November 7, 2012

Good Morning PCard Reconcilers and Travel Preparers,

The following information was announced at the Procurement Services forum on October 24th. One item added that was not announced at the forum is that Staples is now on the pre-approved vendor list for services when using the pcard.

Please share with cardholders/travelers that may need this information.

1. National-Enterprise Rent-A-Car provided campus training this week regarding their Emerald Club Program. Instructions for the program are on the Travel Services website [http://www.depts.ttu.edu/procurement/TravelService/index.asp](http://www.depts.ttu.edu/procurement/TravelService/index.asp) The link to National-Enterprise Rent-A-Car is also on this site; however, since it had to be eRaider authenticated, it will take you to the Travel System. From the Travel System, click on Help >> Links >> Enterprise Rent-A-Car (TTU).

2. Reminder: In accordance with IRS regulations, effective September 1, 2012, any travel voucher not approved by the Travel Office that is over 60 days old will be taxable to the traveler. The Travel System will calculate based on the trip end date and will record the taxable expense to Payroll.

3. PCard News

The PCard Office has been sending out warning notifications of pcard policy violations. Beginning with the 11/03/2012 Expense Reports, violations will be counted against the cardholder. Notifications of policy violations will also include either the Chair, and either the Vice Chancellor, Assistant Vice Chancellor, Vice President, Assistant/Associate Vice President, Dean, Assistant/Associate Dean, Provost, or Vice Provost. The Cardholder will be required to make changes to become compliant, and a follow-up review will be completed by the PCard Office within 60 days.

The PCard Restricted Items and the breakdown of Policy Violations is available at [http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp](http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp)

The most common violations our office is seeing:

- Services (printing, engraving, etc.) from vendors not on the pre-approved list **NOTE:** *Staples has been added as a pre-approved service vendor*

- Purchasing mandatory office supplies from vendors other than Staples/Summus Industries

- Purchasing non-coca cola products
• Splitting transactions – either having a vendor run a card through more than once or multiple cardholders paying for a purchase

Thank you and please contact me with any questions you may have. My apologies for any duplicate notifications of this email.