



---

# PCard Compliance

## Training Guide

## Overview

---

The Procurement Card Services (PCard Services) operates under the Procurement Services and is responsible for the following.

- ¾ Imaging and reviewing of all cardholder monthly activity statements packages for accuracy and completeness.
- ¾ Monitoring reconciliation of Delinquent PCard charges.
- ¾

Submitting Statements and Receipts through Campus/Interoffice Mail

$\frac{3}{4}$

## Monitoring PCard Charge Reconciliation

---

### Delinquent PCard Charges

¾ The PCard charges are loaded by PCard



PC

## Unreconciled PCard Transaction Tile Instructions

---

:KDW LV WKH '8QUHFRQFLOTHIGU 3 & DUG 7UDQVDFWLRQ  
It is a collection of information which provides the ability for you to see all the unreconciled PCard