

# The ACC P-Card

Volume 6

## From the Director

2011.... Happy New Year! Along with the new year come minor changes to the Procurement Card. We've changed vendors moving from Chase to Citibank. Please go to the following link for new required training: <https://www3.austincc.edu/it/workshops/www/login.php>. We also have news on our new ACC Travel Card. Please refer to this link for training: <http://www.austincc.edu/purchase/>. These trainings are critical to developing a working knowledge of these new cards. The more familiar you are with the guidelines, the more efficient the process will flow. I would encourage you to visit both sites often.

*Anthony Owens*



## **Cardholder Alert: The new Citibank P-Cards will be available April 2011**

The Purchasing Department is pleased to announce the launch of its new Citibank P-Card program. The Purchasing Handbook, Appendix B section has been updated to reflect the changes. Some of the differences are:

- New card provider
- New card with a new credit card number
- New online banking system
- New billing cycle dates

All Cardholders will need to complete Procurement Card Training Class 1 and Class 2.

### **Training Requirements**

Training for the P-card will be done online. To sign up go to the Workshops website:

<https://www3.austincc.edu/it/workshops/www/login.php>

1. *Card: P-Card Training Class 1* – Updated guidelines. This class must be completed before you can be issued a new card.
2. *Card: P-Card Training Class 2* – New online banking system (GCMS). This training must be completed within 30 days of receiving your new card.

### **New Online Banking**

With the start of the new Citibank P-Cards, there will also be a new online banking system. The new site is called Global Card Management System (GCMS). You will be able to view your transactions, make object code changes,

add item descriptions and print Expense Reports just as you do right now.

### **New Procedures for Budget Authorities**

Budget authorities will now be required to go to the online banking system (GCMS) to approve all transactions and to verify the correct GL#s have been used. This process is in addition to signing the paper expense report.

All budget authorities who authorized credit card usage will need to take both classes of the procurement card training. The new process for approving transactions online will be detailed in P-Card Training Class 2.

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## **New training is required for the Citibank P-Card**

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### **New Citibank P-Card Disbursement**

P-Cards can be picked up from your campus Cashiers Office April 4, 2011 – April 15, 2011. After that date, you can pick up your card from the SVC Cashiers office starting April 19, 2011.

**NOTICE:** Cardholders may only pick up their own card. You must have the following with you:

- ✓ Newly completed Cardholder Agreement form
- ✓ Old P-Card – DO NOT cut up the card
- ✓ ACC Photo ID

P-Cards will be sent to the campus we have on file. If you have recently moved to a different campus or have any other type of information change, contact the Procurement Card Assistant for a form to update your records.

To ensure your new card is ready for use, activate it as soon as you receive it by following the instructions on the front of the card. You may begin using your new Citibank P-Card as soon as it is activated.

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## **Purchasing Department - Procurement Card Program**

9101 Tuscany Way, Austin, TX 78754, Fax 512-223-1902

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

**Don't use  
JPMorgan Chase  
Cards after  
3/30/2011**

## Deadlines

The cutoff date for the *JPMorgan Chase P-Cards* is March 30, 2011. Do not use those cards after that date.

### Billing Cycle Dates

The new Citibank billing cycle will begin on the 4<sup>th</sup> of each month and end on the 3<sup>rd</sup>.

### Expense Reports

Expense Reports are still due in purchasing by the 15<sup>th</sup> of each month.

- *JPMorgan Chase* - Expense Report is due by April 15, 2011 for transactions between 3/8/11-4/5/2011.
- *Citibank* – Expense Report is due by May 15, 2011 for transactions from 04/04/11-05/03/11.

If you have any questions, contact the P-Card Assistant.

## ACC Travel

Employees traveling on official ACC business can now use the Travel Advance Card (TAC). ACC will no longer issue Cash Advances for travel. Instead, the TAC is issued when an advance is requested. **An overnight stay is required.**

The TAC is a credit card that can be used for all travel related costs including:

- Conference registrations
- Airfare
- Lodging
- Auto rental
- Meals
- Mileage
- Other travel related expenses

The TAC is single-use only. A new card will be issued for each travel event.

Travelers must follow the guidelines and procedures when using a TAC. To apply for a card, the traveler must complete *Card: Travel Advance Card Training*. The training is available online on the Workshops website:

<https://www3.austincc.edu/it/workshops/www/login.php>

## P-Card Restrictions

Based on auditor feedback, the cardholder and budget authority must obtain special written authorization from the Procurement Card Administrator if the need arises to make a purchase of any item on this list. This request and authorization will be in writing.

The Procurement Card Administrator will review these “special” requests and respond accordingly.

- ✗ Alcoholic Beverages
- ✗ Ammunition
- ✗ Appliances
- ✗ Capitalized or Inventoried Items
- ✗ Cash advances ●
- ✗ Cash refunds ●
- ✗ Consultant Services
- ✗ Contract Items
- ✗ Computers
- ✗ Controlled substances ●
- ✗ First Aid Kits or supplies
- ✗ Flowers
- ✗ Fuel
- ✗ Furniture
- ✗ Furs
- ✗ Gift Cards ●
- ✗ Insurance
- ✗ Internet unless you have secure/encrypted access
- ✗ Item/Equipment over \$500
- ✗ Items for resale
- ✗ Insurance
- ✗ Jewelry
- ✗ Memberships
- ✗ Personal purchases ●
- ✗ Printing
- ✗ Purchases over the single transaction limit
- ✗ Software
- ✗ Surety Bonds ●
- ✗ Taxes
- ✗ Travel Expense ●
- ✗ Witness Expenses
- Always prohibited

## P-Card Contacts

**Esther Sonen** – Procurement Card Assistant

[esonen@austincc.edu](mailto:esonen@austincc.edu) or 223-1059

**Linda-Marie Schulz** – Administrative Assistant III

[lschulz@austincc.edu](mailto:lschulz@austincc.edu) or 223-1044

**Reed Stoddard** – Assistant Director, Purchasing

[rstoddar@austincc.edu](mailto:rstoddar@austincc.edu) or 223-11053

**Anthony Owens** – Director, Procurement & Materials Mgmt

[aowens@austincc.edu](mailto:aowens@austincc.edu) or 223-1127

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