DACC Business Office

Internal Procurement Card Process

- Scanning Requirements Are in **Addition** to the Current Internal Process

- Original Receipts and PCard Information Sheet Are to be Submitted to DACC Business Office <u>as soon purchase is made</u>

- **Responsibilities:**
  - **PCard Holder:**
    - Submit Original Receipts and Completed PCard Information Sheet to DACC Business Office as soon as purchase is made
    - Scan & Email Receipt Packets to **pcardreceipts@nmsu.edu**, **Accountspayable@dacc.nmsu.edu**, **and your supervisor**

•Submitting Original Receipts and Completed PCard Information Sheet to DACC Business Office

1. As Purchases are Made the Pcard Holder Should Make a Copy of Receipt that will be Scanned to **pcardreceipts@nmsu.edu** , **Accountspayable@dacc.nmsu.edu, and supervisor**

2. Submit Original Receipt with Completed PCard Information Sheet to DACC Business Office Room 114L as soon as purchase is made

Printing of Cover Sheet and Statement

- PCard Holders Have to Print Wells Fargo Coversheet and Statement

1. PCard Holders Log Into Their Wells Fargo Account and Print Coversheet and Statement.

Notification That Statement is Available to Review

Subject: FW: Statement Review for 06/02/2011

From: CCER@wellsfargo.com [mailto:CCER@wellsfargo.com]
Sent: Friday, June 03, 2011 4:00 AM
To: Cardholder
Subject: Statement Review for 06/02/2011

Dear Cardholder:

Your most recent statement is ready for review by accessing the Wells Fargo Commercial Card Expense Reporting system for the following card(s):

xxxx-xxxx-xxxx-2590

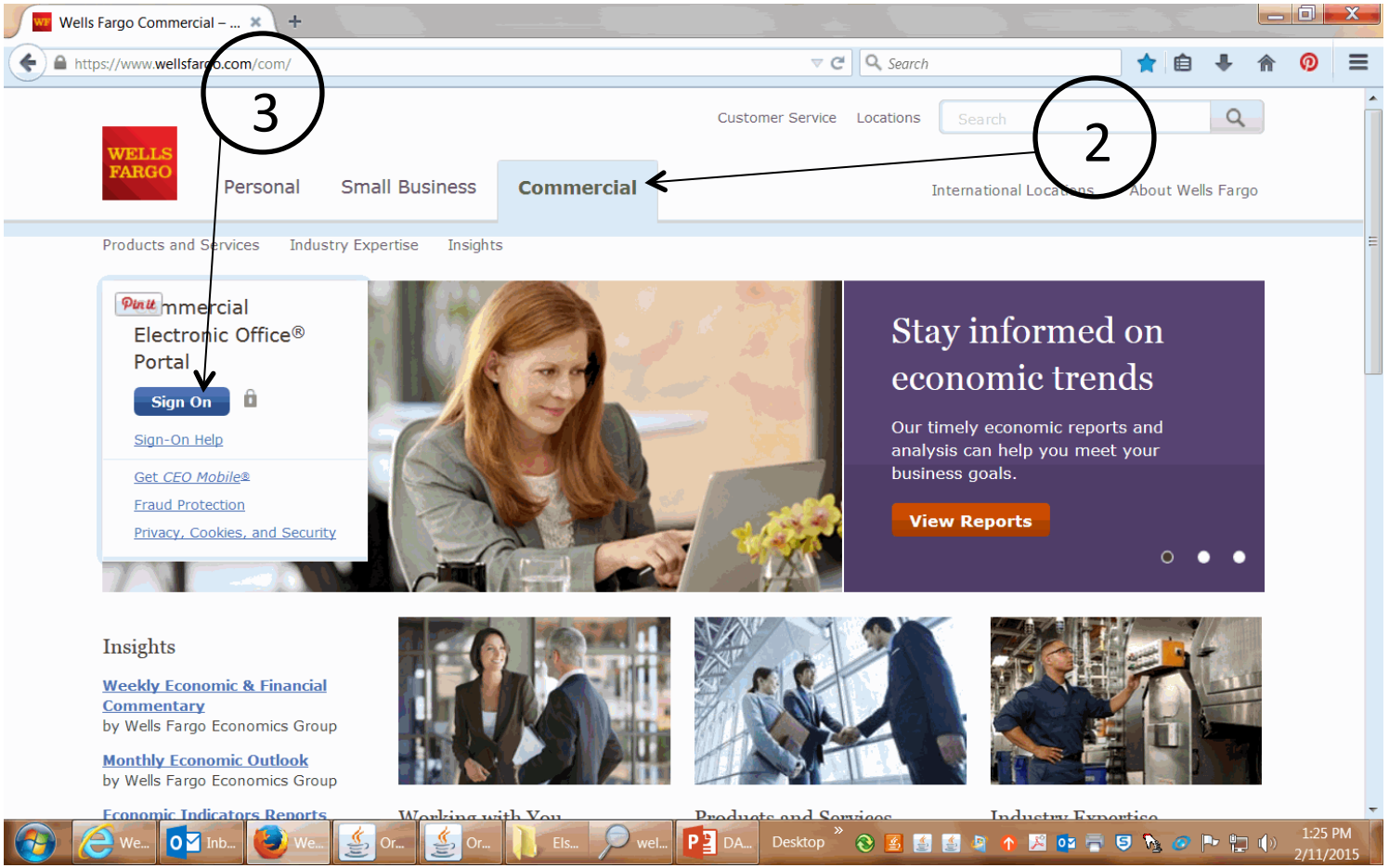
Please complete your review in a timely manner and forward your receipts as appropriate.

This is an automated email. Please do not reply to this message.

