NEW CHIP-ENABLED CARD COMING SOON

New chip-enabled cards are scheduled to be mailed to Cardholders sometime between late September/early October. All chip-enabled cards must be activated upon receipt. Emails have been sent to all Cardholders with instructions on how to activate their new cards and a reminder to destroy their old cards. To activate the new cards, Cardholders will have to call from a phone number on file, have the new card in hand, and have their 6 digit Verification ID available. We also ask that Cardholders email us at pcard@hawaii.edu as soon as they activate their new card.

OUTSTANDING PCDOs - 60+ DAYS

Just a reminder that all outstanding July 2016 PCDOs will be 60+ days overdue on 09/16/16. Units with PCDOs 60+ days overdue will be subject to the PCard Moratorium. We may hold off on processing new PCard applications, MCC group changes, card limit increases, and temporary unblock requests until the outstanding PCDOs have been cleared. Please process your PCDOs in a timely manner to avoid the PCard Moratorium.

FA PCARD REQUIREMENTS

Most FAs have the ability to use their PCards for purchases of $2,500 or more. Refer to A8.266, Section 22, regarding supporting documentation that should include:

- Method of source selection utilized and necessary completed paperwork.
- Requisition for purposes of certifying that funds are available for the purchase and approval from the departmental Approving Authority certifying the purchase supports program objectives.
- Certificate of Vendor Compliance for procurements of $2,500 or more.

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

RECEIPTS FOR MEALS & REFRESHMENTS

We have been noticing that Cardholders are getting a little too lax with their supporting documentation for meals and refreshments. Please remember:

- Itemized receipts are required. If the vendor does not automatically provide you with an itemized receipt, you should request it. A receipt showing only the grand total is not adequate documentation.
- Attach the OPRPM Form 56 or 136 to the PCDO.
- State the specific business purpose of the meeting/event/function.
- Include the names of the individuals attending and their relationship to the UH. If the purchase is for a student activity, provide a copy of the flyer or notice.
- When there are multiple meals/refreshments for various activity dates, you must keep track of the expenses in an organized manner.
- Each Cardholder has the responsibility to:
  - Act as a careful steward of taxpayer dollars, ensuring that funds are used for purposes that are appropriate and cost effective; and
  - Avoid the appearance of unethical behavior.

NEXT PCARD TRAINING

The next PCard Training is scheduled for Wednesday, September 7, 10:00am-11:30am. Invitations to register will be emailed to participants when we receive the completed PCard Applications (Forms 139 & 143).