



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/>