• Do the Enterprise benefits require the use of a p-card?
  o Yes, unless your account is specifically set up by Kim Heuermann, our representative. You can contact her at Kimberly.A.Heuermann@ehi.com, (913) 967-8437 (office), or (913) 927-1690 (cell).

• What if we have purchased an Avis rental since November 1?
  o That is fine. The Enterprise contract is preferred, not mandatory. However, CDW, Collision Damage Waiver, is included in KU’s Contract (XZ05189), so it is in the best interest of the University of Kansas to utilize this contract whenever possible.

• For grant purchases, if the expense is outlined in the budget justification, is it exempt from the competitive process?
  o Yes, in most cases. For individual cases, please contact Linda Kerr at lkerr@ku.edu or 4x7732.

• What if the expense is fully executed in the budget justification, but not in the budget summary? Is it still exempt?
  o Possibly. You should be prepared to share your justification, if this is the case.

• I’m having issues with 958 fund and project not populating. This results in a budget error, and the order is returned. What can be done about this?
  o Check with the budget team; that should not be happening. (There were comments from other audience members whose 958 funds work just fine, so this is likely a setup error.)

• We work with a grant that requires health insurance be paid for a non-employee post-doc fellow. Procurement is pushing back on repetitive reimbursements, so would this be an appropriate p-card transaction?
  o No, this should be paid as a reimbursement. A 1099 form cannot be generated off p-card transactions.

• How long does it take to have a new vendor entered into the system?
  o In November, new setup averaged 11 business days total (5 for KU portion + 6 for SMART setup). In December, we are averaging 8 business days (3 for KU portion + 5 for SMART setup).

• Do you expect the volume of new vendor requests to decrease in the spring?
  o We hope so! Volume is currently higher than normal, which may be due to ease of access with the new vendor setup form.

• Should I be concerned about an older vendor that has not been added, if one I sent in recently has already been processed?
  o This is not necessarily an error, because there are legitimate reasons for a vendor to be on hold. Please contact Chris Campbell at 4-5935 or christophercampbell@ku.edu with any questions.

• Is a notification sent when the KU portion of the vendor add has been completed?
  o No, we do not send notification until the process is totally completed.
Procurement Town Hall – 2015

- If a vendor wants to change their remittance address to their bank, a W-9 will not be available with the bank’s address listed. What documents would be acceptable in this situation?
  - If the vendor is already in the system, a letter or email from the bank verifying the address is all that will be needed. If the vendor is a new addition, we will also need a current W-9 with the vendor’s address. Please contact Chris Campbell at 4x5935 or christophercampbell@ku.edu with any questions.

- What does it take to request a single event card?
  - Information on this process will be online.

- What is the turnaround for receiving a single event card?
  - Typically, turnaround will be same day.

- Does the single event card allow all of the normal credit card expenses for travel?
  - Yes.

- Does the single event card work internationally?
  - Yes, these cards have EMV chips.

- Can you use a single event card to purchase items online?
  - We recommend using a normal p-card for online purchases.

- How does a place of business know you’re authorized to use a single event card?
  - Ultimately, it is up to the place of business to decide whether or not they will honor the card. However, we recommend taking your KU ID with you, and we can provide a letter authorizing you upon request.

- How does reconciliation work with the single event cards?
  - The process is the same as for regular p-cards, except you will reconcile for “KU Set Account XXX.”

- Is the single event card UKANS only?
  - For now, yes.

- Can someone with an enhanced p-card with no chip who is going abroad get this card with a chip?
  - Technically, yes. However, with enough notice, we can work with the bank to provide a p-card with an EMV chip instead.

- How do you load cash to the card?
  - The amount authorized on the card is based on the amount in your travel authorization request. Please try and make your estimate as accurate as possible for this reason.

- What if a user has multiple trips back-to-back? Could they load multiple trips to one card, or would they need to carry two single event cards?
  - The user would need multiple single event cards. However, if such travel is a regular occurrence, the user may be a good candidate for a p-card.
• Can single event cards be used for endowment funds?
  o Yes, these can be used with 725 funds.

• Can single event cards be used for purposes other than travel?
  o Yes. It is our hope that you will identify opportunities in your department.

• Can single event cards be used for personal travel meals?
  o No, normal p-card rules still apply.

• Do I need to return the card when I’m done with it?
  o No, the card becomes inactive once either the money has been spent or the end date has passed. You can dispose of the card in a shred box at that point.

• What is the process for single event card misuse? For example, if someone pays for their personal travel meal with it.
  o The process is the same as it is today for regular p-card.

• What if someone physically gets stranded somewhere, such as if a flight is canceled? Can the amount on the card be raised at that point?
  o If this is the case, please contact us, and we will work with the bank to make sure that the card user is taken care of.

• What if there is a remaining balance?
  o This is not an issue – the department is only charged for the actual purchases made on the card, not the card limit.

• Is it possible to process a return or refund on a closed single event card?
  o Yes, refunds on closed accounts are still processed.