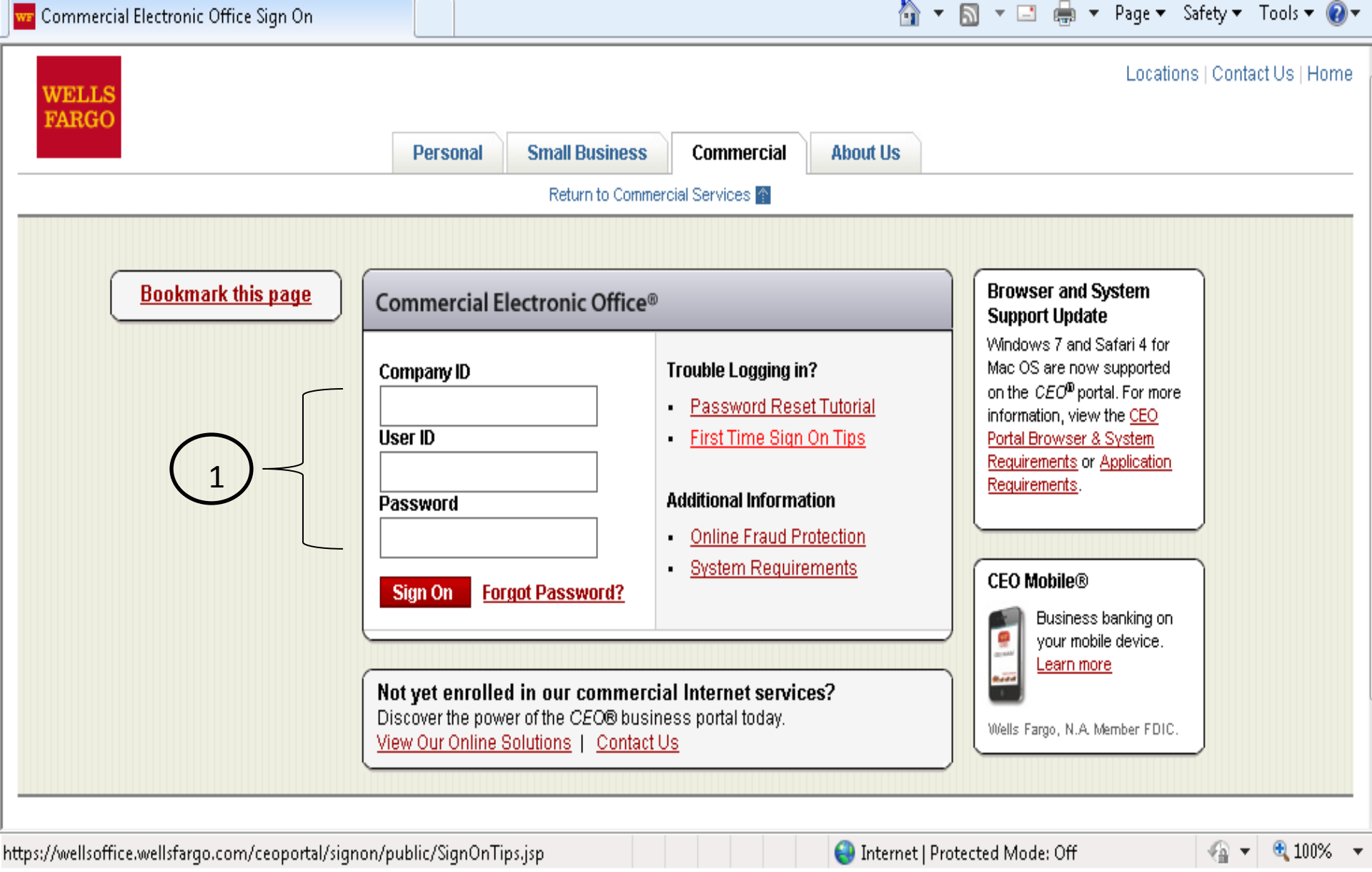
NMSU Wellsfargo CCER Procurement Card Cycle Times

Statement Date		Cardholder / Reconciler Period		Approver Period		Transactions Posted To
From	To	From	To	From	To	Banner
12/2/2011	1/1/2012	1/2/2012	1/5/2012	1/6/2012	1/11/2012	1/13/2012
1/2/2012	1/12/2012	1/13/2012	1/18/2012	1/19/2012	1/25/2012	1/27/2012
1/13/2012	1/26/2012	1/27/2012	2/1/2012	2/2/2012	2/8/2012	2/10/2012
1/27/2012	2/9/2012	2/10/2012	2/15/2012	2/16/2012	2/22/2012	2/24/2012
2/10/2012	2/23/2012	2/24/2012	2/29/2012	3/1/2012	3/7/2012	3/9/2012
2/24/2012	3/8/2012	3/9/2012	3/14/2012	3/15/2012	3/21/2012	3/23/2012
3/9/2012	3/22/2012	3/23/2012	3/28/2012	3/29/2012	4/4/2012	4/6/2012
3/23/2012	4/5/2012	4/6/2012	4/11/2012	4/12/2012	4/18/2012	4/20/2012
4/6/2012	4/19/2012	4/20/2012	4/25/2012	4/26/2012	5/2/2012	5/4/2012
4/20/2012	5/3/2012	5/4/2012	5/9/2012	5/10/2012	5/16/2012	5/18/2012
5/4/2012	5/17/2012	5/18/2012	5/23/2012	5/24/2012	5/30/2012	6/1/2012
5/18/2012	5/31/2012	6/1/2012	6/6/2012	6/7/2012	6/13/2012	6/15/2012
6/1/2012	6/14/2012	6/15/2012	6/20/2012	6/21/2012	6/27/2012	6/29/2012
6/15/2012	6/28/2012	6/29/2012	7/4/2012	7/5/2012	7/11/2012	7/13/2012
6/29/2012	7/12/2012	7/13/2012	7/18/2012	7/19/2012	7/25/2012	7/27/2012
7/13/2012	7/26/2012	7/27/2012	8/1/2012	8/2/2012	8/8/2012	8/10/2012
7/27/2012	8/9/2012	8/10/2012	8/15/2012	8/16/2012	8/22/2012	8/24/2012
8/10/2012	8/23/2012	8/24/2012	8/29/2012	8/30/2012	9/5/2012	9/7/2012
8/24/2012	9/6/2012	9/7/2012	9/12/2012	9/13/2012	9/19/2012	9/21/2012
9/7/2012	9/20/2012	9/21/2012	9/26/2012	9/27/2012	10/3/2012	10/5/2012
9/21/2012	10/4/2012	10/5/2012	10/10/2012	10/11/2012	10/17/2012	10/19/2012
10/5/2012	10/18/2012	10/19/2012	10/24/2012	10/25/2012	10/31/2012	11/2/2012
10/19/2012	11/1/2012	11/2/2012	11/7/2012	11/8/2012	11/14/2012	11/16/2012
11/2/2012	11/15/2012	11/16/2012	11/21/2012	11/22/2012	11/28/2012	11/30/2012

