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 been 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 18, 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
New PCard Supplier Timeline

Questions?
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