

Fast Query Information for PCard

PCard Website

<http://tiny.cc/PCard>

Public PCard Queries

Query Name

U_PCARD_PROXY_BY_DEPT_ID

U_PCARD_CRDHLDR_FOR_PROXY

U_PCARD_PROXY_FOR_CRDHLDR

U_PCARD_UNAPPD_DEPT_CHGS

U_PCARD_UNAPPD_CRDHLDR_CHGS

U_PCARD_CHGS_POSTED_DEPT

U_PCARD_CHGS_POSTED_PROJ

Query Description

Shows department cardholders, charge limits & reconcilers

Shows all cardholders assigned to a reconciler (proxy)

Shows all reconcilers (proxy) assigned to a cardholder.

Shows all unapproved charges for a department

Shows all unapproved charges for a cardholder

Shows all charges posted by department

Shows all charges posted by project number

Contacts for PCard Services

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Email Address: pcard@usf.edu

Campus Mail Stop: AOC 200

Billing Address for Cardholders: 4202 E Fowler Ave, Stop AOC 200, Tampa, FL 33620

Additional Information

The bank billing cycle is from the 5th of the current month to the 4th of the following month.
Charges are posted to FAST after 4pm Monday through Friday