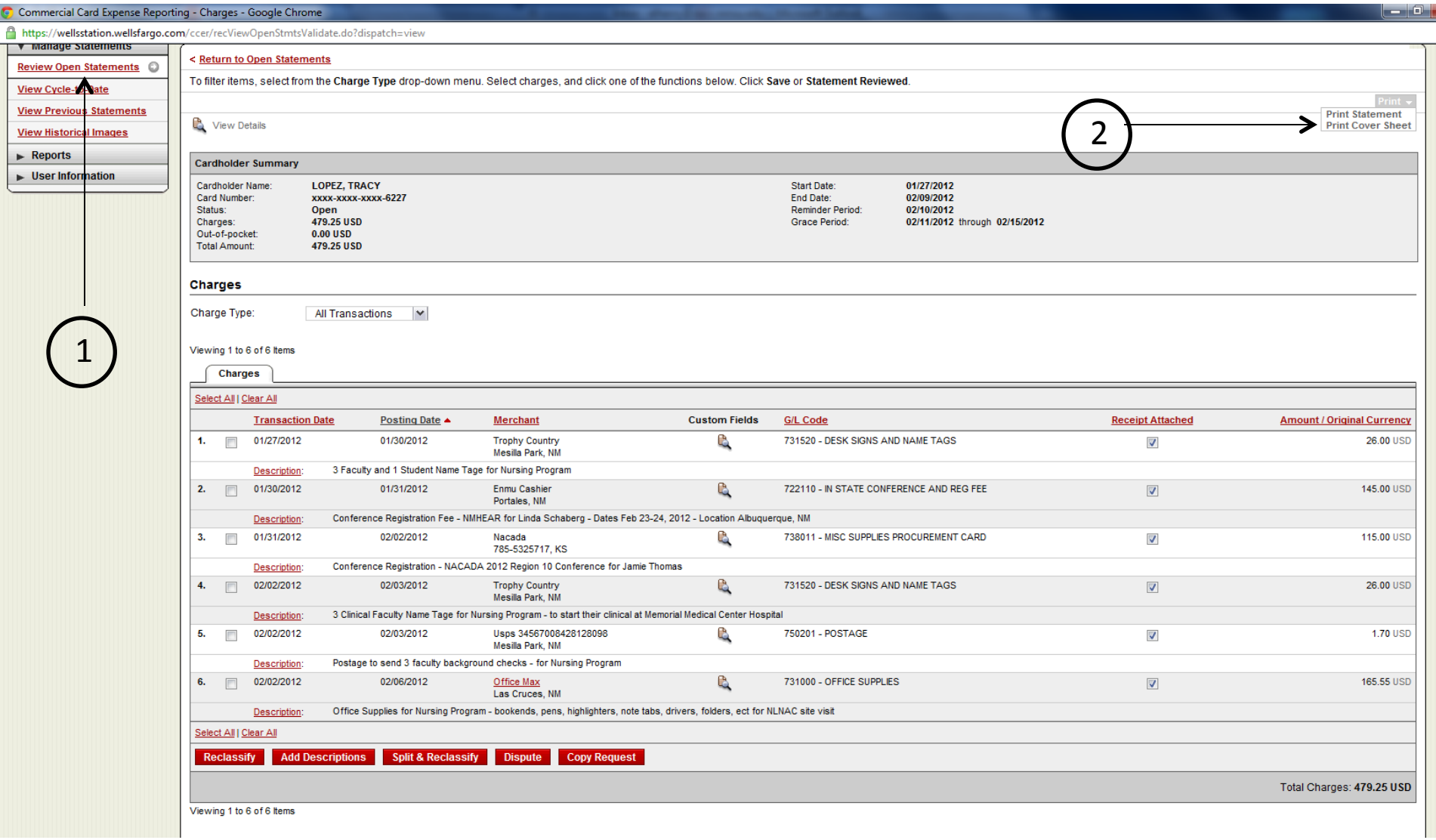
Steps For PCard Holder to Login, Obtain Wells Fargo Coversheet and Statement



