AVOIDING THE RATIFICATION HEADACHE

We would like to applaud everyone’s efforts with this year’s fiscal year end close-outs. We made tremendous strides with reducing the number of FYE Auto Approve PCDOs (66) this year in comparison to last year (748). This noticeable change has much to do with everyone’s diligent efforts to improve the PCDOs and avoiding the ratification process. The down side of the ratification process is it is time-consuming and PCDOs undergo scrutiny. The up side is we can identify how the PCard is being used and issues that we may be able to help resolve. To summarize...approve your PCDOs in a timely manner to avoid the Ratification Headache.

PREPARING FOR OUR NEW CHIP CARDS

As we prepare for our new chip cards scheduled to roll out in September/October, we kindly ask that you help us by verifying the following information in CentreSuite for each of your Cardholders.

- Mailing Address
- Work Phone Number
- Cardholder UH ID Number

The accuracy of this info is critical for the mailing and activation of the new cards.

Info should be verified no later than Friday, 08/26/16.

Email pcard@hawaii.edu if you have questions.

PURCHASING CARDHOLDER INFORMATION

A new OPRPM Form 139 (PCard Application) will be released in Fall 2016. The new form will have limited character text input for various fields and new drop-down menus throughout.

"TIS THE SEASON FOR DISPUTES…

Recently, the dispute volume has been higher than the norm. Cardholders should review their accounts often and notify their Department Coordinator as well as the PCard Administrator in writing if they suspect suspicious activity on their account.

If you file a dispute directly with FHB, please remember to notify the PCard Administrator at pcard@hawaii.edu.
Disputes are a major part of the monthly PCard reconciliation and cause an “out-of-balance” condition when we are not notified.

NEXT PCARD TRAINING

The next PCard Training is scheduled for Tuesday, August 16, 2:00pm-3:30pm. Invitations to register will be emailed to participants when we receive the completed PCard Applications (Forms 139 & 143).

A FEW REMINDERS…

- Be sure to close cards as soon as a Cardholder retires, leaves UH, or transfers to another department. Department Coordinators must submit the online Request to Close Card form located on our website.
- Email us at pcard@hawaii.edu for all PCard related issues. We use this central email as our record of any incoming PCard emails that need to be addressed by one of our staff.
- Cardholders should not be authorizing or allowing others to use their cards.

QUESTIONS?

Please email pcard@hawaii.edu if you have PCard related questions or need assistance for PCard related issues.

PCARD WEBSITE:
https://sites.google.com/a/hawaii.edu/oprpm-pcard/purchasing-card