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From: PCBO Subscription <pcbo_subscribe@csusm.edu>
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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Sunset of ProCard Program - Transition to Universal Cards in Concur
Attachments: ATT00001.txt



Sunset of ProCard Program - Transition to Universal Cards in Concur

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Sent on behalf of: Accounts Payable and Travel

Dear PCBO Community,

As part of the CSU Expense Management Optimization project, **our campus will transition from ProCards, CORP ProCards, and Travel Cards to a single Universal Card, reconciled in Concur.**

With this change, we will sunset the current ProCard program, including the ProCard Manual, ProCard agreement form, adjustment deadlines, and reconciliation in CFS/Adobe Sign.

Our team will also move forward under the name **Card Services,** remaining within Accounts Payable.

Following go-live, Card Services will host training sessions to guide users through the card request process in Concur. Please watch for the upcoming training schedule.

TIMELINE	
March 9	Go live. First day new card request form will be available in Concur.
March 23	Card requests received by Card Services on or before this date are guaranteed no service interruption.
April 25	Final day to use ProCards and Travel Cards. Cards will be deactivated at the end of the day.
April 26	First day of the new card cycle. The new Universal Card must be used for all transactions moving forward.
May 25	First closing date for Universal Cards. Reconciliation will take place in Concur. Card reconciliation expense reports will be due on the 5th of each month.

Please contact shonour@csusm.edu with any questions 🙄

Thank you!
Accounts Payable and Travel