
INTEROFFICE MEMORANDUM

TO: PSU PROCUREMENT CARD USERS
FROM: NOOR SUKHUN, ASSISTANT MANAGER OF DEPARTMENTAL ACCOUNTING
SUBJECT: NEW SURVIVAL GUIDE AND ONLINE TRAINING FOR THE PROCUREMENT/GROUP TRAVEL/FUEL AND CORPORATE CARDS
DATE: 12/9/2009

In an effort to improve efficiency and streamline the process of searching for various forms and policies pertaining to Procurement, Group Travel, Fuel, and Corporate cards, the Procurement Card Team has created a new "Survival Guide". Its purpose is to provide accessibility and ease by culminating all of the forms and policies into one document that can be saved on one's desktop or printed out and referred back to at a later time.

In addition, the Procurement Card Team has created an online training which encompasses new changes to the pcard policies as well as provides helpful information and resources. This training is easily accessible and starts with the push of a button. Its function is to provide training in the comfort of one's own office. In addition, the Procurement Card Team will continue to offer quarterly trainings. Both the online training and survival guide are helpful for new employees who will be filling one of the roles in the pcard module or even as a refresher to individuals already in one of the roles since policies have changed.

Effective December 10, 2009 the following will take place:

-All forms and policies pertaining to Procurement, Group Travel, Fuel and Corporate Cards will be removed from the BAO website except for the main Procurement Card Users Guide and a few other pertinent policies.

- The new Survival Guide will be available on the BAO intranet.

- The new online procurement card training will be on the BAO intranet for departments to access.

Departments can access the BAO intranet by clicking on the following link: <https://intranet.bao.pdx.edu/website/> and following the steps outlined below:

-Log into the user login section with Odin username and password and click "Log In"

-Click on the "Specialized Accounting" tab at the top of the page

-To access the pcard survival guide click on the "Pcard Survival Guide" link under 'Procedures'

-To access the pcard online training click on the link "here" under 'Procedures.' Please note: the training takes at least one minute for the file to load on your computer. The training is self-running and requires your PC to have speakers.

Thank you for your feedback on the procurement card module which has allowed us to continuously improve your procurement card experience!