



## FEBRUARY 2019

### Personal Purchase on the CMU Business Credit Card

As a reminder, if you are making purchases online pay close attention when checking out so that you don't accidentally choose your CMU Business Credit Card when making a personal purchase. The best way to avoid charging personal orders on your CMU Business Credit Card is to delete it from this list and choose a personal credit card as your default. If a personal charge appears on your CMU Business Credit Card Account you will be payroll deducted and a note will be added to your record. Two personal purchases in the fiscal year will prompt cancellation of the card.

### Cardholder Position Transfers

If a CMU Business Credit Cardholder transfers departments their credit card account information does not automatically change. The cardholder's prior and/or current supervisor must contact Payroll and Travel Services to have the card updated with the new department's information. Without this authorization, the business credit card account will stay active and transactions will be charged to the original cost center or grant. If an employee in your department is transferring to another position and is a CMU Business Credit Cardholder, it is imperative that you contact Payroll and Travel Services immediately.

### ActivePay Update

Effective March 2, 2019, the ActivePay user interface will be redesigned with more modern and user-friendly screens. There will be very few changes in navigation. Most of the changes are improvements in the look of each screen with consolidation of some items. This update is in response to client demand for improved, intuitive navigation. If you have any questions while navigating ActivePay after this update you can contact Payroll and Travel Services for assistance.

### Reminder –February ActivePay Deadline is Thursday, February 28, 2019 at 5 PM

#### Statistics for January (12/25/18 to 01/24/19)

Total Spend	\$788,939.45
Total Number of Transactions	3,828
Average Charge	\$206.10
Open Credit Cards	1,158
Cards with Activity	654

Thanks,

Thanks,  
Payroll and Travel Services

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