Get it Right The First Time With Our PCard Checklist
'We Have A Form For That'

We understand that there are times we may be asking for additional information or questions on applications and transfers. However, missing information can hold up your requests. Did you know that there is a Checklist on our PACS PCard Forms web page that can assist in facilitating your request and may help streamline the process for you? Bookmark the website for the Campus PCard Application and PCard Transfer Checklist and other helpful information.

New PCard Enhancement - Hotel

Your PCard can be more flexible than ever.

The Hotel Enhancement assists UA employees in making UA Business Travel Lodging arrangements. Having the card along for the trip helps if there is a change of plans or if the user decides to check out early. If you have a cardholder that travels frequently, you might consider adding the Hotel Enhancement to their PCard. Note: Hotel Enhancement goes hand-in-hand with the Travel Enhancement. The Travel Enhancement must be added to any PCard if Hotel Enhancement is requested. However, a PCard may have Travel Enhancement without the Hotel Enhancement.

* To add to an existing PCard Liaisons must submit a PCard Change Form.
* To expedite request, please be sure applicant has finished the newest PCard Exam. Please see PCard Policy 6.0 for more details.

Quick Bits ~ Reminders

- The Individual PCard Cardholder or Responsible Cardholder (RCH) on a Dept. PCard is the only person allowed to activate their respective PCard/Dept. PCard. The proper procedure to activate a new PCard involves Liaison distribution of the PCard to the Cardholders/RCH. Only the Cardholder/RCH can contact JPMorgan Chase to activate the card and establish a PIN.
- The RCH is responsible for the physical checking in/out of the Dept. PCard, and all related use of that card. If the RCH will not be in the office to check in/out the Department PCard, the PCard must be stored in a secure place in the event of an extended leave. The Liaison should also contact the PCard Office to have the Dept. PCard set to $1 until the RCH returns or process a Transfer Form to assign a New RCH to the Dept. PCard.
- Don’t forget to mark airline transactions as tax exempt.
- If your department would like a refresher training please contact the PCard Office. The PCard Office can customize a refresher training pinpointing areas for emphasis for your reconcilers and also cardholders.
- Are your PCard users making purchases that will be coded to grant? Remember, it is the purchaser’s responsibility to stay within the parameters of the grant for any necessary quotations, etc.

PCard Liaisons - A Special Thank You

for helping us make the PCard CHIP & PIN distribution a smooth & successful transition. The PCard staff visited over 300+ Departments, hand delivering over 1500 PCards to the assigned PCard Liaisons in various departments across campus. We had a chance to meet you, see where you work, and learn a little bit more about your units.

If you have any questions regarding Chip & PIN PCards please give a call to the Main PCard Customer Service at 520-626-9091

PCard Management/Administration Offices
New Chip & PIN PCards

PCard Cardholders: You should all receive and activate new Chip & PIN PCards. If you have not already done so, make sure that the new card is activated by the appropriate party. Once the new Chip & PIN Card is activated, the old PCard must be destroyed.

Any recurring charge to your PCard needs to be updated with new expiration number and/or CVV code from your new Chip & PIN card. If your new card is being declined, please check that the expiration date has been updated with the vendor.

Reconcilers: Something not adding up?

Banking International - Processing Fee of 1.5% is now contained within the eDoc for International Merchant Transactions

Some of you may not be aware that the 1.5% fee for transactions with international merchants will be documented within the same eDoc.

Two ways to determine if the PCDO eDoc contains this fee:
- Click on Transaction ID number in the UAF eDoc
  This may contain Original Currency Amount listed as other
  than US Currency
- Click on the Vendor Name > look at Vendor State Code > on
  Foreign Merchants this may show Country information listed

A new Object code, 5535 - Purchasing Card Fees, has been created to track these nonexempt PCard fees. Currently, these fees are being included in the original transaction purchase total.

Please Note: This object code is only to be used for any PCard related international merchant banking processor fees. Any questions please give us a call.

Reminders from FSO Compliance 621-9097

*Expenses cannot be allocated to restricted Agency UAccess account numbers during the reconciliation, as this type of accounts cannot be used with the PCard Program.

*DCC's use of the PCards are not allowed as PCards are only to be used by Active Paid UA employees per policy.

*Employment Recruiting Travel
Provide the job # and the letter of invitation to interview for a specific job posting relating to any employee/graduate/post doc employment recruiting travel. Only those expenses related to the initial recruiting trip may be included in interviewing and Recruiting Expense. Expenses incurred on subsequent trips made prior to the employment start date are considered relocation expenses and must be processed through FSO Operations - Accounts Payable.

*The PCard Document Transmittal form & Checklist has been updated. Please dispose of any saved versions prior to this update. The new form can be found at: http://www.fso.arizona.edu/sites/default/files/compliance/PCard_transmittal.pdf

*Hazardous material are not allowed on the PCard. Please review the SDS sheets before making any chemical purchases. FSO-Compliance may request the SDS sheets from the vendor for verifications.

*Payments to Individuals are Not Allowed on the PCard. Collect a W-9 in advance if unable to differentiate based on the business name.

Updates * Policy * News * Reminders *
Remember to check website for PCard Policy updates and FAQ's:
* Policy 6.3 Hotel Enhancements

* Policy 8.1 Restrictions/Requirements/Limitations

* Amazon Business Account: For use with Individual PCards Only. Contact the PCard Office at 626-9091 for more info.

Got Your Ducks in a Row?

PCard Liaison or a Responsible Cardholder (RCH) will be out of the office?

Be proactive! Have an established backup plan.

Some options:

- Additional Liaison: Keep your cardholders from panicking by having an additional PCard Liaison in your department. This can be helpful in the event of an unplanned leave.

