

The ACC P-Card



Volume 4

From the Director

Happy New Year and welcome back to the P-Card Newsletter. Our goal is to make the P-Card program as useful and simple as possible to use. Please remain mindful of all prohibited items when it comes to using your P-Card. Also remember to submit your expense reports to purchasing by the 15th of every month. If you have any questions, don't hesitate to contact us. We're here for you!

Anthony Owens

Welcome New Director

The Purchasing Department is pleased to announce that Anthony Owens has accepted the position of Procurement and Materials Management Director effective December 16, 2009. Tony is the new Procurement Card Administrator. Reed Stoddard, the Assistant Director of Purchasing will continue to act in an administrative role with the P-Card program. Correspondence, inquiries, and requests should continue to come through the P-Card Assistant.

ACC Travel Advance Cards

The Purchasing Department will soon introduce the new ACC Travel Advance Card program. Travel Advance Cards can be used by any ACC employee who has been approved to travel for official ACC business to pay for registrations, airfare, hotel and other travel expenses. Travel guidelines and rules will apply. We will keep you informed as more information becomes available.

P-Card Limit Changes

Changes may be made to P-Card limits. The cardholder's Budget Authority and the P-Card Administrator's approval are required. Budget Authorities should email change requests to the P-Card Assistant or P-Card Administrator. The request must include specific information such as:

- Amount of increase requested
- Justification for limit increase
- Time-frame for increase
- Is the request to change the single-transaction limit, monthly limit or both?

Changes to the card limit will not be made while in the store at the checkout counter. It will be the cardholder's responsibility to ensure that purchases do not exceed the monthly limit set for the card by checking the limit prior to shopping. If a purchase must be made that exceeds the monthly limit, it must be approved by the P-Card Administrator prior to the purchase.

Software Purchases

Software purchases for ACC must be made through a requisition in Datatel. When software is purchased with a p-card, the cardholder's name is listed as the owner of the software instead of ACC. This becomes an ownership and licensing issue for the college. Because of this, the p-card should not be used for any software purchase except by written permission from the Assistant Director of Purchasing.

Administrative Rules on Purchases

The Purchasing Handbook Appendix B has a list of some items which are not to be purchased with a p-card. However the list is not all-inclusive. The following items may not be purchased with a p-card due to administrative rules:

Memberships: Administrative Rule 3.03.005 – Memberships must first be approved by Neil Vickers, AVP Finance & Budget. A requisition in Datatel is to be completed for each membership purchase and renewal.

Furniture and Equipment: Administrative Rule 5.02.004 – The Purchasing Department is responsible for placing orders with vendors for furniture and equipment for all buildings. Coordination with Facilities, Operations, and Environmental Health, Safety & Insurance is required.



P-Card Contract Ending: The ACC P-Card is set up through the State of Texas contract 946-A1. The contract is due to expire August 31, 2010. The State of Texas has put out a bid for a new contract. We will provide you with further details when we get more information from the State Comptroller's Office.

Reminder: The deadline for receiving expense reports in Purchasing is the 15th of each month. Cardholders are reminded to submit reports on time.



**Purchasing Department
Procurement Card program**
<http://www.austincc.edu/purchase/pcard.php>
9101 Tuscany Way, Austin, TX 78754
Fax: 223-1902

Anthony Owens – Procurement and Materials
Management Director
aowens@austincc.edu or 223-1127

Reed Stoddard – Assistant Director of Purchasing
rstoddar@austincc.edu or 223-1053

Esther Sonen – Procurement Card Assistant
esonen@austincc.edu or 223-1059

Linda-Marie Schulz – Administrative Assistant
lschulz@austincc.edu or 223-1044