User Group Meeting
5-18-12
New Employees

- Director of Procurement, Contracting, and Payment Services
  - Brenda Mowen
    - Brenda.mowen@mail.wvu.edu

- Procurement:
  - Keith Bayles
    - 293-0372
    - Keith.bayles@mail.wvu.edu
New Employees

- **PCard**
  - Lucinda Vasofski
    - 293-6381
    - Lucinda.vasofski@mail.wvu.edu

- **Payment Services**
  - Hongmei Cui
    - 293-7037
    - Hongmei.cui@mail.wvu.edu
• Important Year End Dates:
  – June 8\textsuperscript{th}
    • Last day to submit requisitions for old year obligations or change orders between $1,000 and $25,000
  – June 29\textsuperscript{th}
    • Last day to receive
- **July 6th**
  
  - Noon - Last day for department to submit documents for payment of transactions that occurred prior to July 1, 2012
  
  - All editing on FY2012 PCard transactions must be completed by 4:00 PM
PCard Administration
PCardAdministration@mail.wvu.edu

PCard Review
Pcardreview@mail.wvu.edu
All WVURC cardholders will be required to take a training quiz
- PCard regulations
- General grant compliance
Editing Transactions in PCard Software

• **State**
  - Citi will allow you to edit after mapping, but those changes will not be in MAP
  - Edits must be done before 4:00 PM on the day titled “Mapping from Citibank”
Editing Transactions in PCard Software

• RC
  – If the transaction date occurs after the grant has expired, the software will not automatically charge to the overhead
  – PCard Admin must edit the “kicks”
    • If goods are received within the grant period:
      – We will edit to the correct funding
      – Requires signed copy of the receipt

• If goods aren’t received within grant period:
  – Please edit to a valid RC fund before mapping period
Gift Cards

- **State:**
  - Requires prior approval by State Auditor’s Office
  - If cardholder does not obtain approval, PCard Admin must be notified.
    - WVU must self report to the State

- **RC:**
  - Is it permitted in the grant?
  - Document participants
Mountie Bounty

- If PCard is used to purchase a Mountie Bounty:
  - Maintain a reconciliation log of all transactions
  - Do not want to lose the auditing trail
• Please report all misuse/abuse to Pcardreview@mail.wvu.edu

• If a cardholder self-reports to his/her DCC, please notify PCard Review
  – Even if the charge is removed
Fuel and Rental Car Receipts

• Please include the purpose of the transaction on the documentation
  – Fuel:
    • Was it for a fleet vehicle?
    • More than one vehicle?
    • Purpose for multiple fill ups on one day?
  – Rental:
    • Purpose for the rental (authorization)