

## Clarification of PCard Responsibilities during Pandemic Telework

While cardholders, authorized reviewers (approvers), and reallocation delegates are primarily teleworking due to COVID precautions, there are still certain PCard responsibilities that must be completed.

Cardholders must:

1. Secure and not allow others to use the card and card number, make purchases in accordance with the requirements and restrictions outlined in the PCard User's Guide, and follow all existing logging, documentation, and reconciliation requirements. Maintaining the transaction log in Excel and requesting receipts be sent electronically, is recommended.
2. Download the monthly VISA statement from USBank via the Access Online system after the billing period ends, unless hard copy VISA statement is available. (Note that the online statement is available within a few days of the period ending date)
3. Compare the VISA statement to the transaction log to ensure only valid purchases were charged to your PCard. Follow up with Merchants regarding missing documentation and inaccurate charges and keep a list of open items. Any invalid or fraudulent purchases must be reported in accordance with the PCard User's Guide as soon as identified, but no later than 60 days from the transaction posting date.
4. Complete the reconciliation and sign the transaction log and VISA statement **no later than the 15<sup>th</sup> of the month after the billing period ends**. If wet signatures are not possible, either electronic signatures or an email documenting when the reconciliation was completed, are acceptable. Record retention requirements remain in effect for hard copy documentation, per Section 8 of the PCard User's Guide.
5. Access the Quantum Financials Expenses module and verify the validity of the charges posted. If access to this module is needed, request the PCard Reallocator role using the online [Quantum Financials User Authorization Form](#).
6. Ensure that all PCard charges (expense items) are reallocated to the appropriate funding account combo or project ID in Quantum Financials by creating an expense report, adding all expense items to be reallocated, and uploading appropriate documentation to support each purchase. One or many expense reports can be created throughout the month, but the external log and VISA statement should be uploaded to at least one expense report each month. Reallocations may be completed in cooperation with an assigned reallocation delegate, and should be done as soon as possible, allowing enough time for review and approval by the 25<sup>th</sup> of the next month.

Authorized Reviewers (Approvers) must:

1. Review and approve transaction log and VISA statement, comparing with supporting documentation. If wet signatures are not possible, either electronic signatures or an email documenting when the approval was completed, are acceptable.
2. Access the Quantum Financials Expenses module to review and approve the charges, documentation, and reallocation distributions on each expense report. If access to this module is needed, request the PCard Approver and PCard Reallocator roles in using the online [Quantum Financials User Authorization Form](#).

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3. Access all expense reports submitted by cardholders or delegates in Quantum Financials to verify the business purpose of the purchases and that proper supporting documentation is included for each. Review should also include verification of the appropriateness of the funding account combo or project ID, in cooperation with the PI, cardholder or reallocation delegate assigned to the card (where applicable). Expense reports should be approved as soon as possible, but **no later than the 25<sup>th</sup> of the next month**.
4. Notify cardholder of any missing documentation or inappropriately reallocated expenses prior to completing review and approval by rejecting the expense report back for correction.
5. Notify the Purchasing Card Program Administrator (PCPA), Keith Gagnon, Assistant Vice President, Strategic Sourcing and Acquisition Services and the Deputy PCPA, Regina Spencer, Assistant Director, Business Development Programs of any personal or fraudulent purchases made by cardholders.