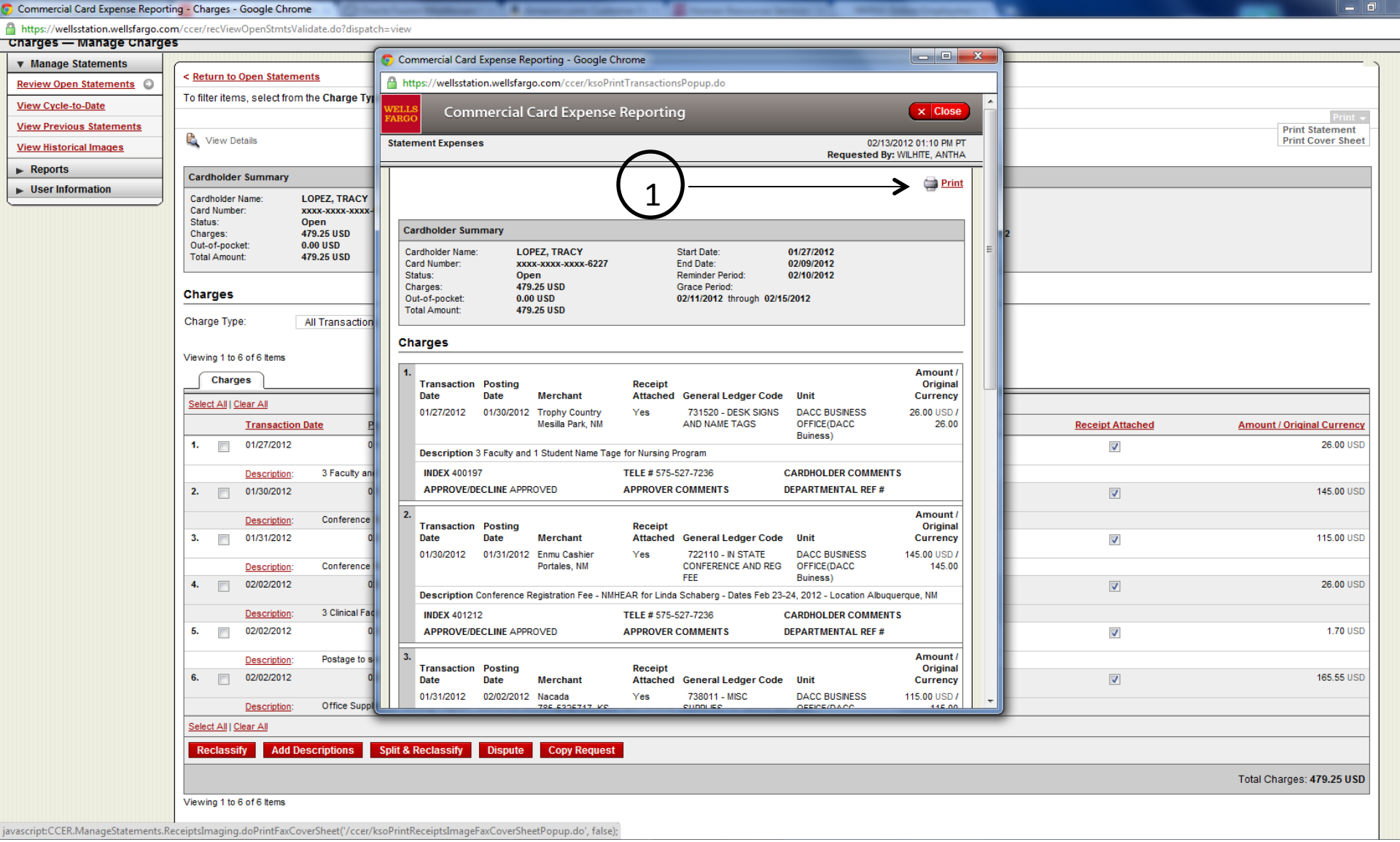
1. Well Fargo Website: https://www.wellsfargo.com/com/
2. Choose Commercial Tab
3. Click Sign In



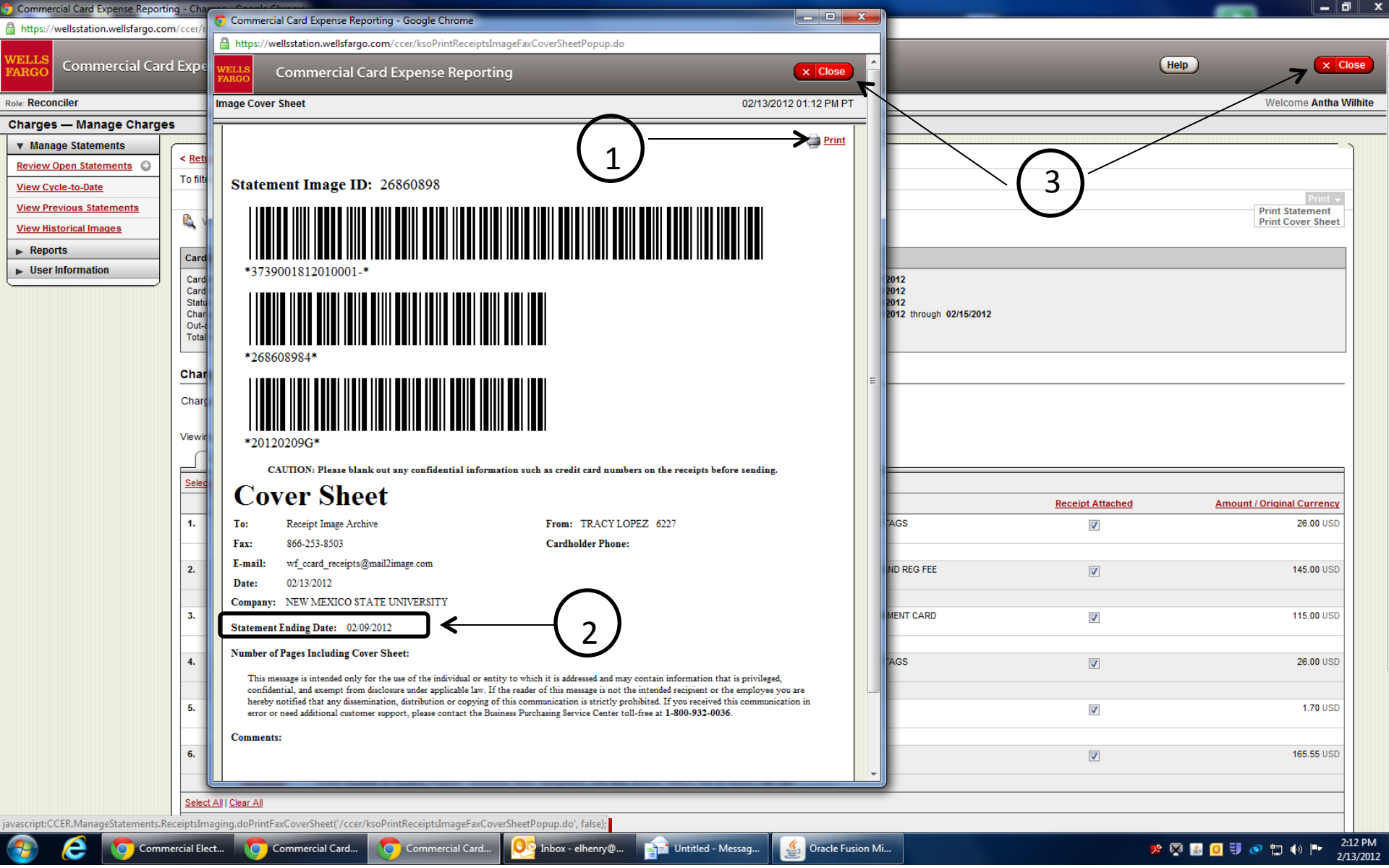
1. Enter Company ID, User ID, Password as Assigned by NMSU



