Annual P-Card Policy Refresher Course

Per P-Card Policy, a refresher course is required annually for all delegates. It was our hope to have an online refresher course offered to all delegates in August-September 2012. However, the Information Technology Department is still in the process of uploading the online Procurement Card Policy Refresher course. They are trying to determine if it will be best served and loaded in Blackboard or Talent Management module. All delegates will be notified once the course becomes available. It is an open book/open policy course with test questions that you must pass.

Delegates may request that their users take the online course as well. Any delegate requests for users to take the online course must forward the email addresses and names of each user to the Procurement Card Coordinator at pur_kjr@shsu.edu. As always, if any delegate feels that they need one on one refresher training or prefer their users receive refresher training from the PCard Coordinator, you may contact my office at 936-294-1991 to set up an appointment.

Grant Approvals

I was recently forwarded a copy of all grant accounts and listed grant holders from Research Administration. Since grant holders are considered the owner of their grant accounts only they can sign approval for purchases made with those accounts. If the affected departments will forward me a memorandum with the signatures of all grant holders you purchase for authorizing you to make purchases on their behalf I can add it to your department’s file. Normally a p-card requisition should be processed; however, I have found that many grant holders are often working on their projects outside of the university which makes it difficult to obtain their approvals. This is an either/or choice. If the departments and/or grant holders prefer to continue to prepare a P-Card Requisition per purchase please continue to do so. Those departments wishing to have memorandums kept on file thus negating the need for the P-Card Requisition form for each transaction should forward these memorandums to me as soon as possible.

End of Billing Cycle

Expense Report Due Date

Because the Labor Day Holiday falls on September 3, 2012, the billing cycle will end at midnight, August 31, 2012. All transactions for the billing cycle should have posted to your account by September 5, 2012 at midnight. All transactions posted to your expense report for the current billing cycle August 4, 2012 through August 31, 2012 will be paid out of FY12 funds. Any transactions not shown on your expense report for the current billing cycle will be paid from FY13 funds. On September 6, you may begin generating your expense reports once all reconciliation has been done and approval has been obtained for your reconciliations from the P-Card Coordinator.

Do not delay turning in your expense reports for any reason. This will result in a three point assessment against your department’s card.

Expense Reports should be turned in to the Procurement and Business Services Department by 5:00 p.m. on September 17, 2012 since the 15th of the month falls on Saturday.