August 5, 2013

**Procurement Card Deadlines for FY13**

There will be two reconciliations for the pcard in August to close out the fiscal year. The following will need to be processed using FY13 funds.

- 8/4/2013 – 8/16/2013  Due in pcard office and allocations completed by 8/26/2013

All transactions posted to the pcard after 8/16/2013 will be processed against FY14 funds.

**Mandatory PCard Training**

Cardholder Training:

The PCard Guidelines require all cardholders to annually complete a pcard certification test. All current cardholders will be required to take this online test no later than June 1, 2014. An email notification will be sent thirty days prior to the due date. A power point with the pcard guidelines overview is available for review prior to taking the test. The link to the online training/test is [http://www.depts.ttu.edu/procurement/pcard/index.asp](http://www.depts.ttu.edu/procurement/pcard/index.asp)

New cardholders will attend an initial training class conducted by the PCard Office and will then have a year from the training date to complete the online class.

Reconciler Training:

Reconcilers are required to attend the Procure to Pay class offered by Purchasing and Contracting. A class is available on August 8th at 2:30 pm. You may register at [http://www.depts.ttu.edu/afism/AFISMClassRegistration/Search_Roster.aspx](http://www.depts.ttu.edu/afism/AFISMClassRegistration/Search_Roster.aspx) under Class Category Procurement. Additional classes will be offered at a later date.

**Voyager Card vs PCard**

All vehicle related charges should be processed using the Voyager card. We understand that this has proven to be a challenge especially for individuals that are having work done outside of the Lubbock area. We are requesting individuals to check the Voyager Acceptance Locator [http://www.depts.ttu.edu/procurement/fleet/index.asp](http://www.depts.ttu.edu/procurement/fleet/index.asp) to use a vendor that takes the Voyager card.

We will need justification if a pcard is used, with the reconciliation, as to why the Voyager card was not used and why a vendor was used that did not take the Voyager card. The TTU Vehicle license number should also be included.

Hunter Williams from our office can also assist in getting vendors to start taking the Voyager card. Please contact him at h.williams@ttu.edu for assistance.