

# Procurement Card Administration

June 2017

## Receipt Images Packages

Make your reconciliation easier by numbering your receipts for each transaction. If the receipt has multiple or split charges due to shipping at different times, mark the items that belong with each other for each transaction too.

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



## Year-End PCard Purchases

In order to use FY17 funds, purchases made via PCard must be posted in Wells Fargo by 6/22/2017. Otherwise, these transactions will be considered FY18 expenses.

## PIN Number

A PIN number is an extra security feature. Some vendors/purchases require a PIN number. This is not the number used to activate the card when you first received it, but a unique number that you created after your PCard was activated. If you didn't create it at that time, or have forgotten your PIN Number, you can call Wells Fargo at 1-800-932-0036. On the menu, you will select option #2, then option #1, and finally option #2 to reset your PIN Number.

## Upcoming Training Dates:

PCard Procedures for Cardholders	6/6, 7/12, 8/2
PCard Procedures for Approver	6/22, 7/27, 8/15
FSA-RMR Information Session	6/27
FSA-RMR Bridge to BDMS and PCard Receipt Destruction	Online

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

## Account 738011

During PCard reconciliation the account 738011 should only be used for fraud related transactions. All other transactions require an appropriate account to be assigned. We recommend you review this account code periodically to ensure all your PCard transaction are allocated as needed.

## Coca-Cola vs Pepsi Product

NMSU has an exclusive agreement with Pepsi. This agreement limits purchases of Coca Cola Products. NMSU employees are to make every effort to purchase Pepsi products for NMSU Business related activities. This agreement includes purchase made using the PCard.

## PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	6/14, 6/28, 7/12, 7/26, 8/9, 8/23

Approver	
Deadlines	6/7, 6/21, 7/5, 7/19, 8/2, 8/16, 8/30

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

## Airgas and Argyle Pricing Agreements

Procurement Services has entered into pricing agreements with Airgas USA, LLC and Argyle Welding Supply Inc. Entering into these agreements will not only save NMSU money, they also allow employees to purchase (gas & rentals) from these vendors via the NMSU PCard.

You may now use the NMSU PCard to make gas & rental purchases from both Airgas USA LLC and Argyle Welding Supply Inc.

Please take a moment to review the pricing agreements on the Procurement Services website – [http://purchasing.nmsu.edu/pricing\\_agreements/](http://purchasing.nmsu.edu/pricing_agreements/). You may contact Procurement Services at [purchasing@nmsu.edu](mailto:purchasing@nmsu.edu) or 575-646-2916 should you have any questions or concerns.

Pricing Agreements –

[201501064-P \(B\) Argyle Welding Supply Inc.](#) – Expiration Date 11/30/2019 (Gas & Rentals)

[201601032-F \(S\) Argyle](#) -Expiration Date 10/24/2020 (Warehouse Materials and Supplies)

[201501064-P \(A\) Airgas USA, LLC](#) – Expiration Date 11/30/2019 (Gas & Rentals).