Best Practices for P-card: Use Contracted/Preferred Vendors
In order to save as much as possible, BC’s Contracted/Preferred vendors should be used whenever possible. This provides the University with savings in transactional costs as well as pricing. Please review our website at: www.bc.edu/procurement to obtain Contracted/Preferred vendor information.

P-card Lab Offered for P-1’s and P-2’s
Great News! Click on to the Procurement Webpage to get updated P-card information: www.bc.edu/offices/buy/pcard/PcardLabP2s.html. In this new lab you can learn everything about p-card and Peoplesoft including:
1) Creating a new chartstring for a new p-card
2) Creating and deactivating cards
3) Reports in BC Custom and p-card queries
4) Checking and interpreting the p-card budget
5) Reconciliation and Level III data

Level 1, 2 and 3 Vendors
In this information age, a vendor who accepts p-card has a choice to be a Level 1, 2 or 3 merchant. Here is a breakdown of the different levels:
Level 1: This level is the most common, especially for local, small businesses. The information provided to US Bank is the date, supplier, and dollar amount.
Level 2: Suppliers have the ability to pass sales tax information as well as a transaction data field (which allows up to 16 characters). Some vendors pass this data to the cardholder statement. Level 2 data can be helpful to the cardholder in reconciling charges, especially in the case of repetitive charges. Examples: order # or a grant #.
Level 3: The merchant provides all of the data in Level 1 and 2 plus line-item data which include: product code, description, quantity, unit of measure, price and tax. This is the optimum level a merchant can provide Boston College. To encourage the use of Level 3 vendors BC does not require receipts for transactions under $1000 from contracted Level 3 merchants such as WB Mason, Dell Computer, CDW and Federal Express. For a complete listing of Level 3 vendors, please log onto: http://www.bc.edu/offices/buy/pcard/Pcard_Receipt.html

What’s NOT Allowed on P-card?
- PROFESSIONAL SERVICES
- CONSTRUCTION
- TRAVEL
- ENTERTAINMENT

Eagle Print Services: Under New Management
Eagle Print Services is the on-campus preferred copy and print shop located in the basement of Carney Hall, Room 024. All Eagle Print purchases are charged to the p-card for added University savings. Be sure to contact Eagle Print for all of your copy and print needs at x 2-3418.

Deactivating Unused P-cards
With the start of the new academic year, P-2’s are advised to check your department’s active p-card list on Peoplesoft especially for any p-cards that may need to be deactivated. Vacated positions, temporary help who have moved to different departments and graduated work-study students may have p-cards that need to be deactivated. Remember, open p-cards may be susceptible to fraud.

P-Card Newsletter
Cecilia McClay, Manager, University P-Card Program

Please direct any p-card questions, problems or concerns to Rita Cardarelli @ 2-4855 or e-mail Rita rita.cardarelli@bc.edu
Before calling Procurement with your P-card decline, please confirm funding is available.

Please check with your P-2 (the budget administrator) first when a decline happens. The number one reason why p-cards decline is budget money running low. Many people call Procurement to find out why their p-card declined. When we go into the budget details under commitment control, the balance is usually less than the decline. A budget transfer can be made immediately, generating an e-mail to US Bank. If the transfer is completed by 3 pm, the money is usually available by 10 am on the next business day.

Please keep in mind; any outstanding purchases do not appear in Peoplesoft for at least 2-3 business days.

Approved charges (or pending transactions) that have not appeared in Peoplesoft can be seen in Access-on-line in the transaction detail section. If you believe your card still should be working, please contact Rita @ 2-4855.

**Ask Celia: P-card advice or questions. Please address your questions to pcard@bc.edu**

**Charge Not Appearing on Peoplesoft**

Dear Celia,

I purchased a printer that arrived over two weeks ago and it still hasn’t appeared on Peoplesoft. When does it supposed to appear? Our funding is ending soon and I’m in a panic.

Loretta

Dear Loretta,

I’m glad you asked. It’s important to check your budget on a regular basis to make sure charges appear on a timely basis, especially if funding is coming to an end due to fiscal year end or a grant ending. There are two reasons why a charge has not yet appeared in Peoplesoft. 1) The charge has come in through Peoplesoft but has gone into the wrong chart string. This usually happens if an incorrect p-card was used against a special program so you may want to check your other programs. 2) More than likely, the vendor has not charged your p-card yet. This is common with large companies such as Dell. Sometimes they will send out a product and bill later depending on their credit card reconciliation procedures. I suggest calling the vendor and tell them to enter the charge ASAP.

**P-card Arrival after Application**

Dear Celia,

I am the P-2 and I did an application on Peoplesoft for a new card in my name over three weeks ago, and have not received notice yet. It’s a brand new project and we’re waiting to buy. When will my card be here?

Meghan

Dear Meghan,

You’re smart for checking. New P-cards can take up to 2 weeks but after that you need to contact us to follow-up. I checked Peoplesoft and could not find your application under you department ID #. If you tried to create a card for yourself, when you went to save it, you should have received an error message. The system does not allow you to submit your own p-card application. This is a security measure installed to protect you as well as BC. Here is the error code you should have received from Peoplesoft: 

You are not allowed to update your own data.

You need to go back to your P-1 or another P-2 in your department in order to do the application. If no one else can do it, your supervisor can e-mail Rita permission to do the application at rita.cardarelli@bc.edu.

**No-Tax Status and P-Card**

Dear Celia,

I use my p-card at Kinko’s and they charged me tax. Doesn’t BC have a non-tax status?

Bill

Hi Bill,

This is just an example of why you should be using BC Contracted vendors such as Eagle Print. The contracted vendors recommended by Procurement already have BC’s tax-exempt certificates. We should not be paying taxes for products purchased for BC. If you must use a vendor who does not have this information, the vendor may obtain a tax exempt certificate on our website at: [www.bc.edu/tax](http://www.bc.edu/tax). The vendor needs to enter their information on the form provided and the certificate will be available for printing.