

From: [Purchasing Card](#) on behalf of [De Vol, Marsha K](#)
To: PUR-PCARD@LISTSERV.INDIANA.EDU
Subject: US Bank Procurement Card Audit News: IU AP Centralization Project
Date: Monday, June 14, 2010 7:46:17 AM

US BANK PROCUREMENT CARD COMMUNICATION:

This communication is sent on behalf of Charlie Sinex, FMS, Director, IU AP and RM. It shares important information regarding the Indiana University Accounts Payable Centralization project.

At the February 18, 2010 Board of Trustees meeting, Neil Theobald, Vice President and Chief Financial Officer, announced that Indiana University would centralize Accounts Payable functions. Accounts Payable and Accounting Services management and staff have worked diligently since the announcement to implement this directive. Effective Monday, June 14, 2010, Indiana University Accounts Payable functions will be performed by Financial Management Services in University Administration.

Accounts Payable Activity includes three primary work functions:

1. Processing of invoices and credit memos against purchase orders in EPIC.
2. FIS Disbursement Voucher review for accuracy and policy compliance.
3. US Bank procurement card statement and receipt auditing for policy compliance.

Procurement cards:

Beginning Monday, June 14, 2010, US Bank Monthly Statements and Receipt documentation will be submitted to IU AP in Bloomington for P-Card audit review. AMEX statements will be submitted to the local campus audit representative, just as before the centralization project. Also, US Bank statement audits that are already in progress will be completed at each respective campus.

Effective with the date of centralization (6/14/2010), department staff has two options for submitting statements and receipt documentation for US Bank Procurement Cards:

1. PDF files may be uploaded through a CAS Authenticated Upload Tool, accessed via a link on the FMS AP website.
2. Paperwork may be sent by mail to IU AP.

Uploading Procurement Card statements and receipts:

The Upload Tool is linked on the FMS AP webpage: <http://www.fms.indiana.edu/ap/home.asp>. A user guide titled "Best Practices for DV Supporting Paperwork Upload" is linked in the reference section on the Upload page. It can also be found here: https://fdrs.fms.indiana.edu/ap/Best_Practices_for_PCard_Supporting_Paperwork_Upload.pdf. This guide also includes retention guidelines.

Mailing Procurement Card statements and receipts:

Paper submission for all campuses will be sent to:

Indiana University
IU Accounts Payable
400 E 7th Street, Poplars 016
Bloomington IN 47405-3005

Contact information:

The IU AP Team responsible for addressing inquiries regarding US Bank submissions is available at:

- fmsaphlp@indiana.edu

- (812) 855-4004 (Team phone line)
- (877) 481-0007 (Team toll free phone line)
- (812) 856-4452 (IU AP Fax)

NOTE: Include the US Bank unique identifier and the statement month with all inquiries to expedite research and resolution.

The IU AP Team looks forward to working with you. You are our valued customer.

Sincerely,
Charlie Sinex, Director, IU AP and RM