

Most of the University purchasing cards will expire soon. We've attempted to anticipate questions you may have regarding the expiration and have provided the answers to those questions below.

Why? Credit cards expire every two years as a security precaution.

When? Most purchasing cards expire April 30, 2003. (If your card does not expire on this date, please disregard this notice).

Will I get a new card number? No, your card account number and associated controls will remain the same. Your expiration date will be the only change.

How?

1. Distribution of re-issued US Bank Cards: New US Bank purchasing cards will be distributed to a key person within each unit on or around April 11, 2003.
2. The key person in each unit will distribute the cards within their unit. We will provide detailed instructions to the key person prior to card distribution. Cardholders will be asked to update their purchasing card records at this time. Cardholders are to cut up and surrender their current card at the time they receive the new card.
3. Activation of new Cards: The new cards will not be activated until the cardholder calls to request activation; the phone number is identified on the card. The first date activation will be allowed is April 18, 2003. Please plan on activating your new card on that date.
4. Access to Account Information in PCMS: Your account information and the procedure for accessing the information will remain unchanged.
5. Reviewer Assignment: We're taking this opportunity to update our records by asking that you identify your current Reviewer. Your Reviewer is the person(s) responsible for reviewing your purchasing card transactions for appropriateness and thoroughness of record keeping.
6. You may need to contact vendors with whom you have reoccurring charges (i.e. subscriptions, monthly payments, etc.) to update your expiration date.

We will do everything possible to make this transition as painless as possible to our users. Should you have any questions or concerns please forward them to Tammy Yanulevich at [tyanule@purchase.umd.edu](mailto:tyanule@purchase.umd.edu), ext. 55830 or Kristina Libby at [klibby@purchase.umd.edu](mailto:klibby@purchase.umd.edu), ext. 55839.