

PCard Policy

Appendix

<p>5. Record Retention Any/all transaction documentation (e.g. receipt) must be scanned to the associated eRequest (or alternative) for retention purposes.</p>	<p>Before (Policy Section VI. A., pg 3) --- The applicable Transaction Form or eRequest, required documentation, and the bank statements are the official record for card transactions and must be available for review and audit.</p> <p>After (Policy Section IV. B. pg 4) --- The transaction receipt (or equivalent documentation) which must be scanned into eRequest (or alternative transaction documentation) and the bank statement are the official record for PCard transactions and must be retained by the department consistent with the retention schedule and must be available for review and audit.</p>
<p>6. Card Security and Tracking Additional responsibilities for the Card Manager.</p>	<p>Before (Policy Section IV.C.1, pg 2) --- If the purchasing card is used by an individual other than the purchasing card manager, the transfer of custody must be recorded on the Purchasing Card Tracking Log. The purchasing card manager is responsible for maintaining this log.</p> <p>After (Policy Section VI.B.1 and 2, pg 5) --- If the Service Center/Department Card is used by an individual other than the Card Manager, the transfer of custody must be recorded on the Tracking Log.</p> <ol style="list-style-type: none"> The Card Manager is responsible for maintaining this log to track the whereabouts of the PCard. The Card Manager is responsible for ensuring receipts are collected. The Card Manager has the authority to deny usage of the card. The Card User is responsible for the security of the Service Center Card while in their possession.
<p>7. Conduct and Consequences Tracking misuse as an exception</p>	<p>Before (n/a)</p> <p>After (Policy Section VII. B. 1, pg 5) --- Misuse must be tracked as an exception according to the Expenditures Policy.</p>
<p>8. Financials System Approval Deadline Approval deadline reconfigured for PCard transactions.</p>	<p>Before (Procedure Section V. B., pg 6) --- Transactions must be approved in the financial system no later than 30 days from the end of the month in which the transaction was made. For travel related expenses, approval must occur within 30 days from the end of the month in which the trip was completed.</p> <p>After (Procedure Section IV. B. 2, pg 7) --- Transactions must be approved in the financial system no later than 30 days from the end of the month in which the transaction was made. For travel related expenses, approval must occur within 30 days from the end of the month in which the trip was completed.</p>
<p>9. Account Cancellation Accounts no longer managed by the original applicant must be cancelled to minimize risk.</p>	<p>Before (n/a)</p> <p>After (Procedure Section VII. B. 2., pg 8) --- All PCards should be immediately cancelled if a card manager or cardholder terminates employment, transfers to another department or assumes different duties that do not require use or management of the PCard.</p>