

# **P2P Champions Meeting**

**June 4, 2008**

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## Meeting Agenda

- Purchasing Card Advisory Committee Update
- SAS 112 Initiative: P2P Project
- New Express Mail Shipping Services System Demonstration
- P2P Project Update

# Purchasing Card Advisory Committee

- New Purchasing Card Advisory Committee launched in April
    - [www.purchasing.upenn.edu/buytools/card-advisory-committee.php](http://www.purchasing.upenn.edu/buytools/card-advisory-committee.php)
  - Representatives from 17 Schools & Center
  - Initial committee meeting was held on May 8
    - [www.purchasing.upenn.edu/buytools/card-advisory-committee-20080508.php](http://www.purchasing.upenn.edu/buytools/card-advisory-committee-20080508.php)
  - Future meetings to be held on a quarterly basis beginning in July
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# Committee Meeting Observations

- Business issues that could positively impact the use of the purchasing card:
  - Enhance the training program and add information on how to use PaymentNet
  - Create online forms for changing spend and transaction limits
  - Highlight announced changes to policies and documents
  - Provide better visibility into real time monthly balances
  - Clarify use of purchasing card for various types of gift cards
  - Clarify the process for disputing sales tax
  - Access to more line item detail on the Transaction Detail Screen
  - Enhance the Commodity Matrix to better define card use

# Committee Meeting Observations

- Opportunities to expand the use and value of the purchasing card program:
  - Expand the use of purchasing card for specific travel and entertainment categories
  - Expand the use of the purchasing card for catering requirements
  - Identify another source for alcohol
  - Modify program restrictions to allow for bulk purchases of Septa tokens

## SAS 112 Initiative: P2P Project

- A campus-wide internal control and business process enhancement project
- New P2P project launched this month
  - [www.purchasing.upenn.edu/buytools/sas112-p2p.php](http://www.purchasing.upenn.edu/buytools/sas112-p2p.php)
- SAS 112 Project Update Presentation

## P2P Project Update

- Future meetings
- School & Center presentations