

Purchasing Card News



STATE OF FLORIDA

P-CARD QUESTION OF THE MONTH

What happens if the vendor tells me my card has been denied?

Contact Bank Of America's customer service at 1-888-449-2273 (this number is on the back of your card) ask them why the purchase was declined. The two most common reasons for the decline are:

- Over credit limit. If this happens get with your dean, director or department chair to request your limit be raised by sending an e-mail to Irogers@uwf.edu. If the purchase is one-time override of the single purchase limit of \$1,000 we will need the vendor, dollar amount of the purchase and description of the item(s) being purchase to make sure it is not an OCO purchase. Once we receive the information we will notify the bank of a one time authorization and contact the cardholder with instructions for the vendor on obtaining the manual authorization number. If the decline was due to the cardholder being over their monthly/cycle limit have your dean director or department chair send an e-mail to Irogers@uwf.edu requesting your limit be raised. We will need the new limit being requested. The bank will be contacted of the increase and the cardholder notified.
- Restricted Merchant Category Code (MCC). Each vendor that accepts VISA is assigned a MCC. There are certain MCCs that are blocked by the State and UWF. For example Wire Transfer Money Orders, Restaurants, and Pawn Shops to name a few. Sometimes the vendor is inadvertently assigned a wrong code. If your purchase was declined and the reason was a restricted MCC contact Lisa Rogers at extension 2633 or Candace Perez at 2630 for assistance.

Approver Hints

Please ensure that the cardholder transactions are approved or disapproved within 7 calendar days from when the transaction shows up in SAMAS. Remember a transaction can only be approved if the item has been received and the dollar amount matches the receipt.

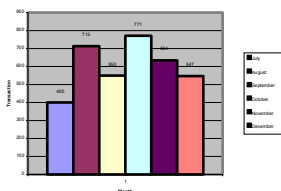
We have had several transactions take 12-15 days to be processed. The state only allows the University 10 calendar days to process the transaction. (7 calendar days for department + 3 calendar days for controller's office = 10 calendar days).

If you have any questions please call Lisa Rogers at 474-2633 or Candace Perez at 474-2630.

Thanks for your cooperation and Happy New Year from UWF Purchasing!



P-card Transactions By Month



P-Card Transactions By Month

July	400
August	713
September	550
October	771
November	634
December	547
Total	3570

Total Dollars Spent To Date
\$ 651,618.03

Notes:

- If you would like to submit a P-Card question for the month. Please e-mail the question to Irogers@uwf.edu.
- Approvers having problems logging onto SAMAS? The new point of contact for SAMAS log on questions is Lisa Griswold. Lisa can be reached at extension 2292.