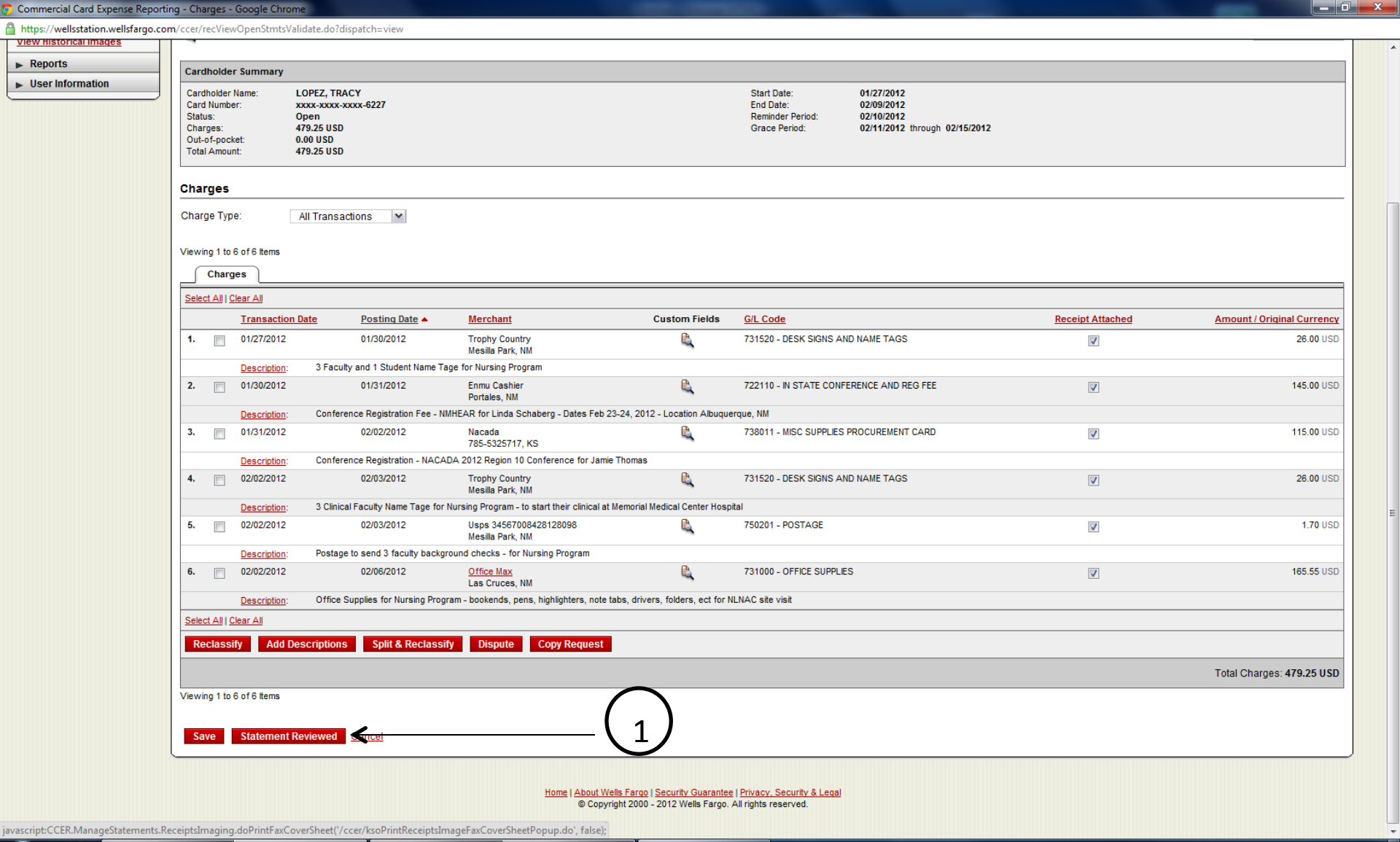
1. Click on Review Open Statement
2. Drop Down Menu to Print Statement and Coversheet



1. Click Print Statement



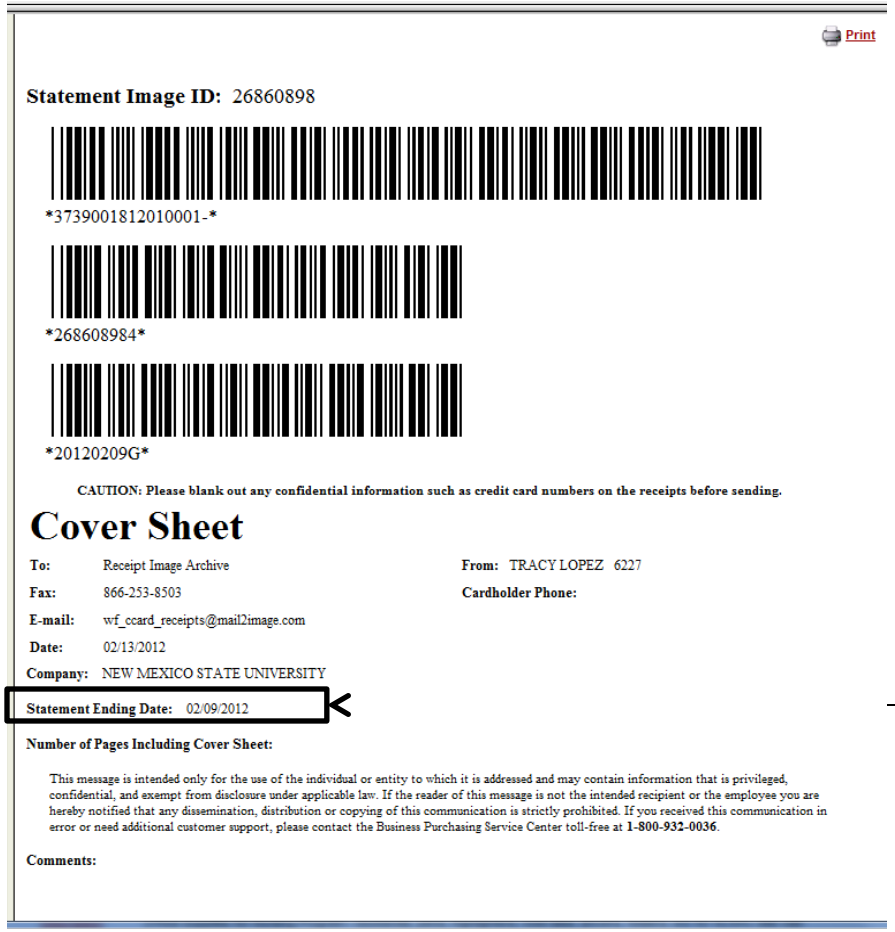
1. Click Print Coversheet
2. Obtain Statement Ending Date To Be Entered on Email Subject Line
3. Click Close



Please "Do Not" Click on Statement Reviewed
(The Reconciler at DACC A/P will do this)

Preparing Scanning Packet

1. Wells Fargo Coversheet



Print

Statement Image ID: 26860898

3739001812010001-

268608984

20120209G

CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.