- Additional Dept. PCard: Obtaining a second Department PCard and having it assigned to a separate RCH can alleviate stress when the Department PCard RCH is out. (Remember: only the RCH can physically check in/out the Department PCard.)

- Purchases made by Individual Cardholder on behalf of others: An individual PCard Cardholder in the department may make purchases on behalf of others in the department.

Setting up contingency plans helps in the event of an emergency or other unplanned instances. Call the PCard Office and we will be happy to discuss some options for your office in advance.

Where do we find the PCard Policy Review/Exam online?

PCard Policy Review/Exam: Purchasing:
PCard Policy and Exam (UA-1013-1) http://pacs.arizona.edu/
Look on Right hand "Grey" column - Under Purchasing Card - click on Exam - Click to Enroll, then go to UAccess "My Learning" to complete exam.

Part #1) Policy Review - Review hyperlink of policies and then change pull down to "Completed" and "Save" Once this is completed/saved system will show launch button for Exam.

Part #2) PCard Exam Launch button will appear after Part #1) is completed and saved.

Suggestion: Go to "My Learning" to access course if already enrolled

Call us with any questions 626-9091

PCard Management/Administration Offices Main # 520-626-9091 Fax # 520-621-1245
Q: Is Hotel Lodging available on the PCard?
Answer: 7/25/17 Yes, Hotel Enhancement is for "UA Employees only" on Travel Status. Discuss with your PCard Liaison(s) if this is an enhancement you are interested in adding. Note: Travel Enhancement is also required to add the Hotel Enhancement.

Q: Are there any helpful tips/suggestions/notations for Hotel Enhancement?
Answer: 7/25/17 Refer to Policy 6.3

- Traveler must review and adhere to FSM Policy 14.00 Travel
  - *If a credit card authorization form is required, the cardholder will not include full credit card # (only last 4 digits) nor will the three digit security code be filled in. The cardholder will contact the hotel via phone after faxing the credit card authorization form and provide additional information verbally. Traveler should verify with the hotel all information has been provided and that hotel has this on file for the reservation.
  - UA Employee must present a personal form of payment (i.e. personal credit card) at time of check-in at hotel for all incidentals.
  - Object Codes to be used transaction(s):
    - 6142 – Travel-In State Hotel
    - 6242 – Travel-Out of State Hotel
    - 6342 – Travel-Foreign Hotel
UACCESS FINANCIALS
(Cardholder Lookup)

Maintenance Tab> under Financial Processing click on Procurement Cardholder> enter default org code> search

You could search by Last 4 digits, Cardholder Name, Cardholder Alternate Name (RCH on Dept. PCard), Default Account, Card Status Code, and Reconpliers Group For searching "**" is a wildcard

(Note: if you have multiple department #s you'll need to search using other criteria or use separate searches)

Within the result you can click on the PCard and see all related details including Enhancements on the PCard:
- 954 (PCard Plus Enhancement)
- 957 (PCard Travel Enhancement)
- 960 (PCard Hotel Enhancement)

FAQ
Q: What is the Single Transaction Limit Max. for the PCard Program?

Answer: 7/25/17 Single Transaction Limit Max. is $10,000. Note: It is recommended that only increases be requested for cardholders that will have a consistent need for an increased limit. It is recommended that the lowest limit practical be set to minimize risk. Temporary increases are available as options. Please contact the PCard Office for more information 520-626-9091. A Change Form is required for Permanent Limit increases.

UACCESS FINANCIALS
(LOOKING UP A PCARD EDOC)

Select DOC SEARCH
Type: PCDO
You can use this screen to enter Edoc # into Document/Notification Id Field Or
Click Detailed Search (This will expand field search options)

(LEVEL III DETAILS on EDOC)
TO SEE ANY LEVEL III DETAILS THAT THE MERCHANT MAY HAVE PASSED THROUGH ON A PCARD EDOC:
- CLICKING ON THE TRANSACTION ID NUMBER
The screen will come up with various tabs (Tabs will need to be clicked into to see if any Level III Details has been passed through)

Example of Airline Level III may be located in the following two tabs:
- Procurement Card Transport Information
- Procurement Card Transport Leg

Examples of Items Level III may be located in the following two tabs:
- Procurement Card Shipping Information
- Procurement Card Items.

REMINDER:
FOR AIRLINE TICKET PCDO'S MARK THESE TRANSACTIONS AS TAX EXEMPT

ANALYTICS REPORTING
(CARDHOLDER)

CARDHOLDER PROFILE REPORT
THIS REPORT CONTAINS VARIOUS LOOK UP CRITERIA AND DETAILS

DASHBOARDS
FINANCIAL>GENERAL -PURCHASING CARD> CARDHOLDERS>

YOU CAN ENTER CRITERIA ACCORDINGLY REPORT CONTAINS:
SINGLE TRANSACTION, MONTHLY/CYCLE TRANSACTION LIMITS, MCC GROUPS, CARD STATUS, RECONCILE WORKGROUP ID AND WORKGROUP NAME THE CARD IS ASSIGNED TO, BILLING ADDRESS, ETC.

REMINDERS:
SAFEGUARDING PCARD INFO.

◊ NEVER FAX OR EMAIL FULL CC# OR SECURITY CODE
  "LIST ONLY LAST 4 DIGITS OF PCARD & WRITE IN "I WILL CALL WITH FULL CARD INFORMATION"
  * BE SURE TO FOLLOW UP

◊ KNOW WHERE YOUR PCARD IS AT ALL TIMES
◊ UNSURE IF CALL FROM BANK IS VALID - CONTACT PCARD OFFICE TO DISCUSS