

# Procurement Card Administration

September 2016

## New Procurement Card forms

New PCard forms are now available at the forms page <http://af.nmsu.edu/forms/> and our website <http://pcard.nmsu.edu/forms>. Effective October 1, 2016 the following forms should be used:

Form Name	Purpose
Procurement Card Application	To apply to become a new cardholder & assignment of reconciler and approvers.
Procurement Card Reconciler/Approver Changes	To modify existing reconciler, approver or backup approver setups.
Procurement Card Maintenance	To update or cancel an existing PCard cardholder profile.

## **Upcoming Training Dates:**

PCard Procedures for Cardholders	10/4, 11/2
PCard Procedures for Approver	9/20, 10/27, 11/15
FSA-RMR Information Session	10/25, 11/15
FSA—RMR Bridge to BDMS and PCard Receipt Destruction	Online

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

## **PCard Deadline Reminders:**

Cardholder/Reconciler	
<b>Deadlines</b>	9/28, 10/12, 10/26, 11/9, 11/23
Approver	
<b>Deadlines</b>	9/21, 10/5, 10/19, 11/2, 11/16, 11/30

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

## Retirement Receptions

For additional details visit NMSU Business Procedure Manual Section 5A.50 RETIREMENT RECEPTIONS

To honor retiring employees and yet be fiscally responsible, New Mexico State University has established the following guidelines : A retirement reception, open to the university community, may be funded with university funds for faculty or staff with a minimum of ten (10) years of service to NMSU.

With approval of the retiree's department head or director, departments may spend up to \$500 for a retirement reception and any associated costs. A maximum of \$100 (included in the allowable total of \$500) may be used for a commemorative gift for the retiree reflective of their service to NMSU. With prior written approval of the Chancellor or Provost, expenditures of up to \$1500 may be allowed; this does not increase the limit of the cost of the commemorative gift.

**A copy of the invitation and itemized list of total expenditures for the reception must be attached to all reimbursement vouchers, IDV's or PCard receipts relating to the reception.** Allowed reasonable expenses can be charged to departmental funds or gift funds, but are not allowable on sponsored funds. All expenses should be charged to a federally excluded account code. In the event more than one department participates in a reception for an individual, the approved total cost should not be exceeded. Amounts in excess of the approved total cost will become the responsibility of the retiree or his/her colleagues. Sponsors of retirement receptions may want to consider raising funds designated for the event.

## Login to Wells Fargo

All cardholders, reconcilers and approvers should log in to the Wells Fargo CCER system at least once every 30 days in order to keep the account active, even when reconciliation duties have been delegated to another user. Wells Fargo will disable accounts with no activity. Logging in to Wells Fargo will also help ensure that no unauthorized fraudulent charges are posted to the cardholder account. If you have forgotten your login information, send us an email to [pcard@nmsu.edu](mailto:pcard@nmsu.edu) and we can provide you with your Wells Fargo login information.

## Fraudulent Activity



All fraudulent activity must be reported to Wells Fargo immediately to 1-800-932-0036. They are always open. Not reporting fraudulent activity in a timely manner could make your department responsible for unauthorized charges. Please contact PCard Administration at [pcard@nmsu.edu](mailto:pcard@nmsu.edu) or 575-646-7125 with any question.

## Contracts

Purchases which require accepting terms and conditions or a signed agreement must be purchased via a **purchase order**. These purchases are **not allowed** on the PCard. Making the purchase on a PCard will bind NMSU to the vendors terms and can result in legal consequences for the university.

Per BPM 4.00.05, only the Regents, the President, and Procurement Services buyers and their delegated representatives may sign a contract that legally binds NMSU. Per BPM 4.40.85, Purchases not properly authorized in advance...are the PERSONAL obligation of the person originating such a purchase.

Should you have questions regarding a purchase please contact PCard Administration at [pcard@nmsu.edu](mailto:pcard@nmsu.edu) or 575-646-7125.