

December 2014 P-Card Newsletter

Year End Instructions



2015

Almost time to ring in the new fiscal year!! You may use your P-Card through year-end, however if you want the charges to be encumbered using 2014 funds you may want to set a personal end date for card use of **December 26, 2014** so that the transactions post by the 31st. Transactions that “post” by December 31, 2014 must be processed and approved in iExpense by January 13, 2015 to be encumbered using 2014 funds.

Transactions will *generally* “post” to your account about 2-3 business days after the transaction occurs. This is not always the case, however. More complex orders may take time to ship from a seller’s facility, which can delay posting time.

More on EMV (Chip & Pin)

As new cards are issued with the new EMV chip technology letters are also being sent directly to cardholders that contain a PIN. These PIN numbers are tied directly to the chips within the new cards and cannot be changed.

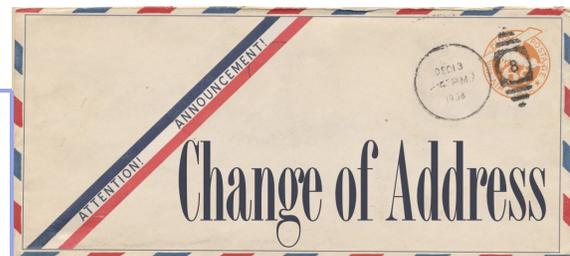
Cash withdrawals and cash advances are blocked at the bank level, however you may need to remember your PIN when using your card for **point of sale** transactions when using the chip. As the old cards are phased out in store terminals will offer both the card swipe and chip technology. Whenever possible, using the new chip & pin will help to reduce fraud for point of sale transactions.

The EMV chip does not offer extra protection for telephone, Internet, and mail order transactions...but every little bit helps.



Our next P-Card Training will be on January 6th at the Chinook Building, 2nd floor, conference room 223 from 1:30-3:30pm.

Need a refresher course?
All are welcome!



We can quickly and easily update the demographic information associated to your card. This is especially important as the new PINS are being distributed for card reissues. If your office changes locations, just let us know and we'll quickly update your information so your bank statements and new PIN numbers are routed to the correct location.

Insert card
Chip First
(Facing Up)



Warm wishes for Happy Holidays,
from *our team* to yours!!