

UMB PURCHASING CARD PROGRAM

2025 NEWSLETTER

Thank you for taking the time to read the 2025 UMB PCard Program Newsletter.

Our team is available at pcard-admin@umaryland.edu

Learning Opportunities

This year, PCard Admin and MAS will be partnering to host various drop-in and training sessions. Join us for sessions that will include program highlights, tips and tricks, and solutions to FAQs. Session dates will be shared soon to our website and your inbox.

Refresh your Knowledge

A new and improved Percipio training course is now available. Find it on the [PCard webpage](#) under QUICK LINKS.



New Account Maintenance Forms in DocuSign

Account Maintenance Forms have moved to DocuSign! These forms can be found at <https://www.umaryland.edu/procurement/forms/>. We will continue to process the older PDF versions until February 28, however beginning March 1, 2025 we will complete the transition to DocuSign and older versions will no longer be processed.



Looking Ahead: End Fiscal Year 2025

The end of fiscal year 2025 is June 30th.

The Office of the Controller will issue a Year End Memo with specific instruction on processing expense reports appropriately. Please keep an eye out for this communication .

Stay Current

This year we are releasing the PCard Program Calendar. This calendar will reflect important monthly process dates, training sessions, and fiscal year end notifications. Look for it on the [PCard webpage](#) soon!

