

New Supplier for Procurement Card Program



New PCard Supplier

- Changing from Wells Fargo to US Bank
- When: Early May 2014
 - Do not want to conflict with ESUP work and timeline, or FY14 fiscal year end
 - No change to current business processes



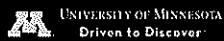
Things to Know

- Department Card Administrators (DCA) should start to receive cards 4-6 weeks before implementation
 - Kick off meetings
- DCA start delivering cards 30 days before the cut-off date with Wells Fargo to cardholders



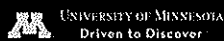
Pending Decisions: Inactive Cards

- Some current cardholders may not receive a new card if:
 - Their current card has not be used for 18+ months
 - The department decides a cardholder no longer has a need to carry a PCard
 - Review current cardholder list by Departments



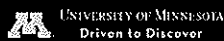
Pending Decisions: Issuing New & Replacement Wells Fargo Cards

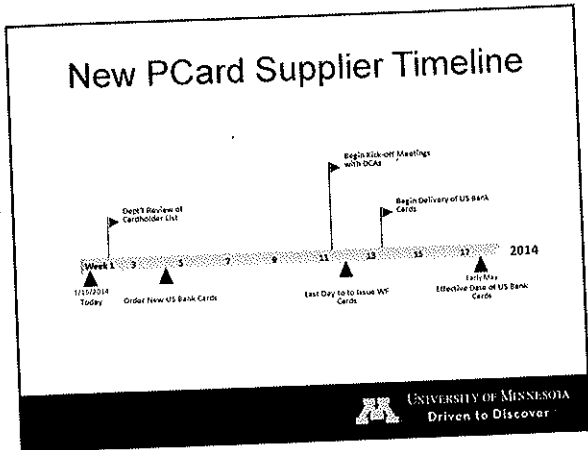
- There will be a period of time where we will not be able to process new applications OR issue replacement Wells Fargo cards
 - Approximately 30 days before making the change to US Bank



Communication Plan

- RRC Managers, Cluster Directors and Department Card Administrators: January 16, 2014
 - Letting them know about the change in suppliers
 - Additional communication will continue to be sent to DCAs as needed:
 - Have departments review list of cardholders
 - Schedule Kick off meetings/Receive cards
- Cluster Director Meeting: February 2014
- Brief: March 2014
- Cardholders: March/April 2014





Questions?

Beth Tapp
bethtapp@umn.edu
4-5255

UNIVERSITY OF MINNESOTA
Driven to Discover
