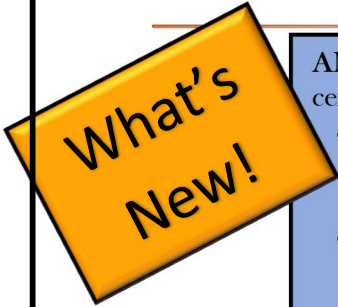




PCard & Travel Card July 2019 Newsletter



AMAZON purchases for SHSU must be made through the Sam Houston State University's new, central Amazon Business Prime account.

- **Primary and Secondary Delegates** listed on the PCard are **required** to register under the SHSU Amazon Business Prime account to provide an alternative means to order on behalf of the dept. This allows both delegates the ability to keep track of who is ordering what for the dept.
- Departments **DO NOT** have access to purchase by Purchase Order (PO) through Amazon. Please contact your Purchaser for assistance with ordering by PO.
- **Restricted categories** are set-up for the university account based on "Unacceptable Purchases" per P-Card policy and will require approval by Procurement before purchase.
 - Items may be **flagged** as restricted because of the broader category they are classified under. This does not necessarily mean the item is restricted, but the way the merchant has **classified** the item may cause it to fall under one of the restricted categories.
 - The restricted feature will not prevent a purchase but adds a warning. When using the PCard to **purchase an item** flagged as restricted, please include a reason for the purchase in the Comments for Approver section within the order and submit the order. An email will be sent to the Procurement Office to review the item(s) flagged for approval.

YEAR END DEADLINES for the PCard and Travel Card are now available on the Controllers website. Please review deadline dates and instructions to ensure expenses are processed on time.

Travel

- End of FY19 is coming to a close (8/31/19) and all travel card transactions need to be reconciled in a timely manner. **Review all pending transactions** located in **Chrome River eWallet** and process the appropriate expense report(s).
- All travel using a travel card before 08/01/19 must be reconciled with Expense Report submitted through Chrome River by noon on 08/09/19.
- Travel that occurs next fiscal year (FY20) can be submitted for approval to obtain the Early bird special pricing by creating a Pre-Approval in Chrome River and selecting the box Travel Next Year.



PCard

- The **Description field** in Chrome River should include enough detail for an auditor to determine what was purchased and the reason the item(s) was purchased.
- A Procurement **Transaction Log** is the **REQUIRED** method for expenditure tracking while using the Procurement Card. The form is available at <https://www.shsu.edu/dept/procurement/pcard/documents/Transaction-CardCheckout-Aug2016.pdf>
- When creating a PCard Report in ChromeRiver the title/name of the report should include the departments name, the current month & year and the words "PCard Report" to indicate the reporting cycle for the transactions included on the report.

**Deadline to submit May Travel Expense Report
July 19, 2019**

**Deadline to submit July PCard Report
July 15, 2019**

For cycle dates 06/04/19 -07/03/19

Contact Information

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