TO: P-Card Holders

FR: Department of Psychiatry

RE: P- Card Partnering Program

Date: August 29, 2007

“The Purchasing Card Program is intended to simplify the procurement and payment process and reduce total acquisition cost. Additionally, it provides users with greater flexibility.

With any procurement process there is a risk factor. Risk is managed by establishing a controlled process that has formal review and periodic audits. The Purchasing Card Program is a controlled process with most of the responsibility for control placed at the user level”(UNM Purchasing Card Program Policies and Procedures Manual).

Unlike UNM’s other purchasing methods, there is relatively no approval process for the P- Card. Because of this level of responsibility, the Department of Psychiatry has created a three month partnering program to assist the new P-Card holders with the intricacies of P-Card policy.

The three month partnering program gives the new P- Card holder a chance to bounce their idea for a purchase off another P- Card holder, before a purchase is made. For the first three months, from the day the card is provided, the new P- card holder will get an ok from another P- Card holder through email before card information is provided to a vendor.

The new P- Card holder will probably not see the full range of transactions until a year has passed, so it is advisable to consult your peers after the three month period is over when new and different purchases present themselves.

All P- Card holders should do the following:

• Read and consistently apply the UNM P- Card Policies and Procedures manual located on the Purchasing website.

• Review Banner Byte training module for transaction maintenance http://link.unm.edu/Training/Banner_Bytes/P_Card_ReallocationIII.html

• Make sure purchase is not listed on the Prohibited Uses section of Purchasing Card Program Policies and Procedure Manual (page 15).

• It is strongly recommended that the link to the Purchasing Card Program Policies and Procedure Manual be maintained in your favorites so that it can be easily referenced.