

The ACC P-Card

Volume 6

From the Director

Please refer to the P-Card rules and regulations often at the following link: http://www.austincc.edu/purchase/pcard_guidelines.php. The mission of the Procurement Card team is to ensure adherence to and compliance with all stated guidelines with respect to the use of Procurement Cards. The more familiar you are with these guidelines, the more efficient the process will flow.

Anthony Owens



NEW! Procurement Card Contract With Citibank

The ACC Procurement card account is set up through the State of Texas contract, 946-M1. The Texas Comptroller of Public Accounts has awarded a contract for Procurement and Corporate Travel Charge Card services to Citibank effective September 1, 2010.

The change of bank will affect the ACC Procurement Card program in the next upcoming months. The current

vendor, JP Morgan Chase will continue to offer their services until the transition period of 180-days is complete. We are working on a timeline.

No action is to be taken at this time. We will update you with the latest information as it becomes available. Cardholders and Budget Authorities are to look out for emails and other communications regarding these changes.

Cardholder FAQs:

- ▶ Will I need a new card for the new Citi program?
You can continue to use your current card and all of the current processes until dates for transition are announced.
- ▶ What is the date that I have to stop using my current card and use the new Citi card?
As we begin the implementation phase of the new contract, key dates will be provided including the date when you will receive your new card and when your existing card will terminate.
- ▶ Will my vendors accept the new card?
Absolutely! With 30 million merchant locations in 140 countries, Citi offers broadest acceptance worldwide.

Budget Object Codes

Each p-card has a default department GL# including an object code that is applied to all purchases. Cardholders have the responsibility of going into SDOL to change the code to match the transaction if needed.

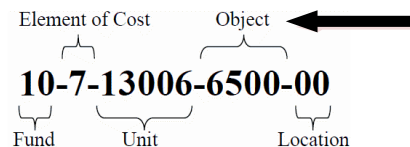
SDOL lists all object codes available at ACC. However, all departments do not have all object codes in their budget.

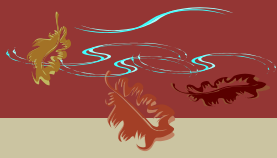
To verify which object codes are available to use, check XS19 in Datatel. Object code changes should be made in SDOL before expense reports are printed.

Links

Smart Data Online (SDOL):
<https://sdol.mastercard.com/jpmorganchase>

ACC Budget Manual :
<http://www.austincc.edu/busdept/budget/budget.htm>





Acceptable Receipts



The Procurement Card program requires cardholders to retain original, itemized receipts to submit with the monthly expense report. The receipts must contain a description of the goods purchased. Receipt copies or lack of an itemized receipt will require a memo with the following information:






- \$ The purpose of the purchase
- \$ The reason there is no original or itemized receipt
- \$ The steps taken to obtain a duplicate receipt
- \$ The memo must be signed by the cardholder and the budget authority

The memo should be attached to the expense report before submission to the Purchasing department.

Update your contact information

P-Card Record Information

If you have had any of the following changes, please update your P-Card record:

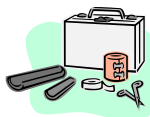
-  Position Change
-  Campus Change
-  Department Change
-  GL# change
-  Supervisor or Budget Authority change

Contact the P-Card Assistant for the appropriate forms to update your record.

First Aid Supply Refills

The p-card cannot be used to refill First Aid kits. When first aid supplies are needed, contact the [Environmental Health Safety & Insurance](#) department.

An order form is available at: <http://www.austincc.edu/ehs/firstaid/firstaidsupplyinformation.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 *
 - ✗ Flowers
 - ✗ Fuel
 - ✗ Furniture
 - ✗ Furs
 - ✗ Gift Cards *
 - ✗ Insurance
 - ✗ Internet unless you have secure/encrypted access
 - ✗ 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

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