



January 13, 2016

TO: Texas A&M AgriLife Business Administrators & Buy A&M Users

SUBJECT: Using Payment Card Instead of Entering RPAs in Buy A&M

Department can use their payment cards to pay for non-po based delegated vendor invoices. Most vendors will accept a credit card payment over the phone to pay an invoice. For those that will not accept at the time of invoicing they will accept the payment card at the time of ordering. Due to the slow processing response times in Buy A&M we wanted to be sure to point out possible uses for the payment card that could reduce some volume that is not necessary to go through Buy A&M.

We understand you may have concerns about making a duplicate payment for an invoice through the payment card. That is a valid concern, if you are unsure if the invoice has already been paid with a payment card, you can perform a search in the CitiDirect allocation site. In other words, during the reallocation process the department transaction reallocator can record the invoice number for the transactions in the "Invoice #" field (see image below). That would allow the end user to search (see the attached advanced transaction search) for the invoice number prior to payment to determine if it had been paid by their department.

Please note that this process does not change the rule which states that the payment card may not be used to purchase capital equipment, which is any equipment with a cost of \$5,000 or greater per item.

If you have questions about the CitiDirect process, please contact Li Su (lsu@ag.tamu.edu) . If you have questions about creating an RPA in Buy A&M, please contact Kim Payne (kpay@tag.tamu.edu)




https://www.globalmanagement.citidirect.com/sdng/fintrans/ Payment & Travel Cards - Fina... Transaction Summary

data available starting: 01/06/2013 Search

SEARCH RESULTS

Expand All | Collapse All Search Total: 769.25

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	12/14/2015	12/10/2015	FOUNDERS TEL- HEADSETS 800-333-0020, TX -78749	116.90			

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description: Phone head set for Tammy Stolley.

Dept/Sub-Dept: Accounting Code: 210410-22000 - FMO - ACCOUNTS PAYABLE Object Code: 4010(7300) - Supplies - Office General Invoice #: Document #:

Asset #: Recipient Info: Order Date: Delivery Date: Reconciled Date:

Reconciler: Original Account: 210410-00000 - FMO REF A: REF B: Expending PGM Code:

HUB Status: PO #:

No Description:

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