PCard Procedures & Guidance FAQ’s and Tips #5

HIGHLIGHTS

DEADLINES

SUBCODES

RESTRICTIONS

FRAUD

MERCER IT APPROVALS

AMAZON

OFFICE SUPPLIES

Notes: The purchase of candy should be for official use and events and not for general consumption. Local lunch meetings should be coded 53598 and not travel 54200.

DEADLINES – September 10th. PCard statements with receipts, approved reconciliation forms and any other documents are due to the PCard Administrator by the 10th. These deadlines are established to be in compliance with audit regulations and system generated reports.

SUBCODE REMINDERS
53507 – Office water, coffee/breakroom supplies
53570 – Printing
53577 – Stationery
53598 – Programs & Events
53040 – Subscriptions
53461 – Computer Supplies
53462 – SW License Fee
53463 – Comp Equipment <$5k

RESTRICTIONS – Recurring Autopay for subscriptions, memberships or any item.

FRAUD – it is the card user’s responsibility to contact Suntrust and the Mercer PCard Administrator when the PCard has been compromised. Reference Fraud Policy.

MERCER IT APPROVALS – Computers, Computer Equipment, Printers.

AMAZON – Amazon Business Prime has been added to the Mercer Amazon Business Account. Please contact Debbie Canada for specific details.

OFFICE SUPPLIES – All office supplies must be coded to match the item. Group together and code routine office supplies, water, coffee, and chairs into appropriate subcodes.