Cover Sheet

To:	Receipt Image Archive	**From:**	TRACY LOPEZ 6227
Fax:	866-253-8503	**Cardholder Phone:**	
E-mail:	wf_ccard_receipts@mail2image.com		
Date:	02/13/2012		
Company:	NEW MEXICO STATE UNIVERSITY		

Statement Ending Date: 02/09/2012

Number of Pages Including Cover Sheet:

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error or need additional customer support, please contact the Business Purchasing Service Center toll-free at **1-800-932-0036**.

Comments:

Obtain Statement Ending Date to be Entered on Email Subject Line

2. PCard Holder Statement

Cardholder Summary

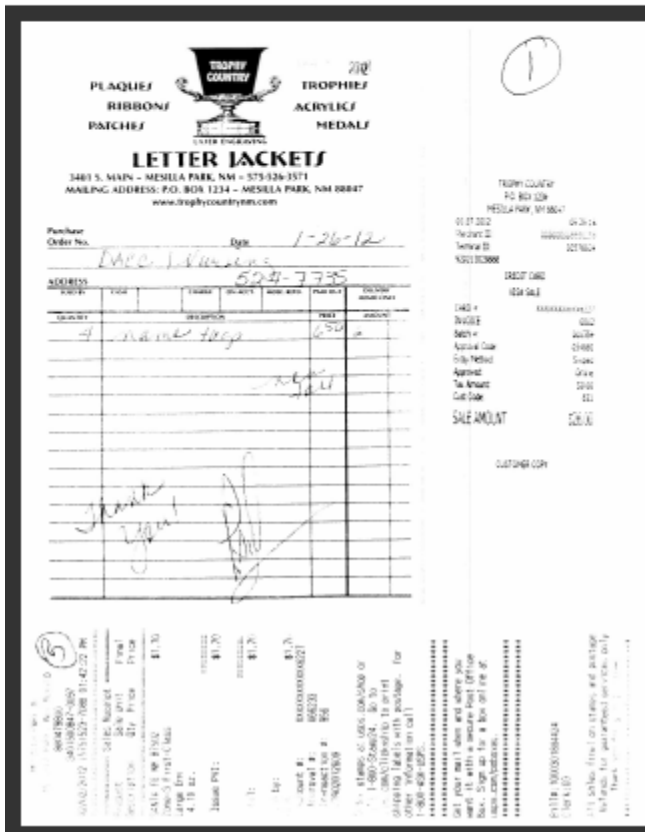
Cardholder Name:	**LOPEZ, TRACY**	Start Date:	**01/27/2012**
Card Number:	**xxxx-xxxx-xxxx-6227**	End Date:	**02/09/2012**
Status:	**Open**	Reminder Period:	**02/10/2012**
Charges:	**479.25 USD**	Grace Period:	**02/11/2012** through **02/15/2012**
Out-of-pocket:	**0.00 USD**		
Total Amount:	**479.25 USD**		

Charges

	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
1.	01/27/2012	01/30/2012	Trophy Country Mesilla Park, NM	Yes	731520 - DESK SIGNS AND NAME TAGS	DACC BUSINESS OFFICE(DACC Buiness)	26.00 USD / 26.00
	Description 3 Faculty and 1 Student Name Tage for Nursing Program						
	INDEX 400197			**TELE #** 575-527-7236		**CARDHOLDER COMMENTS**	
	APPROVE/DECLINE APPROVED			**APPROVER COMMENTS**		**DEPARTMENTAL REF #**	
2.	01/30/2012	01/31/2012	Enmu Cashier Portales, NM	Yes	722110 - IN STATE CONFERENCE AND REG FEE	DACC BUSINESS OFFICE(DACC Buiness)	145.00 USD / 145.00
	Description Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM						
	INDEX 401212			**TELE #** 575-527-7236		**CARDHOLDER COMMENTS**	
	APPROVE/DECLINE APPROVED			**APPROVER COMMENTS**		**DEPARTMENTAL REF #**	
3.	01/31/2012	02/02/2012	Nacada 785-5325717, KS	Yes	738011 - MISC SUPPLIES PROCUREMENT CARD	DACC BUSINESS OFFICE(DACC Buiness)	115.00 USD / 115.00
	Description Conference Registration - NACADA 2012 Region 10 Conference for Jamie Thomas						
	INDEX 401212			**TELE #** 575-527-7236		**CARDHOLDER COMMENTS**	
	APPROVE/DECLINE APPROVED			**APPROVER COMMENTS**		**DEPARTMENTAL REF #**	
4.	02/02/2012	02/03/2012	Trophy Country Mesilla Park, NM	Yes	731520 - DESK SIGNS AND NAME TAGS	DACC BUSINESS OFFICE(DACC Buiness)	26.00 USD / 26.00
	Description 3 Clinical Faculty Name Tage for Nursing Program - to start their clinical at Memorial Medical Center Hospital						
	INDEX 401212			**TELE #** 575-527-7236		**CARDHOLDER COMMENTS**	
	APPROVE/DECLINE APPROVED			**APPROVER COMMENTS**		**DEPARTMENTAL REF #**	
5.	02/02/2012	02/03/2012	Usps 34567008428128098 Mesilla Park, NM	Yes	750201 - POSTAGE	DACC BUSINESS OFFICE(DACC Buiness)	1.70 USD / 1.70
	Description Postage to send 3 faculty background checks - for Nursing Program						
	INDEX 400197			**TELE #** 575-527-7236		**CARDHOLDER COMMENTS**	
	APPROVE/DECLINE APPROVED			**APPROVER COMMENTS**		**DEPARTMENTAL REF #**	
6.	02/02/2012	02/06/2012	Office Max	Yes	731000 - OFFICE SUPPLIES	DACC BUSINESS OFFICE(DACC	165.55 USD / 165.55

