

Grand Rapids Community College

To: Procard Holder

From: Mansfield Matthewson, Director of Purchasing

cc: Melissa Davis, Lisa Freiburger

Date: April 12, 2019

Re: New BMO Harris Bank Procard Program

Good Day Procard Holder Group!

Important announcement!

Grand Rapids Community College has made a decision to discontinue the procard relationship with Chase Bank. The Chase procard program will be ending on **Friday, May 10, 2019**. Please be advised that Friday, May 10, 2019 will be the last day that you will be able to use your Chase issued GRCC procard for any purchases. Remember to also notify any suppliers who may charge your card on a recurring basis for good and services.

The Michigan Purchasing Card Consortium (MPCC), of which GRCC is a member, has announced a transition to a new procard program with BMO Harris Bank. After careful review of this proposed transition, we feel that continuing to align with MPCC is best for GRCC as related to procard rebates and services.

Therefore, new BMO Harris Bank GRCC procards will be available for all existing procard holders beginning **Monday, April 22, 2019**. The cards will be made available at the Purchasing office on an ongoing basis, however a new cardholder agreement must be signed. Also stay tuned for emails and GRCC Today announcements regarding when staff will be on Main Campus to distribute new procards. *(please note that you can only pick up your own new procard and you will be asked to surrender your old procard when obtaining the new one)*

I've attached a Quick Reference Guide that will help familiarize you with online management of your new BMO Harris procard account. There are tips on:

- Establishing online access
- Personal settings
- Viewing transactions
- More

Procard reconciliation with remain intact as is done today.

We ask for your patience over the next few weeks as we implement this program. The Purchasing Department is working diligently to make the transition as seamless as possible. Thank you!