

Procurement Card Administration

Newsletter Date June 2016

New Required Approver Training

The course covers Approver roles and responsibilities, bank reconciliation procedures and more! The training is mandatory for Approvers and Backup Approvers and may be taken online or face-to-face. Registration is available through [Training Central](#) or by calling 575-646-7444.

Upcoming Training Dates:

PCard Policies Cardholder	7/6, 8/10
PCard Policies Approver	7/19, 8/25
FSA-RMR Information Session	7/21
FSA-RMR Bridge to BDMS and PCard Receipt Destruction	TBA

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

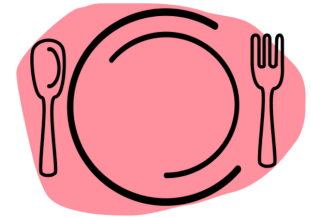
PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	7/6, 7/20, 8/3, 8/17, 8/31
Approver	
Deadlines	7/13, 7/27, 8/10, 8/24

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

Meal, Refreshments and Hospitality Expenses

Payment of business meals, refreshments and other hospitality expenses with university funds include hosting official guests, training sessions, conferences, or other university sponsored events to conduct official New Mexico State University (NMSU) business. This procedure does not apply to athletic training table meals or reimbursement of an individual's own meals while on travel. More restrictive procedures and limits may be imposed by colleges and divisions. Business meal expenses may be paid with a University Procurement Card (PCard) for vendors on or off campus. The following procedures apply to all transactions regardless of payment method. Expenses are allowable when it is determined the costs meet all of the following conditions:



- There is a bona fide and substantial NMSU business purpose.
- Participants are actively engaged in NMSU business during the meal or immediately before or after.
- Appropriate and permissible funding sources are available.
- Purpose and amount of the expense demonstrate good judgment, necessary, appropriate to the occasion, and reasonable in amount.
- The expense is properly documented receipts are attached, and who, what, when, where, why is documented.
- The expense has been appropriately approved at the college/division level.

All payment methods must be supported by documentation and have appropriate approval. It is recommended the [Meals, Refreshments, and Hospitality Expense Worksheet](#) be used as a tool to ensure documentation is complete.

Office Supplies at Staples



Procurement Services is pleased to announce a new preferred vendor agreement for the purchase of office supplies through Staples Business Advantage. We have worked closely with Staples to create a program offering benefits to each department and to the university system. We will have the opportunity to significantly reduce spending and improve service levels across the university. The agreement is effective on June 15, 2016.

- Enhanced online ordering capabilities at staplesadvange.com.
- Competitive pricing on everything you need for your workday.
- Deliveries are to NMSU buildings across the different campuses and remote locations. Staples will provide training on-site at Main campus and several webinar trainings.
- Deliveries will be done next business day 98% of the time.
- Orders can be placed online and if desired can be ready for store pickup in 2 hours.
- Minimum order is \$50.00.

If you should have any questions, please contact our Staples Business Advantage account manager Francisco Gonzalez at 505-353-5462 or francisco.gonzalez@staples.com.