

The ACC P-Card

Volume 7

From the Director

As we quickly approach the end of the fiscal year (August 31, 2011) please be aware of important cutoff dates for making purchases. Specific information regarding end-of-the-year purchases as well as other procurement related issues can be found in the newsletter below.

Anthony Owens

End of Fiscal Year 2011

The end of the Fiscal Year is August 31, 2011. P-Card transactions that post on August 31st or before will be charged to the FY 2011 budget. It is recommended that August 26th be the cut-off date for the fiscal year. Be aware that transactions may take 24 to 48 hours to post after the transaction date.

Only critical purchases should be made during the week of August 29th (August 29th – September 3rd) to allow the accounting office to separate the yearly transactions.

Transactions that post September 1st or afterwards will be charged to the FY 2012 budget.



Deadline to Pick Up Citi P-Cards

Citi P-Card distribution which began in April 2011 is now ending.

The deadline to pick up Citi P-Cards from the Cashiers Office is July 15, 2011. If you have not picked up your card, do the following:

- Complete *CARD: Procurement Card Training 1 and 2*.
<https://www3.austincc.edu/it/workshops/www/showworkshops.php?DisplayMode=ALL>
- Complete a new Cardholder Agreement form:
<http://www.austincc.edu/purchase/docs/cardholderagreement%20current.pdf>
- Go to the Service Center Cashiers Office with the following:
 - ▶ Your old JPMorgan Chase P-Card – Do not cut up
 - ▶ Photo ID
 - ▶ Completed Cardholder Agreement form

P-Cards that are not picked up by the deadline will be closed. New Applications will be required starting September 1, 2011 for closed accounts.

P-Card Reconciliation

Cardholders are required to complete the following process in order to reconcile their P-Card transactions:

1. Log on to the GCMS online system:
<https://www.globalmanagement.citidirect.com/sdng/login/login.do?cobrandHost=citigroup>
2. Review your transactions online
 - a. Make object code changes
 - b. Add expense descriptions
 - c. Check off the “Reviewed” box
3. Schedule your Expense Report
4. Retrieve your report from Completed Reports and print it out
5. Attach original receipts to the expense report, sign the report and send it to Purchasing-SVC (Or your budget authority if requested to do so).
6. After transactions have been “Reviewed”, the budget authority will go online and “Approve” the transactions.

Cardholders should complete the tasks listed above in time to allow Budget Authorities to complete Approvals before the deadline of the 15th of each month.



Returning JP Morgan Chase Cards

All JP Morgan Cards must be submitted to Purchasing by July 15, 2011 even if the Citi P-Card is not picked up. You may drop off you old JP Morgan Chase card at your Campus Cashiers Office.

Notices and letters will be sent to department heads for all Chase P-Cards that are not returned.

Purchasing Department - Procurement Card Program

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

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

P-Card Approvals

Budget authorities will now approve transactions online instead of signing the paper expense report. All approvals must be completed online before the 15th of each month.

Note: Do not “Approve” transactions that do not have the “Reviewed” box checked off. Doing so will lock the transaction and will not allow the cardholder to review their transactions. Wait to approve when transactions have been reviewed.

Instructions for GCMS

A shortened version of the P-Card Class 2 training has been added to the P-Card website for the cardholder’s and Budget Authority’s convenience. You may download the PDF document and print if needed. The instructions are listed as:

[GCMS Concise Guide](#) – Cardholder guide

[GCMS Training BA](#) - Budget authority guide

Department GL Numbers

Some departments have more than one General Ledger (GL) number assigned to them. In the past, there was no way for cardholders to select which GL to use for each transaction. Now that has changed with Citibank.

Cardholders who use more than one department GL number can now select which number to use online in GCMS. If your GCMS access has not been updated with the option to change GL numbers and you use more than one, contact the P-Card assistant for help.

Note: Budget Authority approval is required for your account to have access to more than one GL number.

P-Card Contacts in Sequence

1. **Esther Sonen** – Procurement Card Assistant
esonen@austincc.edu or 223-1059
2. **Linda-Marie Schulz** – Administrative Assistant III
lschulz@austincc.edu or 223-1044
3. **Reed Stoddard** – Assistant Director, Purchasing
rstoddar@austincc.edu or 223-11053
4. **Anthony Owens** – Director, Procurement & Materials Mgmt
aowens@austincc.edu or 223-1127

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

Purchasing Department - Procurement Card Program