

Dear PCard Community –

As mentioned in the UNLV Official email, “PCard Program Review and Improvements,” all PCards expire at the same time on a biannual basis. Our next expiration date is January 31, 2015. All cardholders and liaisons will be required to complete updated applications (additional information will be sent on the new application process in the next few weeks.) After the application is received by the PCard Team (with original signatures to CSB 235/MS1033) and the information verified for accuracy, cardholders will be given access to a short online refresher training session and will need to pass a quick test of the content prior to receiving their renewal cards.

In addition, the large fraud incident on campus involving the PCard showed the need to emphasize the critical nature of the supervisor review and approval of PCard purchases. To assist **Supervisors and Approving Officials in better understanding their roles and responsibilities in ensuring a successful PCard program, they too will be required to take a short online training session/test focused on the responsibilities within the program.** The test will need to be passed by the Cardholder’s Supervisors and Approving Officials by January 31<sup>st</sup>.

A review of all PCard related material has been underway and will be added back to the Purchasing website shortly. The PCard website (<http://www.unlv.edu/purchasing/pcard>) will have a section with important information about the renewal period.

The Website will also have a link to the revised PCard Manual. Revisions to the PCard Manual include an update on how hosting is handled using the PCard as well as an updated section on centralized record storage within the departments/units business offices.

**Hosting:** The prior authorization for PCard purchases will not be included on the updated PCard application. Each hosting transaction must be specifically approved and approval documented by host form or similar method that captures the Dean’s (or above) approval on all required host documentation.

**Centralized Storage:** While the PCard program itself is a decentralized program, the record storage should be centralized within the departments/units business office rather than with the individual cardholders.

Hosting and Centralized storage are the two biggest changes to the PCard Manual but please review the Manual in its entirety.

Questions or comments may be sent to [PCardUNLV@unlv.edu](mailto:PCardUNLV@unlv.edu).

Please watch the weekly Did You Knows... and check the website often for important information about the PCard program.

Thank you,  
The PCard Team