

# The ACC P-Card

Volume 1

## *From the Purchasing Director*

Welcome to the first edition of the new P-Card newsletter. We hope you will find the information useful when using the official ACC Procurement Card. We are taking steps to make the program more useful, dynamic and simple to reconcile your department expenditures. The ACC Purchasing team is here for you. Call on us!

*Reed Stoddard*

### **P-Card Security**

Keeping your p-card information secure should be a top priority. Some of the ways to make sure that your information is kept secure is to do the following:

- Make online purchases from secure websites only (there should be a closed padlock at the bottom of the browser window)
- Keep your card in a secure place
- Memorize or keep your password for SDOL in a secure place
- Never share your passwords with anyone
- Remember to always log off and close the browser window in SDOL
- Only the cardholder is allowed to use the card

### **Lost/Stolen Cards**

You must report a lost or stolen card immediately to Chase's Customer Service Department at 1-800-890-0669 and also to Esther Sonen 223-1059 or Linda Marie Schulz 223-1044 in the Purchasing department.

### **Purchases**

The P-card may be used for many purchases. The primary use is to help departments to run the department efficiently. However, there are some items that should not be purchased with a P-card. Some of the prohibited items are:

- Any gift cards
- Personal fuel
- Fresh flowers
- Software
- Computers
- Per-Diem or air travel expenses
- Taxes

For a more detailed list of what cannot be purchased refer to Appendix B of the Purchasing Handbook available online in the Purchasing webpage: <http://www.austincc.edu/purchase/index.php>

### **SDOL**

SDOL is available to cardholders for many things such as verifying transactions, checking card balance, changing GL object does and running reports.

Expense reports are due in Purchasing by the 15<sup>th</sup> of each month. The report guidelines are:

- Print report on or after the 6<sup>th</sup> of the month to ensure all transactions appear
- Print in PDF Format (no screen prints or HTML version accepted)
- Include cardholder signature
- Include budget authority signature
- Include original receipts with itemized list of what was purchased



*Hint*: Reports are run by billing cycle. Billing cycles run from the 6<sup>th</sup> of the month through the 5<sup>th</sup> of the following month (with some exceptions). *Always select the Billing Cycle button when running the report and select month and year.*

### **Training**

If you are interested in taking a refresher training course for the P-Card, you can sign in at the ACC Workshops webpage.

### **Procurement Card Contacts**

If you have any questions or comments about the use of the P-card, you can contact any of the following:

Esther Sonen [esonen@austincc.edu](mailto:esonen@austincc.edu) 223-1059  
Linda-Marie Schulz [lschulz@austincc.edu](mailto:lschulz@austincc.edu) 223-1044

