

Procurement Services Information

CBOG February 11, 2016

This update is posted at: www.clemson.edu/cfo/procurement under the [Announcements](#) section at bottom of page.

Old Information:

1. **Travel Reimbursement Mobile App:** The new travel reimbursement app is out there live for all Clemson employees to use. See more information under the MyClemson Travel Reimbursement links here - <http://www.clemson.edu/procurement/travel/#employeeguidelines>.
2. **buyWays and Record Retention:** The policy was issued effective January 1st and should be something that campus is aware of due to the slight changes in procurement records retention required by the State. See more details here - <http://www.clemson.edu/procurement/faculty-staff/policies/procurement/psv47pol.html>.

New Information:

3. **P-Card Unauthorized Use Policy:** For discussion. A few options for various policy approaches were shared with business officers and will be discussed at CBOG meeting today.
4. **New Chip and Pin P-Card Re-card:** Clemson is in the middle of transitioning to the new Chip & Pin P-card (new Visa purchasing card). Aside from a new look and new functionality required as part of the new internationally accepted “chip & pin” cards, nothing in the p-Card program is changing. However, it is our intent as part of this re-card, to conduct some face to face training to refresh cardholders on their responsibilities as a cardholder. All current cardholders should be receiving their new “pin” in the mail and they should keep this secure until they get their new card. Some cards that are expiring now are already being replaced with the new chip & pin cards.
5. **Core AP:** Our pilot is complete and we plan to start rolling out the new AP/Invoicing process by budget center this semester. As a prep for this, we request that users start attaching all invoices to the buyWays record in the system. While not required by policy, this fits in with the direction we are heading with Core AP as well as the new records retention policy.
6. **New Travel Management Partner:** We are happy to announce that Clemson has entered a contract with *Christopherson Business Travel* to provide a full-service, online, and mobile and telephone travel solution provider for domestic and international university business needs. They will provide expertise in the areas of international, athletics, and group travel management, complying with the Fly America Act, grant travel, and NCAA rules. In coming weeks, we will be looking for input from key travelers and travel planners, reconcilers, and others (who have been involved already to this point in helping define and select a partner to provide a travel solution) to be first adopters of the system...
7. **Non-Travel Reimbursements:** For discussion.
8. **Bettie Shipman Fanfone** is retiring next Friday after 33 years of service. Aubrey Miller will be stepping in to help fill in for Bettie until her position is filled.
9. **Requisitioner Certification:** The annual Requisitioner Training/ Certification is ready and an announcement with links to the training will be sent to all Requisitioners this week. The deadline for completion is 3/31/16.
10. **Fraudulent Emails:** Email fraud in the form of someone pretending to be Clemson Procurement employees and requesting quotes and placing orders with suppliers continues to be a problem. Unfortunately there is very little we can do (it has been reported to CCIT and CUPD in the past) other than advise suppliers to be wary of emails and simply ignore those that are not coming from a @clemson.edu email address. Please help us make suppliers aware of the fraud if you receive questions about it.