

Charge It !

PURCHASING CARD NEWSLETTER

MARCH 2016



Currently Enrolled in P-Card Program

- 77 State Government Agencies
- 13 Colleges/Universities (includes University System and CTS)
- 53 School Districts
- 11 Counties



P-Card can be used for 1099 reportable purchases.

STATE PROGRAM ADMINISTRATORS

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New Website

OMB launched a new website on January 6th. The website link for the State Purchasing Card Program is <https://www.nd.gov/omb/agency/procurement/state-purchasing-card-program-p-card>.

Compromised Cards

In the event of a merchant security breach, a list of compromised accounts will be sent to the processor so that the accounts can be flagged and replacement accounts can be generated.

Cardholders can continue to use compromised accounts until the replacement accounts are activated. The account balance and transaction information will transfer when the replacement account is activated, and the status of the compromised account will be changed to Lost/Stolen at that time. If the replacement account is not activated within 14 days, the compromised account will be marked as Lost/Stolen and the replacement account will be blocked until it is activated. The replacement card will include a letter explaining why the card was sent.

Card administrators can generate the Cardholder Status report to view any accounts marked as compromised.

Home Screen Message for a Compromised Account—Cardholder Role

Home	Transactions	Reports	Help
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Welcome To view information about your account(s), go to [My Profile > Acco](#)

⚠ A replacement card with a new account number has been issued for your account ending 6887 . Please activate the card upon receipt. Your current account will function normally until the new card is activated. If you have any further questions, please contact your program administrator.

Message for a Compromised Account—Accounts>Manage—Card Administrator Role

⚠ A replacement card with a new account number has been issued for this account. Please ensure the card is activated upon receipt. This account will function normally until the new card is activated. If you have additional questions, please contact your program coordinator.

Exempt or Not Exempt?

If an employee uses cash, a personal credit card or personal checking account to pay for accommodations while traveling on official business, and is reimbursed by your office for those expenses, the accommodations are subject to sales tax.

If an employee uses an issued purchasing card or makes arrangements for your agency to pay directly for accommodations while traveling on official business, the accommodations are exempt from sales tax.

For more information please see the [Sales Tax Hotels & Motels Guideline](#).

