PCard PINs

**Effective May 17, 2017**, every new PCard will allow the cardholder the opportunity to customize their own 4-digit PIN. Key points on this enhancement:

- The Self-select PIN enhancement is available to cardholders as they are issued a new or replacement chip card.
- Until an existing cardholder is reissued a new PCard, their existing PIN will remain unchanged.
- New cardholders will no longer receive PIN mailers. These physical mailers are no longer needed given cardholders will have the ability to customize their own PIN.
- PINs will be created at the same time a new PCard is activated. Cardholders will need to follow the directions on the label affixed to the PCard.

**Pcard Policy Reminder: Export Control**

Did you know that Brown’s Pcard policy prohibits the purchase of item or materials that are subject to the ITAR and are enumerated on the U.S. Munitions List?

- **What is ITAR and the U.S. Munitions List?**
  
  ITAR stands for the [International Traffic in Arms Regulations](https://www.state.gov/itar/). They are federal regulations administered by the Directorate of Defense Trade Controls under the U.S. Department of State. The ITAR governs all military, weapons, and space related items and services as enumerated on the [U.S. Munitions List (USML)](https://www.state.gov/public条约/080553.htm).

- **Why is this policy in place?**

  Brown’s [export control compliance program](https://www.brown.edu/Research/Regulatory_Consulting) is designed to limit Brown’s exposure to ITAR controlled items, technology, and technical data. Having ITAR items on campus significantly increases the risk of export control violations, which carry considerable civil and criminal penalties. If faculty, staff, or students want to purchase or receive an item subject to the ITAR, they cannot use the Pcard and must receive special approval from the Vice President for Research prior to the purchase or receipt of the item.

- **How do I know whether the item I am purchasing is controlled under the ITAR?**

  Most items that are purchased at Brown are not subject to the ITAR. However, don’t assume that just because an item is cheap and commercially available, it is not subject to the ITAR. If you want to be certain, ask the vendor to provide you with the item’s export control classification.

For additional tips and resources on when and how to contact the vendor, including a sample email, and a list of items that are highly controlled and may be used at a university, click [here](https://www.brown.edu/Research/Regulatory_Consulting).