



# UNIVERSITY OF SOUTH CAROLINA

## PeopleSoft Newsletter

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### Purchasing Card (P-Card) Limits Increase

Effectively immediately, the P-Card single transaction limit has increased from \$2,500 to \$4,999.99. The standard monthly limit has also increased from \$5,000 to \$10,000. For those cardholders that have provided a written justification request for monthly limits that exceed \$10,000, those limits will remain the same as approved. The Purchasing Card manual is in the process of being updated to reflect these changes. Please contact Kim Rose, [kmrose@mailbox.sc.edu](mailto:kmrose@mailbox.sc.edu), in the Purchasing department if you have questions.



### Utility Payments

Utilities can be paid using Payment Request. Use the [Payment Request Matrix](#) to ensure adherence to the dollar limits and the proper attachments are submitted. If the P-Card cannot be used then Payment Request should be the next alternative.

### Time and Effort Reporting Webinar

Contract and Grant Accounting will be hosting a webinar on Time and Effort Reporting . The Time and Effort Report and the Time Cards constitute the primary basis for reimbursement to the University by the Federal Government of salaries applied to sponsored research and other sponsored programs, as well as reimbursement for indirect cost. **This webinar is targeted for Principal Investigators (PIs) and Business Managers.** Click [here](#) to register.

### Classroom Training: Requisition and Receiving

August 9th at 1600  
Hampton Street Profes-  
sional Development,  
1st Floor at 9am  
Click [here](#) to register.

### New Required Prerequisite for PeopleSoft Purchasing Training

Effective immediately attendance of the PeopleSoft Purchasing Prerequisite webinar is required in order to attend training for PeopleSoft purchasing related topics. If you are a new PeopleSoft user and will be purchasing for your department on behalf of the University, you must attend this webinar. Click [here](#) to register. Use the [Contact Us](#) page if you have questions for the purchasing department.

### Classroom Training: Query Viewer

August 10th at UTS  
at 10am  
Click [here](#) to register.

### New PeopleSoft Users

If you have employees who are new to PeopleSoft, use the information on the [New User Information page](#) to help determine what PeopleSoft resources are available to get them started. These resources include quick reference guides, recorded webinars as well as classroom training.

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.