

# Procurement Card Administration

Newsletter Date March 2016

## New and Improved PCard Training

The Center of Learning and Professional Development has launched an improved PCard Cardholder/Reconciler and Approver training. The courses cover how to get a PCard, roles and responsibilities, bank reconciliation procedures and more!

Registration for these trainings is through Training Central website <http://training.nmsu.edu/>

**We Moved!**  
We are now located in Hadley Hall

## Upcoming Training Dates:

PCard Policies Cardholder	4/6 5/17
PCard Policies Approver	3/23 4/12 5/19
FSA-RMR Information & PCard Receipt Destruction	3/22 4/14 5/26

<http://training.nmsu.edu/>

## PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	3/30, 4/13, 4/27, 5/11, 5/27
Approver	
Deadlines	3/23, 4/6, 4/20, 5/4, 5/18

<http://pcard.nmsu.edu/cycle-times-calendar/>

## Personal Identification Number (PIN)

NMSU chip cards may require a PIN number at the time of purchase. PIN numbers are created by the cardholder upon activation of their new card. In the event the cardholder has forgotten their PIN number, a new number will need to be setup. To setup a PIN number, cardholders will need to contact WellsFargo at 1-800-932-0036.

## Receipt Image Packets

As a reminder scanned/emailed receipts become the official document on file in BDMS. These receipts may be referenced during an audit, department reconciliations and/or during purchasing disputes. To meet compliance the receipts must be complete and legible.

- Remove all staples and paper clips
- Tape down all sides of the receipts
- Make copies of any torn or faded print receipts (prior to scanning)
- Remove unnecessary stickers or stray tape
- Scan using black and white mode
- Verify scanner settings (see PCard Receipt manual)
- Email complete packet to [pcardreceipts@nmsu.edu](mailto:pcardreceipts@nmsu.edu)



## Airfare Purchases using PCard

Airfare fees are classified as customary fees and non-customary fees.

**Customary Fees** – NMSU will pay for fees identified as “customary”, or those which could reasonably be expected to be paid by any traveler.

**Non-Customary Fees** – NMSU typically will not pay for fees that are considered “non-customary” or fees that are incurred strictly for traveler. Certain fees may be paid under certain conditions at the discretion of the traveler’s Dean/VP level authority with appropriate justification and funding source.

Fee or Expense	Customary** – allowed	Non- customary – not allowed	Qualifying condition for paying a non-customary fee or expense
Baggage (all)	X		
Early check-in		X	Except EarlyBird Check-In on Southwest Airlines (no justification required)
Extra leg room		X	None
Seat upgrades/changes		X	None
In-flight technology		X	If required to perform work duties and approved by appropriate department authority.
First class		X	Medical necessity
Business class		X	International flights in excess of 14 hours when the traveler will be engaged in business activities the following day or sooner. Flight time does not include time at originating or ultimate arrival airports.
Cancellation		X	If required by NMSU to meet other business needs or traveler emergency approved by supervisor
Flight change		X	If required by NMSU to meet other business needs or traveler emergency approved by supervisor
Travel companion		X	Medical necessity

Additional details available at <http://af.nmsu.edu/bpm/bpm-5c/#20>