



# P-Card & Travel Card

## March 2019 Newsletter



**Effective Immediately** University Departments may not issue any new purchase orders to **Kroger**, nor continue using existing purchase orders. Kroger has changed business processes requiring a Kroger Private Label card to accept purchase orders.

- Depts. may continue using the P-Card for food/beverage purchases at Kroger.
- Departments should complete any outstanding receipts/invoices in BearKatBuy by Friday, March 8, 2019 to allow Disbursements time to pay all outstanding invoices and resolve any issues by the end of March.
- If you have received invoices and receipted the orders that belong to your department and the balance can be closed at this time, please send an email to [procurement@shsu.edu](mailto:procurement@shsu.edu) with the PO# by March 14<sup>th</sup> advising that the balance can be closed out.

### Travel

- All **State Funded (11 & 12 funds)** travel is required to use **Hotel Engine** for the booking of lodging expenses. Contact our Travel office for additional information and setup.
- Per policy, **FO-TR-01**, all travel paid for by SHSU should be booked through the Concur Booking Tool with the SHSU travel partner, Corporate Travel Planners (CTP). The exception is State Funded travel on lodging, and when booking conference hotels through the registration site.
- Per policy, **FO-TR-12, Blanket** travel will not be accepted. Pre-approval and expense reports should be submitted for each travel event.
- When lodging is shared, the expense report **must** include the names of the travelers with whom expenses were shared.
- When traveling on a student approved travel group, faculty/staff should mark their travel type as student group.

### P-Card

- **P-Card Training** is no longer available as an online course in Talent Management and is no longer an annual requirement.
  - **Registration** for in person P-Card Training for new delegates and/or new users is now available through Talent Management.
- The P-Card is not intended to avoid or bypass appropriate purchasing procedures. Completing a **Purchase Order** is recommended, when applicable, prior to use of the P-Card.
- All Business Meals and Student Meals **REQUIRE** a list of attendees to be attached to or listed on the expense.
- The **FO-19** should be attached to each expense in Chrome River where applicable, even if it's a blanket FO-19 being used for multiple expenses.

**Deadline to submit January Travel Expense Report**

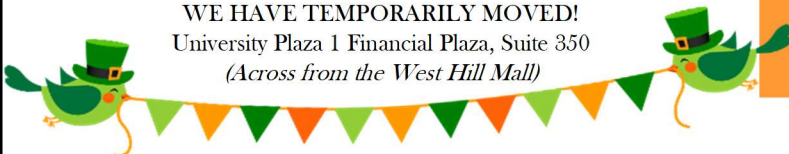
**March 19, 2019**

**Deadline to submit March P-Card Report**

**March 18, 2019**

**For cycle dates 2/4/19 -03/3/19**

WE HAVE TEMPORARILY MOVED!  
University Plaza 1 Financial Plaza, Suite 350  
(Across from the West Hill Mall)



Contact Information

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