Purchasing Card Newsletter

QUARTER 1: MARCH 2008

P-Cards have a New Look!

Starting with expiration date April 2008, cardholders will notice that p-cards have a crisp new look. The new cards will indicate the JPMorgan Chase logo along with the University of Utah logo. The account number and other account related information will not change.

As your card nears its expiration, please look for the JPMorgan Chase card in the mail. It is important to activate this new card when it is received. In order to activate a p-card, the cardholder should call the bank and use the last four digits of their employee ID number when asked to provide their social security number or password.

Please destroy the old card when the new card arrives.

Insurable Equipment Yellow Tags

Insurable equipment, which is defined as “equipment that has an acquisition value between $1,000 and $4,999, is freestanding, and has a normal life expectancy of one year or more,” is allowed on the purchasing card. In order to keep track of these items, you are required to have yellow asset tags on all insurable equipment. To obtain tags contact Property Accounting at 581-8673 or visit their website.

The asset manager in each area should be tracking capital equipment ($5,000 and above) with red tags and insurable equipment with yellow tags. A list of capital equipment is sent to each department for completion once a year. Capital and insurable equipment are checked during departmental audits conducted by the University’s Internal Audit department.

Equipment should be tracked for insurance purposes. If University equipment is damaged or stolen, the University can recover the lost goods if the department has properly tracked the equipment.

Departments should also keep track of all equipment valued under $1,000 (even though tags are not provided) in order to provide Risk Management a list of items lost in the event of an accident or disaster. Taking pictures of those items to accompany the list is recommended. It’s also a good idea to have a copy of the list and photos stored off campus.

Contact Property Accounting with any questions regarding capital or insurable equipment at 581-8673 or visit fbs.admin.utah.edu, then Property on the top right of the page.
P-Card Tip: Disputes

The option to dispute transactions is a great benefit of the purchasing card method. The dispute process has changed and is more efficient due to our new bank system, PaymentNet. Instead of filling out the “Statement of Questioned Item” form from the Purchasing Department website, follow the directions below and dispute a transaction online! You are required to log-in to PaymentNet, where the dispute process is just one of many resources available.

PaymentNet Log-In

- Open your internet browser
- Enter the following in your address bar: www5.paymentnet.com
- Enter the following on the PaymentNet Login Screen (case sensitive)
  - Organization ID: uou0001
  - User ID: (your uNID) u#######
  - Pass Phrase (1st time only): University
- Click
- Change Pass Phrase will be prompted automatically at first log-in
- Follow directions to change pass phrase

Disputing Transaction

- From the top menu on the home page, select Transaction then Manage
- From the Transaction List, click on the transaction to dispute
- Click Dispute
- Confirm your E-mail Address and enter the Merchant State, if necessary
- Choose the Dispute Reason from the drop-down box
- Enter any additional information required
- Click Submit

Before Disputing a Transaction

Prior to disputing a transaction with the bank, first attempt to resolve the issue directly with the merchant. Most merchants will cooperate and rectify a transaction discrepancy, but if for some reason the merchant does not cooperate, then a dispute is the next step.

Please contact the Purchasing Card Program if you have questions while trying to log-in or during the dispute process. After a dispute has been submitted you will see a credit for the amount of the dispute placed on your account. If the disputed transaction is a legitimate charge, your account will be debited the amount of the transaction.

To learn more about resources available in PaymentNet, please contact the Purchasing Card Program at 581-7241.