February 5, 2014

The following is some Pcard news and information for cardholders and reconcilers.

**Food and Entertainment Forms**

We are starting to see quite a few incomplete Food and Entertainment Forms/Exception Forms. When listing the participants, please include the affiliation to the University of each attendee. If the Exception Forms is needed all signatures are required before turning into the pcard office. Attached are some FAQ’s regarding the OP. See [OP 72.05 Expenditures for Official Functions, Business Meetings and Entertainment](#) for additional information.

As a reminder, any campus event that will be serving alcohol and in which undergraduate students are in attendance requires pre-approval by President Nellis.

**Sales Tax**

As a state agency, we are exempt from paying sales tax and are unable to do so when using pcard. Please review your cardholder’s receipts to make sure that sales tax is not included. If included, a credit to the card should be obtained or a personal reimbursement should be made to the University. A copy of the deposit or credit would need to be included with the reconciliation. Note: if physically making a purchase outside of Texas, we are not tax exempt. Items shipped to the University would be tax exempt.

**CitiBank Fraud Early Warning**

CitiBank monitors card activity for any suspected fraudulent use. Should they suspect fraud, they will suspend the pcard and attempt to contact you by phone and/or email to verify the attempted charges. If notification is sent by email, it will generally go to your junk email account. Citibank should never ask you for full account number, CVV, SSN, etc. The Citibank Fraud Early Warning phone number is 800-945-3114 or you may always call Customer Service number on the back of your card.

**Training**

Registrations for Pcard and Account Code training classes are now done through the SumTotal System. You may access this link in the A&F Work Tools tab under AFISM >> SumTotal. Once in the SumTotal System, Procurement classes are listed under the AFISM Category.

Please contact me if you are interested in one-on-one reconciler training. We will set these up for Friday afternoons.

The annual online pcard test for cardholders will be moved from the AFISM site to SumTotal in the near future. We will be extending the deadline for cardholders to complete their initial training to December 31, 2014. More information will be sent to reconcilers once we have the program in place.