HAPPY FISCAL YEAR 2017!

As we welcome in the new fiscal year, we would also like to introduce the new look for UH PCard updates and announcements. This monthly newsletter will replace the monthly emails that we have been sending out to the DC/DCA/PCard FA ListServs. Some information may not apply to all Cardholders. So, rather than confuse everyone, we will leave it up to your discretion to share the newsletters or just communicate selected information to your Cardholders. Copies of the newsletters will be posted on our website under the “Restricted Access to DC/DCA/PCard FA” section.

CENTRE SUITE DOWNTIME

CentreSuite will be unavailable on Saturday, 07/16/16 from 8:00am MT until 5:00pm MT (that’s 4:00am-1:00pm Hawaii Time). The system will be undergoing a series of updates.

RATIFICATION DEADLINE

The auto approve ratification deadline is Tuesday, 07/05/16. Please complete your forms and email them to pcard@hawaii.edu as soon as possible. All auto approved PCDOs will be audited as the ratification forms are submitted. Action on new applications, temporary unblocks, limit and MCC changes may be delayed until all ratification audits have been completed.

NEW CHIP PCARD COMING... stay tuned for more updates in the coming months.

TEMPORARY UNBLOCK REQUEST CHECKLIST

A temporary unblock request can only be submitted by a unit’s designated Department Coordinator or Alternate. The online request is posted on our website under the “Restricted Access to DC/DCA/PCard FA” section.

Attached is a checklist that we use to allow or disallow a request. We try to process these requests as soon as possible as long as the necessary information is provided. As a reminder, FA cards or other forms of procurement may be available to process the purchase.

PURCHASES FROM FOREIGN VENDORS

There are times when a Cardholder must make a purchase from a foreign vendor. Foreign transactions oftentimes generate a “WATCH” on the account because much of the fraud comes from overseas. The Cardholder will not be authorized to use the PCard until the “WATCH” is removed. To avoid this situation, a temporary unblock request should be submitted before the Cardholder attempts to use a card for such transactions.

AUTOMATIC PAYMENTS - RECURRING CHARGES

Some Cardholders allow vendors to retain card information for automatic payments or recurring charges. We discourage this practice not only for security reasons but payment may be declined if the card has expired or the card has been closed. It is easy to forget these things when it’s an “out of sight, out of mind” situation. Take a moment to reconsider these automatic payments and avoid having the card information stored in a vendor’s database.

QUESTIONS?

Please email pcard@hawaii.edu if you have PCard related questions or need assistance for PCard related issues.
TRAVEL RELATED TRANSACTIONS (airfare, registration fees, car rentals, etc.)
AP A8.851, Section III-E1
- Provide approved travel document number or evidence that the travel was approved by the following (signed travel request or email authorization):
  - Traveler’s Supervisor – authorizing the purpose of the trip benefits the University, the employee has permission to travel, and the employee’s workload is covered.
  - Account Supervisor – authorizing use of the account code(s) to fund the trip.
  - Executive Approving Authority – authorizing out-of-state-travel.
  - Fiscal Officer – authorizing funds are available and fiscal policies and procedures have been followed.

CHECK ETRAVEL DELINQUENT TRAVEL REPORT
- If traveler’s name appears on this list, TEMP UNBLOCK request will be denied. (Effective 08/01/16)

NON-EMPLOYEE TRAVEL RELATED TRANSACTIONS
- Recommend that PCard should not be used for non-employee travel related transactions.
  - Suggest using FA card, PO, or traveler pay out of pocket and seek reimbursement.
  - Provide Ken Lum’s determination if transaction is a reportable/taxable issue or not. Ken’s email should be included in the TEMP UNBLOCK email string and attached to the PCDO for auditing purposes.

MEALS AND REFRESHMENTS TRANSACTIONS
AP A8.265, Section 12
- Provide Form 56 or Form 136.
- Check if the transaction is for internal staff meetings, training sessions, and similar activities using special, revolving, or endowment funds. If so, TEMP UNBLOCK will be denied.
- If extramural funds will be used, provide a copy of the budget showing that food is an allowable expense.
- Provide a list of participants.

MEMBERSHIPS
AP A8.265, Section 15
- Check if transaction is for an organizational membership or individual membership. Organization membership is exempt, individual membership is not.
  - If individual membership, provide Chancellor’s approval.

“AFTER-THE-FACT” PAYMENTS
HAR 3-131-1
- Check if request is for an “after-the-fact” payment. If so, TEMP UNBLOCK will be denied.
- The PCard is intended to be used as a procurement card and not a payment card. An “after-the-fact” purchase is a procurement made without authorization; the request for approval of the purchase is made after the purchase has occurred, thus violating proper procurement procedures.
- Cardholder can be cited for procurement violation-not following proper procurement procedures.
  - Provide reason why the transaction was not processed at the time of purchase.

FOREIGN VENDOR TRANSACTIONS
- Department Coordinators should submit a Temporary Unblock Request for purchases made from a foreign vendor.
- The transaction should be processed as soon as the bank acknowledges that the foreign restriction has been lifted.
- The foreign restriction will be restored as soon as the transaction has been processed and approved. If the transaction has not been processed by the next day, we will automatically restore the restriction and another request must be resubmitted if a lift is required.