



## ***Business Matters At Sac State***

### ***Campus Procurement Card News***

Date: April 7, 2006

To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: David Shannon, Director, Procurement/Contracts Services

### **CMS Module for Procurement Card Activities**

- There is a new addition to the CMS Module that will be implemented shortly for the procurement card users. This new transaction recording process, assignment of account and inserting comments for transactions in CMS will replace the current PaymentNet process now being used.
- Training on the CMS Module for Procurement Card User's will be from May 8<sup>th</sup> – May 19<sup>th</sup>, 2006. On-Line Registration for the training sessions will be through the CMS Web Site, registration will begin on April 24, 2006.
- Features of the new module include verifying department chartstring and recording comments on-line. Transactions will no longer need approval on-line; copy a statement from CMS, attach sales slips and the approving official will need to sign the statement.
- When the Procurement Card module is available to you, **DO NOT USE THE PAYMENTNET SYSTEM**, to review transactions, record comments or have transactions approved. The module should be available by May 22<sup>nd</sup>.

### **Procurement Card Procedures Manual**

- A new Procurement Card Procedures Manual has been developed and will be distributed to you at the conclusion of your training session. Please review the manual thoroughly, there have been various changes made.

### **New Systemwide Procurement Card Contract**

- Current contract through the Department Of General Services is expiring.
- The new CSU systemwide contract has been awarded to GE beginning April 3, 2006.
- New card will switch from VISA to Master Charge card
- Estimated date of receipt of new cards is May 1, 2006

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- The new card will be distributed to you after your CMS training session, bring your VISA card to the training, when you turn in your old card you will receive the new card and will need to sign for the new card. The VISA card will still be active until you receive your new card.
- The new cards are being set up with the new bank with the same parameters as your existing card.
- Begin using the CMS module for Procurement Card Activities.
- All other processes and procedures for use of the card is the same.
- The Program Administrator for the Procurement Card is now Traci Marshall-Roy.
- No more charge-backs – each transactions will be a line item. Instead of assigning a speedtype to the transaction you will assign your department chartstring in CMS.

**If you have questions about the CMS Procurement Card module or the switchover to the new Master Charge card, please contact the Procurement Card Coordinator, Traci Marshall-Roy, at extension 87333 or email [tmarshallroy@csus.edu](mailto:tmarshallroy@csus.edu).**

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