 1.5% is now contained within the eDoc for International Merchant Transactions

Some of you may not be aware that the 1.5% fee for transactions with international merchants will be documented within the same eDoc.

Two ways to determine if the PCDO eDoc contains this fee:
- Click on Transaction ID number in the UAF eDoc
  This may contain Original Currency Amount listed as other than US Currency
- Click on the Vendor Name > look at Vendor State Code > on Foreign Merchants this may show Country information listed

A new Object code, 5535 - Purchasing Card Fees, has been created to track these nontaxable PCard fees. Currently, these fees are being included in the original transaction purchase total.

Please Note: This object code is only to be used for any PCard related international merchant banking processor fees. Any questions please give us a call.

Reminders from FSO Compliance 621-9097
*Expenses cannot be allocated to restricted Agency UAccess account numbers during the reconciliation, as this type of accounts cannot be used with the PCard Program.

*DCC’s use of the PCards are not allowed as PCards are only to be used by Active Paid UA employees per policy.

*Employment Recruiting Travel
Provide the job # and the letter of invitation to interview for a specific job posting relating to any employee/graduate/post doc employment recruiting travel. Only those expenses related to the initial recruiting trip may be included in Interviewing and Recruiting Expense. Expenses incurred on subsequent trips made prior to the employment start date are considered relocation expenses and must be processed through FSO Operations - Accounts Payable.

*The PCard Document Transmittal form & Checklist has been updated. Please dispose of any saved versions prior to this update. The new form can be found at: http://www.fso.arizona.edu/sites/default/files/compliance/PCard_transmittal.pdf

*Hazardous material are not allowed on the PCard. Please review the SDS sheets before making any chemical purchases. FSO-Compliance may request the SDS sheets from the vendor for verifications.

*Payments to Individuals are Not Allowed on the PCard. Collect a W-9 in advance if unable to differentiate based on the business name.

PCard Liaison or a Responsible Cardholder (RCH) will be out of the office?

Be proactive! Have an established backup plan.

Some options:
- Additional Liaison: Keep your cardholders from panicking by having an additional PCard Liaison in your department. This can be helpful in the event of an unplanned leave.
- Additional Dept. PCards: Obtaining a second Department PCard and having it assigned to a separate RCH can alleviate stress when the Department PCard RCH is out. (Remember: only the RCH can physically check in/out the Department PCard.)
- Purchases made by Individual Cardholder on behalf of others: An Individual PCard Cardholder in the department may make purchases on behalf of others in the department.

Setting up contingency plans helps in the event of an emergency or other unplanned instances. Call the PCard Office and we will be happy to discuss some options for your office in advance.

Where do we find the PCard Policy Review/Exam online?

PCard Policy Review/Exam: Purchasing:
PCard Policy and Exam (UA-1013-1) http://pacs.arizona.edu/
Look on Right hand “Grey” column – Under Purchasing Card - click on Exam - Click to Enroll, then go to UAccess “My Learning” to complete exam.

Part #1) Policy Review - Review hyperlink of policies and then change pull down to “Completed” and “Save” Once this is completed/ saved system will show launch button for Exam.

Part #2) PCard Exam Launch button will appear after Part #1) is completed and saved.

Suggestion: Go to “My Learning” to access course if already enrolled
Call us with any questions 626-9091