

Procurement Card Administration

April 2017

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 or 575-646-7125.

Upcoming Training Dates:

PCard Procedures for Cardholders	5/9, 6/6
PCard Procedures for Approver	4/20, 5/23, 6/22
FSA-RMR Information Session	4/18, 5/18, 6/27
FSA—RMR Bridge to BDMS and PCard Receipt Destruction	Online

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

PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	4/19, 5/3, 5/17, 5/31, 6/14, 6/28, 7/12, 7/26
Approver	
Deadlines	4/12, 4/26, 5/10, 5/24, 6/7, 6/21, 7/5, 7/19

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

Barnes & Noble

Purchases at Barnes and Noble or online through the Aggie Office Supplies website can now be made with the NMSU PCard. With this change, the purchase of equipment greater than \$1,000 (less than \$3,000) at Barnes and Noble on Campus will be allowed on the procurement card. The PCard office will work with the department to fulfill the tagging requirements for these equipment purchases.

Sodexo Catering

Catering services provided by Sodexo will now be charged to the NMSU PCard. Upon placing your order with Sodexo you will need to provide a PCard number for billing purposes. This change will shorten the billing timeframe and allow employees the ability to allocate expenses through the Wells Fargo CCER reconciliation process.

Amazon Business Account

NMSU has established an Amazon Business account which will simplify the purchasing process to enable the university to take advantage of the wide selection and competitive prices of the Amazon marketplace. NMSU will have the advantage of free two-day shipping without having to pay for individual memberships. Current Amazon accounts will need to be converted to a new business account. If you have not received your invitation send an email to PCard@nmsu.edu and we will send you an invite.



Cross the Border Fee

The Cross Border Fee is a fee charged to a merchant when the customer uses a credit card as payment from an issuing bank not located in the same country as the merchant's processing account. The fee will be 1% of the conversion amount to US Dollars. A missing receipt form is not needed for these transactions, as the original charge is on the initial receipt for item/service purchased.



Year-End PCard Purchase

We highly encourage department to start planning for year-end purchases. Keep in mind that not all purchases can be made on the PCard and in some cases a Purchase Order will need to be initiated. Additional details regarding year-end will be sent to the NMSU Community in the upcoming weeks.