March 27, 2014

MEMORANDUM

To: Deans, Directors, Chancellors and Fiscal Administrators

From: Howard Todo

Vice President for Budget and Finance/Chief Financial Officer

Subject: Revisions to University Administrative Procedures on Purchasing Cards and Transition to New Electronic PCard Systems

As part of an ongoing effort to streamline and improve business processes and procedures while maintaining prudent fiscal controls, the University will be updating current purchasing card policies and will also be transitioning to newer and more robust electronic processes to replace aging web systems as well as manual processes.

Accordingly, effective early next fiscal year, the University purchasing card will be encouraged as the preferred method for making small dollar purchases less than $2,500, and related administrative procedures will be updated to include this new provision and to more clearly define cardholder responsibilities and administrative oversight at departmental and systems level offices.

Furthermore, to facilitate business workflow and provide more up-to-date financial information, the University will be implementing a new Kuali module called Procurement Card Document (PCDO) which will allow PCard transactions to be reallocated in the University's financial system, provide electronic routing of cardholder transactions to appropriate individuals for approval and enable transactions to be posted on a timelier basis.

Finally, as First Hawaiian Bank, the University’s credit card service provider, will be discontinuing use of its current PVSNet website and replacing it with CentreSuite, a more robust on-line system, we will also be transitioning to CentreSuite in the coming weeks.

Memoranda with more specific details and timelines will be forthcoming shortly to enable departments to prepare for the above mentioned changes. Meanwhile, we would like to ask for your assistance in disseminating this information to cardholders in your unit so that they may also be informed of the upcoming changes.

Please feel free to contact us if you have any questions or concerns regarding the foregoing matters. Questions regarding administrative procedures or First Hawaiian Bank’s on-line system may be directed to Joyce Teraoka (terao@hawaii.edu). Questions regarding the PCDO implementation may be directed to Tammy Vandevender (tammy@hawaii.edu).