



NOVEMBER 2018

ACTIVATION CODES AND PERSONAL ID NUMBERS

When an employee receives their CMU Business Credit card, they must call PNC to activate the card. An automated account system will request their full credit card account number, activation code (last four digits of campus ID) and the three digit code on the back of their card. At that point, the cardholder must also set up a four digit Personal ID Number (PIN) of their choice. The activation code is always the last four digits of the employee's campus ID but the PIN is set by the employee and **does not default to the activation code**. There are some vendors currently requiring PIN entry during face-to-face transactions – Staples and Walmart are two of these vendors. Cardholders need to remember that if you are asked for your PIN during a transaction the activation code and the PIN are not automatically interchangeable. If your card is declined due to a bad PIN entry, the best solution is to call the 800 number on the back of your credit card and reset your PIN.

TRANSACTION LIMIT FOR SUPPLIES AND EQUIPMENT

As a reminder, there is a \$2,500 transaction limit for supply and equipment charges when using the CMU Business Credit Card. Supply and equipment purchases larger than \$2,500 need to go through [Contracting and Purchasing Services](#). Transactions should not be split in order to get around the \$2,500 limit - this is a violation of the policy.

Reminder – November ActivePay Deadline is Friday, November 30th, 2018 at 5 PM

Statistics for October (9/25/18 to 10/24/18)

Total Spend	\$1,109,003.02
Total Number of Transactions	5,967
Average Charge	\$185.86
Open Credit Cards	1,163
Cards with Activity	750

Thanks,

Payroll and Travel Services

Corey Alspaugh	7363	alspa1cj@cmich.edu
Kyle Souder	3525	soude1k@cmich.edu
Chris Zalud	3797	zalud1ce@cmich.edu
Maureen Middleton	6944	middl1mg@cmich.edu
Sara Yonkey	7358	yonke1sl@cmich.edu