3. Receipts

- Receipts or Copied Receipts Are to be Combined to Fill a 8.5 X 11 Page
- Receipts Are to be Numbered to Match Up with Statement Listing





Stephanie Padilla

To: nacada@ksu.edu
Subject: RE: Purchase Confirmation No. 5920020 (Mrs. Jamie M Thomas)

From: nacada@ksu.edu [mailto:nacada@ksu.edu]
Sent: Tuesday, January 31, 2012 5:08 PM
To: Jamie Thomas
Cc: Stephanie Padilla
Subject: Purchase Confirmation No. 5920020 (Mrs. Jamie M Thomas)

Dear Mrs. Jamie M Thomas,

For your records, here is a summary of your recent transaction with **NACADA**. Thank you for your continued support.

If any changes are necessary contact us for assistance.

This information is also available to you by logging into **myNACADA** and clicking the My Transactions link.

All prices are shown in US dollars.

Date/Time: 1/31/2012 5:08 PM

Purchased By:
Mrs. Jamie M Thomas
Customer ID: 3113940
(Organization: Dona Ana Community College)
(575) 528-7249
[redacted]

Your confirmation number is: **5920020**. Please keep this number for any references.

Shopping Cart Items	Amount	Quantity	Total
2012 Region I/II Conference **Main Registration** - Badge Name: **Jamie** **Fee Type: R10 Event Fee** Event	$115.00	1	$115.00
		Subtotal	**$115.00**
		Taxes	$0.00
		Shipping	$0.00
		Invoice Total	**$115.00**
		Grand Total	**$115.00**
		Payment	$115.00
		Order Balance	$0.00

Shipping & Billing Information

Billing Address:
Jamie M Thomas
3408 S Espina Rm 290
Las Cruces NM 88003
United States
(575) 538-7249
[redacted]

Payment Information

Payment Amount:	**$115.00**
Payment Method:	**Credit Card**
Card Type:	Visa
Card Number:	----------[redacted]
Card Expiration Date:	11/2013
Cardholder Name:	Tracy Lopez

[Printer Friendly Version]

[redacted]

Thank you for your continued support.

NACADA: The Global Community for Academic Advising
2323 Anderson Avenue, Suite 225
Manhattan KS 66502-2912
Phone: 785-532-6717
Fax: 785-532-7732
nacada@ksu.edu

(4)

PLAQUES
RIBBONS
PATCHES

TROPHIES
ACRYLICS
MEDALS

TROPHY COUNTRY

LETTER JACKETS

3401 S. MAIN – MESILLA PARK, NM – 575-526-3371
MAILING ADDRESS: P.O. BOX 1234 – MESILLA PARK, NM 88047
www.trophycountrynm.com

Purchase Order No. DAC

Date 2-1-2012

QUANTITY ORDERED	ITEM	DESCRIPTION	PRICE EACH	PRICE EXTENSION
3		Navy Vip	650	1950
		Applique Graduation Year & Name		

TROPHY COUNTRY
P.O. BOX 1234
MESILLA PARK, NM 88047

02/01/2012 12:49:45
Merchant ID 000000055239
Terminal ID 02570824
XXXX1234####

CREDIT CARD
VISA SALE

CARD #	XXXXXXXXXXXX1227
DN/EXP	0000
Batch #	000258
Approval Code	012278
Entry Method	Swiped
Approved	Online
Tax Amount	$0.00
Cust Code	851
SALE AMOUNT	$26.00

CUSTOMER COPY

(4)

PLAQUES
RIBBONS
PATCHES

TROPHIES
ACRYLICS
MEDALS

TROPHY COUNTRY

LETTER JACKETS

3401 S. MAIN – MESILLA PARK, NM – 575-526-3371
MAILING ADDRESS: P.O. BOX 1234 – MESILLA PARK, NM 88047
www.trophycountrynm.com

Purchase Order No. DAC

Date 1-31-12

QUANTITY ORDERED	ITEM	DESCRIPTION	PRICE EACH	PRICE EXTENSION
		DAC Applique Graduation Year		
		Applique Graduation Year & Name		

(6)

