New Improved PCard Cardholder/Reconciler Training

Never attended PCard training? It’s been awhile since you attended PCard training?

The Center of Learning and Professional Development has launched a new and improved PCard Cardholder/Reconciler training. The course covers how to get a PCard, roles and responsibilities as a Cardholder/Reconciler, bank reconciliation procedures and more.

Information for registration for this two (2) hour course can be found at: http://trainingcentral.nmsu.edu/calendar/catalog.php?courseID=Procurement

COMING SOON!
PCard Mandatory Approver Training

Upcoming Training Dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Finance</td>
<td>8/12</td>
</tr>
<tr>
<td>PCard Policies</td>
<td>8/18</td>
</tr>
</tbody>
</table>

https://trainingcentral.nmsu.edu/

PCard Deadline Reminders:

<table>
<thead>
<tr>
<th>Cardholder/Reconciler</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/5 &amp; 8/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/12 &amp; 8/26</td>
</tr>
</tbody>
</table>

http://pcard.nmsu.edu/cycle-times-calendar/

New Procurement Cards

Chip & Pin PCard

NMSU will transition from magnetic stripe PCard to a Chip & Pin PCard in order to comply with industry standards. Chip & Pin cards provide an additional layer of protection against fraud. The new Chip & Pin PCards will be distributed in mid-August.

What is a chip-and-PIN card?

A chip-and-PIN card looks pretty much like the plastic you’re used to using. However, it’s embedded with a special chip that contains the same information that has traditionally been contained in the magnetic strip along the top of a standard card (some cards have both). When you swipe a chip-and-PIN card, you may be required to enter a PIN to complete your purchase, the way you do with a debit card.

How do I get my new Chip & Pin card?

Every PCard Cardholder will receive an email from the PCard office informing you that your card is ready for pickup from the Central Purchasing Office. You will need a picture ID to pick up your card. Offices located out of town (Las Cruces Area), will be mailed their cards by standard mail delivery.

What do I do with my old PCard?

Once you have called the bank to activate your new Chip & Pin card, the old card must be destroyed.

How will I get my pin number?

When you call the bank to initially activate your card, you will be prompted to assign a pin number to your card. Ensure that you practice safe security practices in protecting your pin number. Additionally, if you forget the pin number, you will need to contact the bank for retrieval.

Taxes

In-State

New Mexico State University is a tax-exempt entity. The NMSU tax exempt number appears printed at the front of all our procurement cards. This number must be given to all vendors at the time of purchase to honor our tax exempt status when purchasing goods. NMSU does pay sales tax on services. A copy of our tax information can be found on our at the Purchasing Website http://purchasing.nmsu.edu/for-employees/

Out-of-State Sales Tax

NMSU tax exemption may not be honored by vendors outside of the State of New Mexico. It is recommended that you communicate with the vendor prior to the purchase of NMSU tax exempt status. The Central Purchasing Office can assist in providing a non-taxable transaction certificate to the out of state supplier that documents our tax exempt status.