



West Virginia University.

User Group Meeting 1-24-12

- **Payment Services**

- **Hongmei Cui**

- **293-7037**

- Hongmei.cui@mail.wvu.edu

- **Procurement**

- **Tracy Collins**

- **293-8472**

- **Tracy.collins@mail.wvu.edu**

- **WVUBUY Update**
 - **Currently working on integrating seamlessly with MyAccess**



Pcard Administration

PCard.Administration@mail.wvu.edu

Cardholder Agreement

- **Electronic only (State Pcard)**
 - Now required with refresher training
 - Even current cardholders (if ask for a new card and are up to date on training)
 - Not required for coordinators who are not cardholders
- **RC Cardholder Agreement should be scanned and emailed to Pcard Admin**
- **Hard copies are no longer needed for certificates**
- **DCC's can view training status at WVSAO website**
 - Under the Administration link on the Pcard Training page

- **What is Card Delegation?**
 - **Allowing another person to:**
 - 1) **Have physical possession of the card**
 - 2) **Have access to the card number/exp date**
 - 3) **Have access to receipts/invoices that display card information**
- **Card delegation is prohibited**
 - **Only the person named on the card is the authorized user**

Maintenance Requests

- **Departure of employee**
 - **Indicate if employee is permanently leaving**
 - **Destroy card as soon as employee leaves**
 - **Do not need to wait until transaction is posted**
- **Lowering a card to \$1**
 - **Provide reason to Pcard Admin**
- **Increasing spending limit**
 - **Provide written justification**

- **Prior approval required**
- **Document participants/recipients**
- **State:**
 - **Requires prior approval by State Auditor's Office**
- **RC:**
 - **Is it permitted in the grant?**

Unauthorized Purchases: State Pcard

- **Unauthorized Purchases:**
 - A charge appears to be fraudulent
 - **Contact CITI immediately at 800-945-3114**
 - Card will be canceled, a new card will be re-issued, and the Unauthorized Use Affidavit form will be sent out
 - **Unauthorized Use Affidavit form shall be faxed to WVSAO at 304-340-5083**
 - **A Maintenance form will also need to be completed**

Unauthorized Purchases: RC Pcard

- **Fraudulent charges need to be reported to JPMorgan Chase**
- **Call the number listed on the back of the Pcard**
- **A maintenance form must be completed**

Reminders: State and RC

- **Applications and maintenances should be emailed to Pcard Administration**
 - Pcard no longer has a fax machine
- **EPICS**
 - State employee ID
 - Can be found on paycheck or eNODS
 - Needed on application (State and RC)
 - If not a State employee:
 - Courtesy # assigned for State Cards
 - Employee # is used for RC Cards

Reminders: State and RC

- **Name must be as it is in payroll**
 - **Example: Jr., III, etc must be included**
 - **No nicknames**
- **Date of birth:**
 - **State: mmdd**
 - **Example: November 27th would be 1127**
 - **RC: mmddyyyy**
 - **Example: 11272011**

Reminders: State and RC

- **Editing:**
 - **Must be done prior to mapping date to reflect what is pulled into MAP**
- **Documentation requests:**
 - **Upon request, please email documentation to Janice.horvwalt@mail.wvu.edu**
 - **New Pcard procedure**
 - **Violation if there is no response after 2 months**