

ProCard

April 2019

Procurement Services
has MOVED!

We are now located
at the University
Center, suite 109
(the old wolf card
office).



Photo By: Patricia Baum

Spotlight Topics

Password Resets

Have you locked yourself out of PaymentNet lately? Well great news! You can now call, (800) 316-6056, the number on the back of your card for password resets.

W9 Information

Vendors need to submit the most recent version of [IRS Form W-9 \(October 2018\)](#) to be entered/updated in Banner. Older versions of the form will not be accepted starting Wednesday, May 1st. Please request a new W9 from the vendor if the "W9 Date" (when searching for the vendor in FTIIDEN) is older than two years.

Transaction Notes

Although transaction notes are not required, they are very helpful when it comes to auditing, whether it be me or an outside auditor. They can also help refresh your memory when you are reconciling multiple transactions for multiple cards.

Software Vetting

We are vetting all software that is purchased with university funds. If you plan to buy the software with your ProCard you will need to start by submitting a ProCard Policy Waiver. This stands for all software, whether you have been buying it for years or not, it needs to be vetted. If a transaction is audited and the software has not been vetted, it will result in a ProCard violation. There are extra steps that need to be taken when buying software from a foreign vendor, if the foreign vendor is not properly documented this could also result in a ProCard violation. At this time we are not approving permanent waiver for software, if the software needs to be purchased annually you will have to get



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approved once a year. As a final note, I would ask that you give ample time when vetting software. There are multiple departments involved in the vetting process, not just Procurement.

ProCard Violation Form

The ProCard Violation Form is new as of Feb. 2019. This form is to be filled out by the cardholder who makes the violation, forms submitted by the reconciler or admins within the department will not be accepted. When filling out this form you are required to input the

13 digit number found in transaction ID number (a PaymentNet), if you don't have access to PaymentNet ask your reconciler for this information. Forms submitted without the transaction ID number will not be accepted. You can find this form on the ProCard webpage; this is a Google Form so you will have to use you University provided email (xxxx@alaska.edu).

Online ProCard Application

As of October 2018 we now have an online ProCard Application. A few of you have had a chance to submit one, but to most this is the first they are hearing of it. I have posted the application to the ProCard webpage as well as a handout with a helpful explanation of what to do.

AP/ Travel News

- Individuals seeking reimbursement through Petty Cash Vouchers, Employee Reimbursement Requests, or Direct Pay Forms must include itemized receipts that show the payment method as documentation.
- Please use your ProCard for allowable purchases instead of submitting Petty Cash Vouchers and Employee Reimbursement Requests.
- Accounts Payable/Travel will send out a list of open encumbrances via Banner Finance Listserve this month. Please liquidate any general fund encumbrances from the list that will not be used in FY19 or that you do not want to roll over as committed in FY20.
- Please submit approved (OK to Pay) invoices to Accounts Payable in a timely manner so vendors can receive their payment by the invoice due date.

New Travel Expense Management Tool: Concur

- We are continuing to add departments to our pilot group with an anticipated University of Alaska system-wide roll-out before FY20.
- Employees who are not part of the pilot group, students, and group travel should still be submitted in TEM. Guest travel should still be submitted by paper.
- Statewide is developing a new [UA Travel Website](#) with training documents/videos, travel regulations (for Concur), and FAQs.
- Only Concur pilot group travelers are subject to the revised travel regulations. All other travelers need to abide by the [current travel regulations](#).



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Travel Links

[Employee Reimbursement Request](#)

[Direct Pay Form](#)

Whenever making a purchase for the University, please watch for **Foreign Vendors**. They are on the Prohibited Purchase list meaning approval has to be given before a purchase can be made.