

## APPENDIX B: QUICK REFERENCE – SAMPLE TIMELINE FOR PCARD PROCEDURES

The University PCard policy establishes cardholder and Reviewer responsibilities as well as tub and central responsibilities. Failure to follow PCard policy may lead to PCard privileges being revoked.

### What are the key points of the policy?

- PCard holders (or their designee) **must** enter a detailed business purpose for all PCard transactions.
- Someone **other** than the PCard holder must review transactions in the PCard settlement system.
- All PCard holders must take an on-line PCard training course.
- The PCard Tub Administrator must perform a quarterly audit.

### Responsibilities

PCard Holders	PCard Reviewer (Departmental Reviewer)	PCard Tub Administrator
<p><b>Weekly</b> Cardholder or designee reconciles transactions in the PCard system against sales receipts, fills in a detailed business purpose for each transaction, and reviews and changes the general ledger account coding where appropriate.</p> <p><b>Wednesday</b> Cardholder prints a <i>Settlement System Report</i> and forwards it with receipts to their PCard Reviewer. Report and receipts must be received by the Reviewer by end of day Wednesday.</p> <p>An appropriate business purpose contains:</p> <ul style="list-style-type: none"> <li>• <b>Who</b> incurred the expense</li> <li>• <b>What</b> type of event, activity, or purchase</li> <li>• <b>Where</b> the event or activity took place</li> <li>• <b>When</b> the event or activity took place</li> <li>• <b>Why</b> the expense was incurred</li> </ul>	<p><b>Thursday by 12:00</b> PCard Reviewer reviews the Cardholder’s transactions in the PCard system against the sales receipts. The Reviewer edits the business purpose and general ledger account coding as necessary and marks the item as reviewed in the settlement system by Thursday at 12:00.</p> <p>Reviewer forwards <i>Settlement System Report</i> and receipts to the PCard Tub Administrator.</p>	<p><b>Wednesday</b> PCard Tub Administrator sends a reminder to PCard holders and Reviewers to review their PCard.</p> <p><b>Thursday after 12:00</b> PCard Tub Administrator contacts PCard Reviewers regarding any unreviewed PCard transactions.</p> <p>PCard Tub Administrator does a high-level review of business purposes and coding strings to confirm they are in compliance with University policy.</p> <p><b>Quarterly</b> PCard Tub Administrator performs a quarterly audit as required by University policy. PCard Tub Administrator will contact PCard Reviewer to address any outstanding items.</p>

**Questions:** Please contact your PCard Tub Administrator with questions any regarding PCard policy or transactions.