

P-Card Points to Ponder

University of Nebraska – Lincoln

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Expiring Cards

Prior to a card expiring, the cardholder will receive the renewal card through their University or campus mail address. No retraining is required to receive a renewal card. Cardholders do not need to turn in expired cards but should destroy them appropriately. The only change to the card is the expiration date. The renewal card will need to be activated.

Declined Charges

The P-Card team monitors all charges attempted on accounts that are declined by the bank and notifies cardholders of this card activity. If the “decline” is an authorized order, the cardholder should verify the merchant received payment, especially if the shipment of goods relies on payment. When a decline occurs the card can continue to be used, unless the cardholder is notified the account has been closed and replaced.

Website Content

Valuable resources found on our webpage include:

- Allowable and Prohibited Purchases listing
- Quarterly newsletters
- Policies & procedures
- Best practices
- GL account guidance
- Approving Officials listing
- Program forms
- P-Card and bank contact information
- FAQs

<http://accounting/pcard>

Suggestions welcome!

Staff Update

Heather Steffens accepted another position on campus. Her last day was February 20. Card Programs welcomes Pam Boyle in filling the role as of Monday, April 27.

Training

Training is required for:

- Cardholders prior to receiving a P-Card
- Approving Officials prior to approving P-Card transactions
- P-Card Reconcilers prior to attending the "SAP Reconciler Training for P-Card" class.

Register at

<https://training.unl.edu/Public/Course/Browse>

Ponder this...

Internal Charges

An Interdepartmental Charge Form should be used when purchasing from within the University.

The purchaser should inform the billing department of the proper cost object and GL code.