



Welcome to the second issue of PCard News!
Your feedback is important. Please let us know how we can improve.



PCard Policy Updates

The Office of Business and Finance has released the new [PCard Policy \(2.23\)](#) effective 09/01/13.

By virtue of the policy updates, some card types, their range of use and available limits have changed. Refer to the [Summary of Changes](#) for specific details. To determine the best card option for your business procurement needs, contact your Senior Fiscal Officer.

New PCard courses are available at Carmen.osu.edu and are recommended for new or seasoned card managers/cardholders.

Contact the [PCard Office](#) with any questions.

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- PCard Policy Updates
- PCard Tip – How to Limit Risk

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QUICK LINKS

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- [Transaction Disputes](#)

**Check out the NEW
PCard courses in
[Carmen!](#)**

PCard Tip – How to Limit Risk



In response to a growing preference by suppliers for credit card payment over traditional methods, the university has seen a significant growth in PCard use. To mitigate any risk to the university by external sources, we recommend the following:

- Keep the PCard on your person or secure it when not in use.
- Do not transmit the account number via email, fax, or photocopy.
- Make sure online purchases are made through a secured website (<https://>)

The university's PCard provider (PNC Bank) is monitoring all transactions, paying particular attention to attempts made by high-risk suppliers.

For more ideas on how to protect your PCard, contact the [PCard Office](#).