OfficeMa
WORK WITH US

2581 EAST LOHMAN, SUITE C
LAS CRUCES, NM 88011
(575) 530-6520

SALE

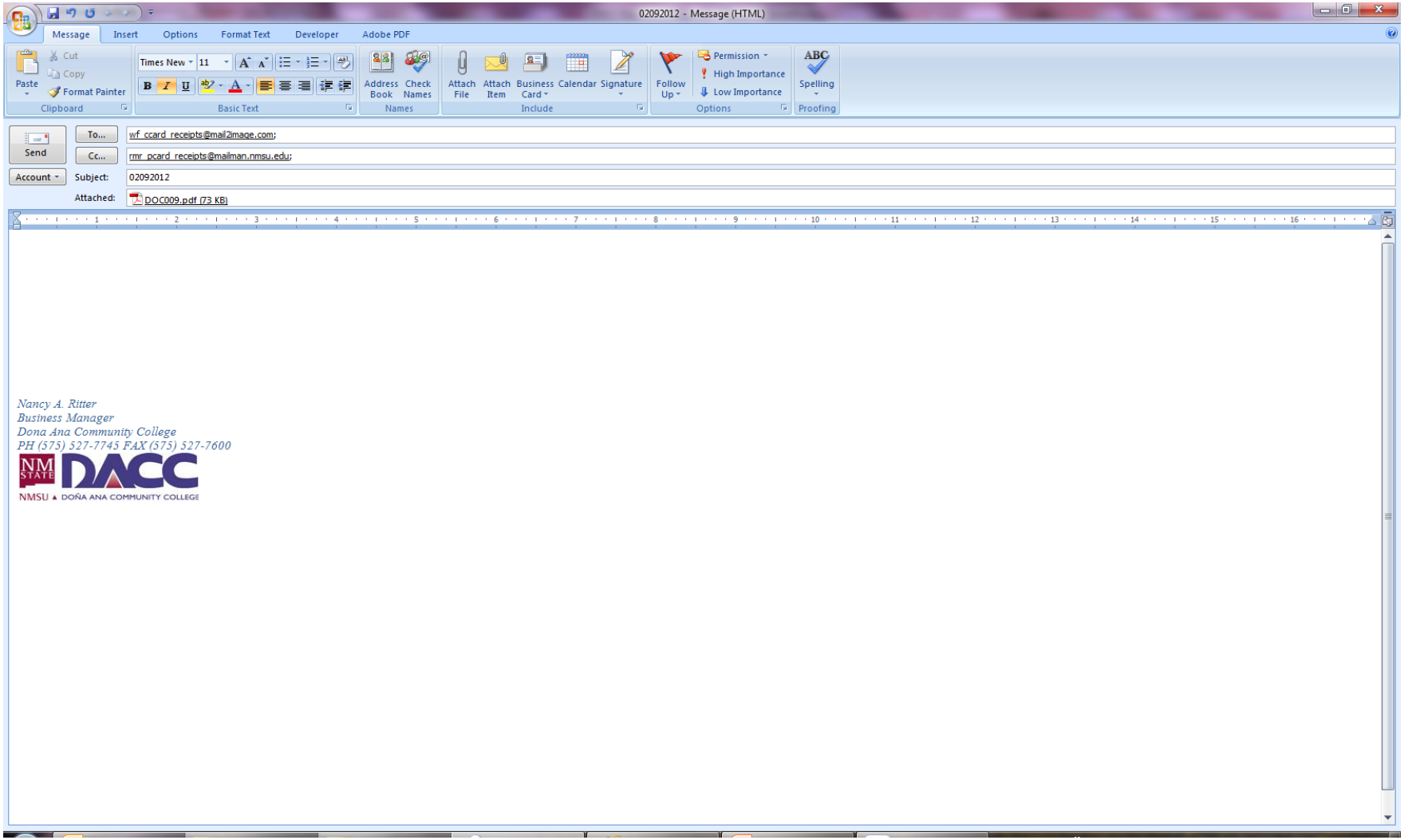
011491034878 9" Bookends Black	$4.75
Contract Price	
011491034878 9" Bookends Black	$4.75
Contract Price	
011491992231 OM Note 3x3 Sbx Brights	$5.49
072690013017 GZ Bls Pnt Barrel Blk Ink	$1.29
074711254402 Staples 1/4 Strip 5000/Bx	$2.21
Contract Price	
497041720 Retractl SF Pen Grip Blu	$9.50
Contract Price	
011251949 Pkt Accent Highlighters YL	$3.59
072762162931 NoteTab 2x1.5 Neon Bel/Grn4	$4.12
Contract Price	
072762152931 NoteTab 2x1.5 Navy Bl/Wht4	$4.12
Contract Price	
072762163129 NoteTab 2x1.5 Cool Be Grn	$4.12
Contract Price	
072762163129 NoteTab 2x1.5 Cool Be Grn	$4.12
Contract Price	
072762162931 NoteTab 2x1.5 Neon Bel/Grn4	$4.12
Contract Price	
072762163129 NoteTab 2x1.5 Cool Be Grn	$4.12
Contract Price	
072782111414 Insertable Paper Stk Color	$0.81
Contract Price	
072782111212 Insertable Paper Stk Color	$0.81
Contract Price	
072782111359 Ready Index 10Tb Color Tpk	$4.14
Contract Price	
072782111359 Ready Index 10Tb Color Tpk	$4.14
Contract Price	
072782111359 Ready Index 10Tb Color Tpk	$4.14
Contract Price	
051141258429 Post-It 3D Labels 1 x 2.5/	$15.64
Contract Price	
072782053866 File Folder Labels White 1	$16.71
Contract Price	
071912670933 250-2.25x4 Covered Perfbd	$10.95
Contract Price	
011491036328 File Fld 1/3 Lt Ast Pstn 1	$15.29
011491020823 DMI Dur Vw 2" Binder White	$10.29
011491030230 DMI HD Bk 1" Bndr Pink	$8.95
Contract Price	
011491029623 OMA Dur Vw 2" Binder White	$10.29
SubTotal	$165.55
TOTAL	$165.55
VISA	$165.55
Card number: XXXXXXXXXXXX6227 Authorization 010457	
Tax Exempt: ID: 00001263486	

Retail Connect

97543559
0837 00001 17238 5 02/02/12
02:43:38 PM

Scanning and Emailing Packet

- Scanning
  - One PDF File Per Statement Period
  - One PDF Per Cardholder
  - Combine as many receipts to one page
  - Use any reference for document name



- **Email To:**
  - TO: pcardreceipts@nmsu.edu
  - CC: Accountspayable@dacc.nmsu.edu
    - And your supervisor
  - Subject Line: Statement Period mm-dd-yyyy (Get The Date From Coversheet)
  - You Can Use Any Reference for Document Name

DOC006.PDF - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

8 / 8 133% Find

From: Image Receiving Autoresponder <autoresponder@mail2image.com>
Sent: Friday, February 10, 2012 9:23 AM
To: Elsa Henry
Subject: Automated Response: Your Receipt Imaging e-mail has been received

This is to notify you that we have received your email and will begin the process of attaching the images to your WellsOne Commercial Card statement.
This email does not confirm that your images have been successfully processed.
Please wait two hours for processing time and then log in to your WellsOne Commercial Card application to verify that your images have been attached.

Please note that if your email submission does not meet the following criteria, we will be unable to process it:

- Receipt Image attachment must be in PDF format
- A single email can contain multiple PDF attachments; each PDF must begin with the Receipt Imaging Cover Sheet obtained from CCER/ChRIS only followed by the receipts for that statement
- The barcodes on the Receipt Imaging Cover Sheet should be clear and easy to read

This is an automated email. Please do not reply to this message.

Confirmation Email:

- You may receive a confirmation email that Wells Fargo has received your email
- DACC Business Office Reconciler will confirm that attachment has been received

General Information

1. If You Need to Obtain Your PCard Login Information Contact Wells Fargo at **1-800-932-0036**