pCard Review Form – DO Units

By signature below, the pCard holder verifies that transactions on the current monthly statement are in conformance with UNC pCard policies/restrictions. The reconciler's signature attests that reconciliation has been completed, and no questionable transactions were identified.

Date:

pCard Statement Date:

pCard Holder:

pCard Reconciler*:

Reviewed by (FBO)*

Both the pCard holder and reconciler must sign this form, and send it with a copy of the pCard statement and charge receipts to FBO (CB 9515). The purpose of the expenditure should be noted on the face of each receipt. Note that documentation for food, meetings, and amenities must include the date and purpose of the function, and the number of attendees (if 8 or less attendees, names must be listed). If you have a flier or agenda for the meeting please attach a copy to the receipt.

The pCard reconciler must be someone other than the pCard holder.

****Each DO unit retains responsibility for reconciliation of any pCards issued to the unit. Finance and Business Operations will, however, do a second-level review of the submitted receipts to determine if documentation adheres to University guidelines.***

Office of Finance & Business Operations

230 MacNider Building, Campus Box 9515, Chapel Hill, North Carolina 27599-9515