

One Card Conversion

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Benefits

- Greater convenience
- Eliminates the need for multiple cards
- Cardholders receive the same card benefits previously provided by CLIBA and Procard
- Consolidated statement for each billing period

Conversion Statistics

- 539 One Cards ordered to replace CLIBA and Procards
 - Cards were mailed to campus departments
 - Financial Leads and BSCs were notified via email throughout September
 - Cardholders were notified via email throughout September
 - 290 cards have not been picked up
- All CLIBA and Travel Advance Cards (TAC) have been canceled effective 10/14/20
- Procards will be closed October 30
 - These cards do not need to be returned and can be destroyed.

How to Setup Your One Card

- Follow instructions included with your card to electronically acknowledge receipt on the card
- To [Activate Card Online](#)
 - Enter URL printed on removal label of card
 - Enter account information
 - Enter security code
 - Enter SSN/verification code (last 4 digits of EMPLID)
 - Setup PIN
- Login to [CitiManager](#), create username and setup alerts or link to existing card accounts
- Email creditcards@utsa.edu to setup credit limit

Conversion Reminders

- Each executive and college/administrative area can have up to three staff assigned as program administrators with access to CitiManager for statements and reports
- Submit a completed [Card Maintenance Request](#) form to add new or remove existing program administrators
- Program administrators may email creditcards@utsa.edu to add access for One Card statements and reports
- To report a lost card or order a replacement card email creditcards@utsa.edu
- [Training Materials](#) and job aids

Travel Policy Update

- The One Card is the preferred method of payment to pay for all major travel expenses (e.g. lodging, airfare, car rental, and registration fees)
- The One Card cannot be used to pay for meal per diems (per diems will be reimbursed upon return of trip via an Expense Report)

Transaction Processing Changes

- Transactions for One Cards are not downloaded to PeopleSoft (ticket will be submitted to SIS)
- Departments must create and submit non-Purchase Order (PO) vouchers to include supporting documentation to DTS by the 20th of the month
- The last Procard statement to be downloaded to PeopleSoft is November 2020
 - Transactions after that date will be processed on a non-PO voucher as applicable

Contact Information

- Procard/Travel Card Administration is now Credit Card Administration
- New email address and preferred method of contact is creditcards@utsa.edu
- Credit Card Administration now reports to
 - Disbursements and Travel Services

Thank you!

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