**September 23, 2016 – One Card Communication – Faculty & Staff Mass eMail**

**From:** financesupport@news.umsystem.edu; on behalf of; UM Finance Support financesupport@umsystem.edu

**Sent:** Friday, September 23, 2016, 8:00 AM

**To:** All Faculty & Staff

**Subject:** One Card migration has started



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| University of Missouri System |
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| As announced last month, the University of Missouri System is migrating from separate travel and purchasing cards to an integrated One Card. The project continues to be on track to meet the goal of having all cards converted by February 28, 2017, utilizing a deployment wave approach. Additional details on the transition process and information about the One Card program as follows:Transition Process* Fiscal Officers and division/department decision makers are reviewing data regarding card usage and current cardholders to determine the optimum number of cards needed for their respective areas.
* These groups are working with Supply Chain to set the date best suited for each area to begin their wave deployment.
* Current and new cardholders will receive detailed information from their division/department representatives on changes that will affect them, along with specific dates and deadlines.
* All cardholders (current or new) will be required to complete a new One Card Application & Agreement. This is required to meet the U.S. Department of Treasury’s Office of Foreign Assets Control (OFAC) compliance regulations and includes controls associated with the new One Card program.
* After the approved application has been submitted, cardholders may be required to complete training on the use of the One Card and duties of an approver or reviewer (if applicable). Cardholders will be notified of their individual training requirements. One Cards will not be issued until the cardholder has successfully completed the required training.
* Links to the new or revised policies related to the One Card migration can be found on the [One Card website](http://tr.subscribermail.com/cc.cfm?sendto=https%3A%2F%2Fwww%2Eumsystem%2Eedu%2Fums%2Ffa%2Fprocurement%2Fone%5Fcard%3Futm%5Fsource%3DSubscriberMail%26utm%5Fmedium%3Demail%26utm%5Fcampaign%3Dfa%252Donecard%252D20160923%26utm%5Fterm%3D%26utm%5Fcontent%3Dc69c9b1c1158b966a3103840ebfab08c&tempid=d84c11152efe41d895e6eb6f30de375e&mailid=c69c9b1c1158b966a3103840ebfab08c).

Transition Time Line* August through December 2016 - Fiscal Officers and division/department decision makers meetings
* September 2016 through February 2017 - Training and rolling distribution of new cards to cardholders
* December 31, 2016 - All data for new One Cards in system
* February 28, 2017 - All current Pcards and Travel cards transitioned  to new One Card or cancelled

Information regarding deployments for divisions and departments is being finalized at this time. Targeted communication from division/department representatives will be sent to those assigned in each wave. Visit the [One Card website](http://tr.subscribermail.com/cc.cfm?sendto=https%3A%2F%2Fwww%2Eumsystem%2Eedu%2Fums%2Ffa%2Fprocurement%2Fone%5Fcard%3Futm%5Fsource%3DSubscriberMail%26utm%5Fmedium%3Demail%26utm%5Fcampaign%3Dfa%252Donecard%252D20160923%26utm%5Fterm%3D%26utm%5Fcontent%3Dc69c9b1c1158b966a3103840ebfab08c&tempid=d84c11152efe41d895e6eb6f30de375e&mailid=c69c9b1c1158b966a3103840ebfab08c) for the latest information on the project. For additional questions, please contact the Finance Support Center.* MU, UMSYS, & UOEXT: 573-882-3201 (877-752-3334 for outlying offices not in Columbia)
* MUHC: 573-884-1234 (877-752-3334 for outlying MUHC facilities)
* UMKC: 816-235-1371
* Missouri S&T: 573-341-4266 (877-752-1117 after hours)
* UMSL:  314-516-5366
* Email: FinanceSupport@umsystem.edu
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