

# The ACC P-Card

Volume 3

Website: [www.austincc.edu/purchase/](http://www.austincc.edu/purchase/)

## Card Distribution

### CAMPUS VISITS

#### Cypress Campus

Date: October 20, 2009  
Time: 11:00a – 12:00p  
Room: 2204.16

#### Eastview Campus

Date: October 19, 2009  
Time: 2:45p – 3:45p  
Bldg 3000, Room 3101

#### Highland Business Center

Date: October 21, 2009  
Time: 11:00a – 12:00p  
Room: 224

#### Northridge Campus

Date: October 20, 2009  
Time: 1:30p – 2:30p  
Room: 1117

#### Pinnacle Campus

Date: October 19, 2009  
Time: 9:00a – 10:00a  
Room: 1013

#### Rio Grande Campus

Date: October 20, 2009  
Time: 9:00a – 10:00a  
Main Bldg, Room 205

#### Riverside Campus

Date: October 19, 2009  
Time: 1:00p – 2:00p  
Room: A-2208

#### Service Center

Date: October 21, 2009  
Time: 2:00p – 3:00p  
Purchasing

#### South Austin Campus

Date: October 19, 2009  
Time: 10:45a – 11:45a  
Room: 1140.2

## New Card Distribution

Most ACC procurement cards are due to expire either October or November 2009. Chase Bank will reissue new cards on October 2009. Please check your p-cards to verify the expiration date. Cards are valid until the end of the month in which they expire.

The distribution of procurement cards will be available at each campus. The schedule is listed in the table to the left. P-cards will only be released to the cardholder. Cardholders unable to pick up their p-card at their home campus can go to any of the other campus scheduled visits and pick it up. There are 8 opportunities to pick up the card.

To pick up the new p-card, the following is required:

- Old p-card (will be turned in)
- A photo ID
- A new completed Cardholder Agreement form

If none of those scheduled dates will work, the cardholder must email [esonen@austincc.edu](mailto:esonen@austincc.edu) or [lschulz@austincc.edu](mailto:lschulz@austincc.edu) to schedule a time to pick up the card at the Service Center. If picking up the card at the Service center, plan on spending 30 minutes to activate and review SDOL.



## Card Reissue FAQs:

- Can the old card be used after it expires?  
*The old card cannot be used after it expires. All old cards must be turned in to Purchasing whether receiving a new card or not.*
- Will reissued cards need to be activated?  
*Yes. All reissued cards must be activated by calling the number printed on the activation sticker that arrives on the new card.*
- Can the old card be used after the new card is activated?  
*Once the new card is activated, the old card becomes invalid and cannot be used. If a cardholder attempts to use the old card, it will decline. The old card must be turned in to the Purchasing department.*
- Will the reissue cards have a different accounts number?  
*NO. The reissue cards will have the same account numbers, but the expiration date and the security (CVV2) code on the back of the card will be different. For this reason, you will need to update your card profile with vendors who might have your old card information on file.*

## Budget Authority Signature and Delegation

The budget authority is responsible for ensuring various tasks are completed timely such as:

- Approving a cardholder to get a card
- Reviewing and approving all card usage
- Reviewing receipts and expense reports
- Ensuring accuracy of expenses posted on the expense report
- Signing and dating expense report
- Submitting a reconciled report and ensuring it is received in the Purchasing department prior to the 15<sup>th</sup> of the month. It is recommended expense reports be sent to Purchasing on the 10<sup>th</sup> of each month.
- End of year expenses (August) will be reconciled and approved by the budget authority for the month the charges were incurred. If a new budget authority takes over in September, they can choose to approve the report for the prior month.

If signature authority has been delegated to someone else while the budget authority is out of the office then documentation showing the delegation must be submitted with the expense report. Expense reports must still be submitted to the Purchasing department before the 15<sup>th</sup> of each month or it will be considered late.

## Cardholder Information Change

Cardholder information must be updated when changes occur. If any of the following changes occur, then the p-card record must be updated:

- Personal name change
- New budget authority
- New supervisor
- Added or changed GL#
- Movement to another campus
- Movement to another department

Contact the procurement card assistant to find out what forms and steps need to be taken to keep the card active.

## Signatures on the P-Card Program

The Procurement Card program requires original signatures and approvals for the following:

P-Card Applications: If the applicant is the budget authority, then the applicant's supervisor must sign the application.

## Signatures Cont.

Monthly Expense Reports: If the cardholder is the budget authority, then must get signature of supervisor or the next level budget authority.

Purchases for other Programs: The cardholder signs the report along with budget authority. If any transaction is made for another program (using a different GL#), the budget authority for that program must submit approval documentation or sign the expense report.

Request for Changes to the P-Card: Change requests must be submitted by the budget authority.

## P-Card Training

Online training is available at <https://www3.austincc.edu/it/workshops/www/eventenroll.php?Source=ALL&EventID=1822>

## Holidays at the SVC



September 7, 2009 – **Labor Day**

November 26-29, 2009 - **Thanksgiving Holiday**

December 22, 2009 -January 3, 2010 - **Winter Break**

### Austin Community College District Purchasing Department Procurement Card program

<http://www.austincc.edu/purchase/pcard.php>

9101 Tuscany Way  
Austin, TX 78754

Reed Stoddard - *Interim Director*  
[rstoddar@austincc.edu](mailto:rstoddar@austincc.edu) or 223-1053

Esther Sonen - *P-Card Assistant*  
[esonen@austincc.edu](mailto:esonen@austincc.edu) or 223-1059

Linda-Marie Schulz – *Admin. Assistant*  
[lschulz@austincc.edu](mailto:lschulz@austincc.edu) or 223-1044

Fax: 223-1902

