Purchasing Card Newsletter

THIRD QUARTER: SEPTEMBER 2008

Purchasing Card Survey: Thank You!

Thank you to everyone who participated in the Purchasing Card Survey this summer! We gained loads of insight by reading the survey responses and we really appreciate the time and effort spent to complete the survey.

Your responses are very valuable to us. Depending on the scope of the suggestions given on the survey, we will be implementing them as quickly as possible. The requests that are outside of our control will be sent to the necessary parties to address. We found that some of the responses and questions noted in the survey can be responded to with a simple explanation or training. We will address these topics in future newsletters and emails as we deem appropriate.

The Purchasing Card Program has some exciting improvements in the coming year and we look forward to future communication with everyone involved in the program. If you have any suggestions or requests please email pcard@purchasing.utah.edu.

University Guest House and Conference Center Confirmation Letter

When using the purchasing card to reserve and pay for overnight stays at the University Guest House, it is appropriate to use the confirmation letter that is emailed or mailed to the guest or the cardholder as documentation. P-card documentation needs to have, at a minimum, the following criteria: date, amount, merchant name, and brief item description (preferably line item detail), which the email confirmation does provide.

Please keep all documentation with the monthly statements in your department files. If you have questions about transactions at the Guest House, please contact Brandon Grizzell at 587-2985.

Reminders

Upcoming Reallocation Cut-off Dates:
- Tuesday, October 7th
- Friday, November 7th
- Friday, December 5th

Monthly Cycle Limit
- 12th to 11th
**Reporting a Lost or Stolen P-Card**

It is incredibly important to report a purchasing card that has been lost or stolen immediately. The University and the cardholder’s department are liable for charges placed on the p-card until the bank has designated the card lost or stolen.

The best way to block and reissue a lost or stolen p-card is to call JPMorgan directly at 1-800-316-6056 (this number can also be found on the Purchasing department website). The bank representative will ask for some identifying information including a password or social security number, which is actually the last 4 digits of the cardholder’s employee ID number. The bank may review pending charges with the cardholder in order to block payment on any fraudulent charges.

The second option to cancel a lost or stolen card is to contact the Purchasing department at 581-7241. During our business hours, 8-5 Monday through Friday, a Purchasing Card Program employee can cancel a card if for some reason the bank cannot be contacted. *If a card is lost or stolen outside of our business hours it is imperative that the bank is contacted directly by the cardholder instead of waiting to contact the Purchasing department.*

---

**Go Green!**

The Purchasing department supports Environmentally Preferred Purchasing (EPP) practices and encourages the purchase of products and services that effectively minimize negative environmental impacts. To help you with buying decisions, we recently added a “Green” page to our web site at: [http://fbs.admin.utah.edu/index.php/purchasing/green/](http://fbs.admin.utah.edu/index.php/purchasing/green/).

The Purchasing Card Program is looking for ways to reduce the use of paper where possible in an effort to be environmentally friendly. At this time, monthly p-card statements are provided in paper format because of the approval signature requirements. However, starting in 2009, we have decided to stop printing the quarterly P-Card Newsletter. The Newsletter will continue to be available online as well as emailed to cardholders and reallocators every quarter.

---

**Welcome Kirsten Brown**

Kirsten Brown is the newest member of the Purchasing Card staff. Kirsten has replaced Kassie Woodbury as the Purchasing Card Assistant. She will be working part time while attending school here at the U. She will help process forms as well as answer emails and phone calls. We are excited to have her help with the program!