Program Growth Continues
The 05/06 fiscal year was another record-setting period with 73,224 PALCard transactions, totaling over $18.6 million dollars. This represents an 8.6% increase over the previous fiscal year. The average PALCard transaction also increased to $254, up from $239.

Continued campus growth, and decentralization of the purchasing function in various units, resulted in a broader distribution of cards. The number of PALCard accounts currently issued is at its highest level, with 845 accounts issued to over 11% of staff.

Purchase Card Spend and Savings
The fourth annual Palmer and Gupta survey shows that annual purchasing card spending in North America grew from $80 billion to $110 billion between 2003 and 2005. Total purchase card spend relates directly to an organization’s administrative savings for purchasing and vendor payment activities. Savings are calculated at approximately $67 per transaction for educational institutions - at UCI that translates to an annual savings of $4.8 million.

Purchase Card Best Practices
High performance purchase card programs maintain a cost-beneficial level of accountability and control over spending. The following are current ‘best practices’ that UCI employs to maintain a high performance program.

- Training requirement for cardholders and reviewers
- Issuing cards to employees that have the need to purchase goods and services
- Electronically enforcing controls for single purchase limits, monthly limits, merchant code blocking, cardholder spending profiles
- Policies to ensure review of cardholder spending
- Comprehensive audit program

OfficeMax Rewards
The University’s strategic sourcing agreement with OfficeMax has been extremely successful and is being utilized for over 70% of all office supplies. Help us celebrate this agreement’s success during the month of November. Place an order from the OfficeMax online store for $50 or more between November 1-30, and we’ll send you a $3 Starbucks card during the first week of December. Think Green – OfficeMax offers a large selection of recycled products, including Aspen paper.
Commodities Permitted List
The following items have been added or modified. These items can be purchased with a PALCard.

- Cleaning supplies that are not EPA-registered (excluding carpet cleaning supplies)
- Coffee service and/or supplies for official business meetings (not primarily for employee personal use)
- Fees for exhibit booths
- Furniture (Only from Tangram online store http://www.mrm.uci.edu/limit/Furniture.html)
- Hard hats (Must meet Cal/OSHA Standard 3381 & ANSI Z89.1)
- Ladders (Type 1A or 1AA)
- Medical staff dues
- Nitrogen, liquid
- Teleconference fees (Not for training/workshops)
- Website hosting/maintenance

Commodities Not Permitted List - UPDATE
The following items have been added or modified. For a complete list visit our website, www.mrm.uci.edu

- Compressed gases (except helium, carbon dioxide and nitrogen)
- Extermination Services
- Hazardous materials/waste transportation or disposal services
- Internet services while on travel
- Pest control services
- Pesticides, fungicides or herbicides
- Safety eyewear Cal/OSHA Standard 3382
- Training / workshop fees conducted via teleconference

Cell Phone Payment Update
Earlier this year BUS G-46 established a new procedure for payment of cell phone devices and services. Services for electronic devices, including cell phones, must now be billed to the “University” as official customer and can be paid with a PALCard. Personal electronic devices/services will no longer be paid through PayQuest. Employee reimbursements will be phased out during the month of October.

Travel VISA Card
The UCI Corporate Travel VISA is a credit card intended for the purchase of all travel and entertainment related charges. It may also be used to purchase the items below, which may not be purchased with a PALCard. Reimbursement for travel VISA card expenses is processed through PayQuest.

- Catering expenses
- Conference registration
- Conference room or hotel room reservation
- Food, snacks & beverages for business meetings or events
- Gifts/awards (faculty, staff, donors, students)
- Training and workshops (including teleconference)

Decline Report
A recent bank decline report showed attempted and declined transactions at the following merchants. The reason for the decline is indicated in the right column.

Albertson’s  Grocery store
Mission Florist  Florist
Panera Bread  Restaurant / Bakery
Sheraton  Hotel
Smart & Final  Wholesale grocery
Southcoast Brewery  Restaurant
Starbucks  Coffee House
Trader Joe’s  Grocery store

Future Topics
Send suggestions for future newsletter topics to: PALCard@uci.edu.