

SPEND YOUR WAY TO \$1,000!

Did you know that you can actually save money by using your procurement card (p-card)? It's true, each time you pay a vendor with your procurement card you are saving the cost of the:

- paper a check is printed on
- special toner that's used to print the check
- envelope the check is mailed in
- postage
- employee's time to print the checks
- employee's time to sort, stuff, and transport checks for mailing
- employee's time to upload check information to the bank
- employee's time to reconcile which checks are outstanding
- employee's time to reissue lost checks



These costs add up, and as the University faces declining enrollment, it is more important than ever to find ways to improve efficiencies and reduce costs.

But the Administration branch understands that not everyone has a p-card, so we want to make it worth your time. Sign up for a p-card today at the link below, use it during the quarter, and your department will be entered to win \$1,000.00! It's just that simple. In fact, keep using the p-card and your department will continue to be eligible for \$1,000.00 per quarter!

Get a p-card at: <http://www.msudenver.edu/controller/resources/procurementcard/>

Rules and Regulations:

- There will be a random drawing after the p-card feeds into Banner Finance each quarter until the reward program is terminated.
- Termination of the reward program is at the sole discretion of the Admin and Finance branch and this program can be cancelled at any time.
- Only departments that have at least one p-card purchase in a quarter will be entered into the drawing held that quarter, credits will not be counted.
- Prize money will be revoked if a cardholder wins and then subsequently voids/cancels the transaction that made them eligible for the drawing.
- Quarters are defined as follows:
 - Sept 28- Dec 27**-drawing will be held after the December 27th cycle closes and is fed into Finance.
 - Dec 28-Mar 27**- drawing will be held after the March 27th cycle closes and is fed into Finance.
 - Mar 28-June 27**- drawing will be held after the June 27th cycle closes and is fed into Finance; however, it will be given to your department in the following fiscal year to allow you time to spend it.
 - June 28-Sept 27**- drawing will be held after the Sept 27th cycle closes and is fed into Finance.
- The selected department's FOAPAL coded on the transaction will be the recipient of the \$1,000.00, not the cardholder. If you fail to reallocate your p-card transactions the Fund and Organization code used on the transaction will be the winning FOAPAL. Transfers after the fact will not be counted.
- Foundation accounts are not eligible for the award. In the event the winning department's fund begins with a 48XXXX, they must deposit the winnings into a University account.
- The \$1,000.00 will be transferred directly into the winner's Fund and Org, via an account transfer. The winning department will be notified via e-mail.
- The winner will be announced on the Controller's website.

- This program is only available for procurement card purchases, NOT event, travel or ghost card purchases.
- Departments that report to the V.P. of Admin, Finance and Facilities are not eligible for the prize.
- Purchasing rules still apply. Please see <http://www.msudenver.edu/controller/resources/training/purchasing/> for purchasing training. Below are some highlights that pertain to the p-card. They are not meant to be all inclusive.
- Purchases of goods and services on the p-card with a mandatory award vendor, i.e. Office Depot, Halo Branded Solutions, and CCI do not require an SPO or a PO REGARDLESS OF AMOUNT.
- Purchases up to \$5K for goods on the p-card with a vendor who is not on the mandatory award list do not require an SPO.
- Purchases over \$5K for goods on the p-card with a vendor who is not on the mandatory award list must have a PO in Banner before paying with the p-card.
- Purchases of services on the p-card are allowed per the "Allowable Services on the P-card Matrix" available at <http://www.msudenver.edu/controller/resources/forms/accountingservices/>