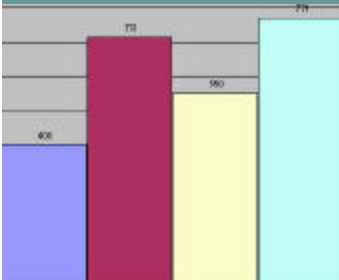


Purchasing Card News



P-Card Transactions By Month

July	400
August	713
September	550
October	771
Total	2434
Total Dollars Spent To Date	
\$ 425,126.37	

Notes:

- If you would like to submit a P-Card question for the month. Please e-mail the question to lrogers@uwf.edu.
- New Cardholder and Approver Reference Guides will be sent out to all program participants by November 15, 2001.

DO YOU HAVE YOUR P-CARD YET?

Join over 200 of your fellow employees who are enjoying the benefits of using the UWF Visa Purchasing Card (P-Card). The VISA Purchasing Card (P-Card) program is now available at the University of West Florida. A VISA Purchasing Card gives an individual the convenience of purchasing low cost items (under \$1,000) without standard Purchase Orders, Limited Purchase Orders or Blanket Purchase Orders. Currently, the University pays the same overhead cost associated with the purchase of small items as it does for complex purchases. The Purchasing Card was designed to handle and expedite small orders in an efficient manner with a significant reduction in overhead.



STATE OF FLORIDA PURCHASING CARD

Use the P-Card to pay for travel related expenses such as hotels; airfares, registration, taxis, etc. You can dramatically reduce the out of pocket expenses while traveling on University business.

Deans, Directors and Department Heads can request cards for certain individuals and stipulate how they are used by controlling spending limits and commodity codes. It should be noted that purchases with the PCard are unencumbered transactions until they are paid.

To apply for your card visit our Purchasing website at <http://nautical.uwf.edu/data/data.cfm?dataID=13903> and download the Cardholder Profile and Cardholder Agreement Form. Fill out the forms, have your dean, Chairperson, or Department Head approve it and forward it to Purchasing. Individuals interested in becoming a pCard Cardholder or Approver/Reconciler must attend training. If you are interested in attending a training class, please contact Candace Perez, 2630, cperez@uwf.edu or have any questions about the p-card please contact Lisa Rogers, 2633, lrogers@uwf.edu or

P-CARD QUESTION OF THE MONTH

What do I do if my credit card is declined at point-of-purchase?

You should call your Purchasing Card Administrator, Lisa Rogers at (850) 474-2633 or Co-Administrator, Candace Perez, (850) 474-2630 for information. Most declines are due to:

- Cardholders exceeding their designated transaction limit or monthly credit limit.
- Cardholder attempting to use the card for a blocked merchant category

If exceeding preset limits are the case, all that is needed is a request from the cardholder's dean, chairperson or department chair to raise the limit..

If you wish to purchase from a vendor and believe the category is incorrectly denied, the possibility can be investigated by your Purchasing Card Administrator (Purchasing).