SOM pCard Responsibilities

The department or Dean’s Office until manager is charged with oversight of pCard usage in the department/unit. The manager is, therefore, responsible for establishing processes and procedures to ensure:

1. The card is used according to University guidelines.

2. Appropriate documentation is retained for 5 years to support/justify the transactions.

3. Monthly reconciliation of the pCard statement is assigned to an individual other than the pCard holder/user.

4. pCard holder/user understands guidelines, and understands he/she has a personal responsibility for non-authorized purchases.

5. Reconciler is adequately trained in guidelines and understands his/her role as a “check and balance” on pCard activity.

6. The department’s reconciliation process must be on file in the department and must be sent to FBO as well.
   a. The reconciliation procedures must evidence separation of duties such that the cardholder and reconciler is not the same individual.
   b. The reconciliation process must indicate that a copy of the statement and receipts is maintained in the department or unit for 5 years. Note: Auditors will look to the department or unit manager for resolution of all questions and issues.
   c. For Dean’s Office Units Only – the reconciliation process must also include reference to the fact that all reconciled statements (including receipts) are forwarded on a monthly basis to FBO, along with the pCard Review Form for second-level review. This does not relieve the DO unit from maintaining a copy of the statement/receipts for the required 5 years.

For complete details regarding pCard usage see:
http://finance.unc.edu/procurement/purchasing-services/purchasing-card/