

Pcard Responsibilities & Process Steps

Items & Steps	Card Holder	Reconciler (if appointed)	Approver	Card Coordinator	Location of Information	Work Instruction Form
Pcard Rules & Guidelines	Use pcard as per Guidelines			Ensure compliance & answer Questions	Locate on Centre Suite Home page https://www.centresuite.com/centre?uwo	Purchasing Card Guidelines Rev3.doc
Security	Protect pcard #			Ensure compliance & answer Questions		
Receipts	Get receipts when used & retain for 7 years	Get receipts when used & retain for 7 years		Ensure compliance & answer Questions		
	Advise Vendors not to send extra copies of invoices to Accounts Payable			Email about reconciling and ensure compliance - answer Questions		
Statement available online only - Step 1		Check Statements- available 16th each month.		Ensure compliance & answer Questions	"notifications@centresuite.com" Log on to Centre Suite. Always available as of the 16th each month https://www.centresuite.com/centre?uwo under Statements	1 Statements and Account Activity V2.doc
Allocating - Step 2		Reconcile between 16th- must have approved before 2nd last business day of the month		Ensure compliance & answer Questions	Locate on Centre Suite Home page https://www.centresuite.com/centre?uwo	2 Allocating Transactions .doc
Create and submit expense report - Step 3		Create and send expense report before 2nd last business day of the month		Ensure compliance & answer Questions	Locate on Centre Suite Home page https://www.centresuite.com/centre?uwo	3 Creating Expense Reports.doc
Approving or Rejecting Expense reports			Approve or reject expense report before 2nd last business day of the month	Ensure compliance & answer Questions	email notification from "notifications@centresuite.com" Log on to Centre Suite	Approving and Rejecting Expense Reports.doc
Upload into Peoplesoft for General Ledger				last business day of the month		
Reported on General Ledger Reports				Last or first day of following month	PeopleSoft	
Follow up for unreconciled and unapproved accounts				Beginning of following month of upload	Locate on Centre Suite Home page https://www.centresuite.com/centre?uwo	Purchasing Car Guidelines Rev3.doc
Sample audit				Ensure compliance & answer Questions	Locate on Centre Suite Home page https://www.centresuite.com/centre?uwo	Purchasing Card Guidelines Rev3.doc