Questions and Answers:

- **Can travel expense be placed on the P-Card?**
  No travel expense may be placed on the P-card. Even though the expense may not be one that is covered through our SHSU Travel Department, as long as the expense is related to travel of any kind it is not an allowable purchase with the P-Card.

- **What if I placed a charge, but it has not posted to my Transaction Log?**
  You cannot reconcile the charge if the charge is not on your log. Some vendors take a longer amount of time to post charges to an account. However, if the charge has not posted within 5 days, contact the vendor. Fill out a Problem Resolution Form, and document who you talked to and when. You have 60 days to initiate a formal dispute with JP Morgan if you need to do so in the future.

- **How do I tell if the vendor is a HUB?**
  You can check the web site at http://www.window.state.tx.us/procurement/prog/cmbl/ or contact Bob Chapa, SHSU’s HUB Coordinator at 294-4670.

- **Can membership dues be placed on the P-Card?**
  No membership dues of any kind can be placed on the P-card as they require the President’s approval per policy http://www.shsu.edu/administrative/policies/finop/documents/FO-11Membership

- **Can I add the electrical service for a conference booth to my P-Card?**
  No services of any kind may be charged to the P-Card.

- **Can I order fish with my P-Card?**
  No, even though they die often and would be more like a consumable – they are still an animal.

**PDME Training:**

Please see the announcement below for the “Training Schedule – Save the Date!” with PDME. The University is required by State guidelines to make a “Good Faith Effort” to do business with Historically Underutilized Businesses. This is your opportunity to participate. Log-in procedures have changed, and we ask that each department send those individuals who order from PDME to one of the training sessions.

Although you may not currently have any issues with logging in, we ask that a staff person from your department attend one of the sessions as issues will be brought up that you might come in contact with in the future.

Thank you

**Announcement:**

**Notice from Procurement and Business Services:**

PDME in alliance with Office Depot will be on campus next week to provide training for online ordering and to answer any questions you may have about your PDME account. We realize this is a busy time of year and want to ensure that your logins are correct and that you are having no issues at checkout. Please join us for any of our short training sessions!

How will this benefit you?

- Representatives from PDME will be on hand for 4 separate sessions to answer any questions (you will only need to attend one session)
- Our hands-on training will demonstrate proper order entry to ensure correct billing
- You will continue to utilize the PDME/Office Depot website to place your orders
- PDME Customer Service will handle all of your service needs
- You will continue to have access to Office Depot’s 15,000+ items

**Training Schedule - Save the Date!**

Wednesday May 19th and Thursday May 20th

**Location:** WHI 120

**A.M. Session:** 10:00am – 11:00am
**P.M. Session:** 2:00pm – 3:00pm

To schedule a session or if you have any questions, please contact:

Kathy Jo Roberts, Procurement and Business Services
pur_krl@shsu.edu Ph: (936) 294-1894

**Documentation:**

**P-Card Use Form:**

A P-Card Use Form must be completed each time there is a change to who has access and use to your P-Card. If you wish a staff person to be removed from the P-Card Use Form, please make certain to forward a new form to the P-Card Coordinator with a short note advising the reason for the change.

Have questions, comments or concerns? Contact Kathy Roberts at 936-294-1894 or email PUR_KRL@shsu.edu.