
From: Procurement Card <PCARD@LISTSERV.UGA.EDU> on behalf of Annette M Evans <amevans@UGA.EDU>
Sent: Tuesday, June 21, 2011 1:50 PM
To: PCARD@LISTSERV.UGA.EDU
Subject: Change to P-Card Default Object Codes

To: UGA P-Card Community
From: Annette Evans, Procurement Officer
Subject: P-Card Default Object Codes

In order to ensure compliance with DOAS P-Card policy, the default object code associated with each p-card will no longer be allowed to default to 71490. If your current default object code is 71490, it will be changed so the object code field displays as blank. Those reseller units across campus who have a default object code of 14XXX will not be affected. It has always been policy that the object code be reallocated from 71490. With this change, it is even more important now to stress that the object code field not be left blank and an appropriate object code be selected from those listed in WORKS. The Procurement P-Card Administrators will begin switching 71490 object codes to a blank field in WORKS beginning Monday, June 27, 2011, and will complete these changes as soon as possible. In the interim, if your account still reflects 71490, please be sure to reallocate properly. After July 1, 2011, if your account still reflects 71490, please contact Jill Haag or Lynn Stephens so they may remedy the situation.

As a reminder, you may view valid object codes by taking the following steps:

Pull up the transaction/charge in WORKS

Click on Allocation

Click on Add/Edit

Click on GL Assistant

Click on Object Code

A list of the valid object codes will be displayed. You may select the appropriate one from the list.

If you have questions regarding the appropriate object code to charge, please contact Paula Bond at 706-542-6867 or pbond@uga.edu. Questions relating to this matter may also be directed to the individuals mentioned in the first paragraph.

Annette M. Evans
Procurement Officer
University of Georgia
706-542-7066