

# Procurement Card Administration

September 2017

## Software Purchases

All software purchases require written approval from ICT, Procurement Services and the PCard department. Purchases made without proper authorization may become a misuse on the PCard.

Should you have questions regarding a purchase please contact PCard Administration at [pcard@nmsu.edu](mailto:pcard@nmsu.edu) or 575-646-7125.

## Upcoming Training Dates:

PCard Procedures for Cardholders	9/7, 10/4, 11/2
PCard Procedures for Approver	9/27, 10/24, 11/15
FSA-RMR Information Session	9/28, 10/25, 11/16
FSA—RMR Bridge to BDMS and PCard Receipt Destruction	Online

<http://trainingcentral.nmsu.edu/>

## PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	9/6, 9/20, 10/4, 10/18, 11/1, 11/15, 11/29
Approver	
Deadlines	9/13, 9/27, 10/11, 10/25, 11/8, 11/22

<http://pcard.nmsu.edu/cycle-times-calendar/>

## Contracts & Agreements

Purchases which require accepting terms and conditions, or a signed agreement, must be purchased via a purchase order. These purchases are not allowed on the PCard. Making the purchase on a PCard will bind NMSU to the vendor's terms and can result in legal consequences for the university. Per BPM 4.00.05, only the Regents, the President, and Procurement Services buyers, and their delegated representatives, may sign a contract that legally binds NMSU. Per BPM 4.40.85, Purchases not properly authorized in advance...are the PERSONAL obligations of the person originating such a purchase. Should you have questions regarding a purchase, please contact PCard Administration at [pcard@nmsu.edu](mailto:pcard@nmsu.edu) or 575-646-7125

## Personal Identification Number (PIN)

NMSU chip cards may require a PIN number at the time of purchase. PIN numbers are created by the cardholder upon activation of their new card. In the event the cardholder has forgotten their PIN number, a new number will need to be setup. To setup a PIN number, cardholders will need to contact Wells Fargo at 1-800-932-0036.

## Gannett Newspapers

### Las Cruces Sun News and El Paso Times

It has come to our attention that the credit card authorization form for Gannett, distributed via email by the vendor, should not be used by NMSU employees at this time. Further review of this process is necessary. Please do not use this form or your NMSU PCard for payment of advertising through El Paso Times & the Las Cruces Sun News (Gannett).

Should you need to place an advertisement, a Purchase Order will be required. Please use the following vendor for your requisition: Texas New Mexico Partnership (800092209). Should you have questions or concerns, please feel free to contact PCard Administration at 575-646-7125 or [pcard@nmsu.edu](mailto:pcard@nmsu.edu).

## Amazon Business Account

NMSU has established an Amazon Business account which will simplify the purchasing process to enable the university to take advantage of the wide selection and competitive prices of the Amazon marketplace. If you have not converted your NMSU department account to an NMSU Business account contact us at [PCard@nmsu.edu](mailto:PCard@nmsu.edu) for an invitation. Personal NMSU accounts are no longer allowed when purchasing on behalf of NMSU.



## Fraud Charges and Credits

In the event that a cardholder experiences fraud activity on their card it is necessary that at the time of reconciliation they include the email correspondence from Wells Fargo. The Wells Fargo email will include a case number issued to their fraud activity and note the charges/credits received on a given cycle. Should you have questions regarding a purchase, please contact PCard Administration at [pcard@nmsu.edu](mailto:pcard@nmsu.edu) or 575-646-7125.