



PCard Compliance

Training Guide

Overview

The Procurement Card Services (PCard Services) operates under the Procurement Services and is responsible for the following.

- ¾ Imaging and reviewing of all cardholder monthly activity statements packages for accuracy and completeness.
- ¾ Monitoring reconciliation of Delinquent PCard charges.
- ¾

Submitting Statements and Receipts through Campus/Interoffice Mail

$\frac{3}{4}$

Monitoring PCard Charge Reconciliation

Delinquent PCard Charges

¾ The PCard charges are loaded by PCard

PC

Unreconciled PCard Transaction Tile Instructions

:KDW LV WKH '8QUHFRQFLOTHG 3 & DUG 7UDQVDFWLRQ
It is a collection of information which provides the ability for you to see all the unreconciled PCard