TO: Directors, Department Heads, and Business Managers

FROM: David Thurston  
Associate Vice President for Financial Operations

SUBJECT: Payment of Subscriptions, Registrations, and Memberships

DATE: October 31, 2007

I write to inform you of the implementation of a new procedure in Payment Services (Accounts Payable). As you are aware, the University has for many years made available the Emory Purchasing Card (P-Card) designed specifically for the purpose of low-dollar, low-volume and one-time purchases. Some of the most effective uses of the P-Card are for subscriptions, registrations and professional memberships. Most organizations accept and prefer payment of these types of transactions via credit card.

Most departments on campus are already taking advantage of this simplified payment process for subscriptions, registrations and professional memberships. If you are not taking advantage of this simplified process, your staff is spending unnecessary time to enter the payment request, obtain an authorized signature and make copies for enclosure purposes. Using the P-Card allows your department to realize processing savings.

To take full advantage of the significant process cost savings for departments, effective November 8, 2007 any request for payment for subscriptions, registrations and professional memberships for less than $1,500 received by Payment Services, where the vendor accepts MasterCard, will be returned to the requestor for payment using the P-Card.

I would also like to remind you that sharing of P-Cards (or numbers) is not acceptable. In some of our past P-Card reviews, it was noted that the department administrators P-Card information was shared or “passed out” for the purpose of conference registrations. This practice is called “card sharing” and is not allowed under P-Card policy. No P-Card holder should ever give out their P-Card number and expiration date. Instead,
employees can fill out their personal information and then give the registration or subscription to the administrator for payment and submission of the registration. If the registration or subscription is over $1,499, please contact Tascha Short (tascha.short@emory.edu or 404-727-1526) for a temporary increase in transaction limit.

If you have any specific questions regarding this process, please contact Joy Coburn, Manager, Payment Services (joy.coburn@emory.edu or 404-727-4186) or me (david.thurston@emory.edu or 404-727-6089).

Thank you for your continuing support of Emory’s efforts to continuously improve our business processes.