

*Kathy Sherrill, Business Services Coordinator, Undergraduate Admissions*

I use the P-card mostly for travel arrangements, but I use it whenever possible for other items as well. It eliminates the need to obtain vendor information which means a quicker turnaround time for purchases and payments. Our department has really benefited from the use of this card especially our admissions counselors who travel a lot.

*Brenda Shue, Administrative Support to the Chancellor, Chancellor's Office*

I really enjoy using the P-card. The P-Card (Purchasing Card) is a VISA credit card which makes purchases fast and much more convenient than using paper checks. Requesting paper checks requires creating a DPR, obtaining approval, mailing to AP, turnaround time to process a paper check, and mailing. With the P-card, the payment is received immediately and you have a receipt confirmation instantly. There is no worry about checks being lost in the mail or receipt of payment. For our travelers, this is a great benefit! I can pay registration fees, hotel, and transportation expenses up front. Our travelers arrive at their destination knowing their travel expenses have been paid. An added bonus is eliminating the need for submitting a Travel Authorization requesting pre-payments and saving time and money from making multiple copies for Accounts Payable. When I need to make purchases for the Chancellor's Office, I will look first to see if I can use the P-Card. I love the convenience of not having to complete paperwork and submit a DPR. An added benefit of the P-Card is the security that is in place. When a purchase is made and it posts to the card, I receive an email requiring me to look at the transaction and sign off, thus preventing fraud. Also, if I have a question, I can contact the P-Card Administrator, Annette Heller or Tax Manager, Mary Alice Boyd. Lastly, reconciling the P-Card at month-end is a breeze. I have a calendar and I know exactly when the statement will post. Reconciliation takes only minutes to complete. I am extremely happy with my P-Card!

*Jane Stewart, Business Officer, College of Engineering*

The P-Card is an excellent time saver when assisting faculty with travel.