

PROCUREMENT SERVICES POLICY 8 PCARDS

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose

This document describes the circumstances under which a PCard may be obtained, used, managed, reconciled and cancelled.

2. Scope

This policy applies to all University employees, departments, units and divisions.

3. Definitions and Roles and Responsibilities

3.1 Definitions

Works - a web-based application provided by Bank of America Merrill Lynch. It allows Approvers and Reconcilers access from their office or home computer as well as their smartphone in order to attach/upload receipts, enter transaction details, allocate funds/accounts and sign off on transactions. Works information is fed to Banner throughout the monthly cycle.

PCard – The PCard is a standard Visa card issued by Bank of America Merrill Lynch that allows the cardholder a more convenient, efficient and cost-effective method of payment for small dollar goods.

3.2 Roles and Responsibilities

Approver and/or Designee – Oversees the management of the PCard program. This individual is responsible and held accountable for the financial activity and fiscal integrity of their departments as well as authorizing PCard transactions and is accountable for such and should act in a prudent manner, exercising good judgement. Assigns new Cardholders, Reconcilers and/or Approvers. Assigns funds to the groups in Works. Designates permissible funding sources for purchases. Reviews PCard transactions within the group and approves that the correct fund/account has been charged and the proper receipts are attached.

Reconciler – This individual is responsible for assigning funds, attaching receipts and adding the business purpose information to the transactions in the Works system as well as signs off for Approver review.

Cardholder – This individual is responsible for all charges made to their PCard. For a full description of roles and responsibilities, refer to the [UNCG PCard Manual](#).

4. Policy

The Purchasing Card (PCard) is a VISA corporate liability credit card used by approved employees for legitimate UNCG business purposes. It provides a lower cost quicker method of making low dollar purchases of certain materials and services. Compliance with State/Federal and University Policies as well as Spending Guidelines is required.

A PCard can only be used by the person to whom the card has been issued, who must be an active UNCG employee.

Delegation of authority to purchase goods using the PCard is a privilege that automatically ceases upon separation from the university or reassignment to another department. The PCard Administrator reserves the right to revoke or cancel PCards where cardholders fail to comply with policy and/or procedure. Audits are performed randomly throughout the month to determine whether purchases are made in accordance with State/Federal and University Policies as well as Spending Guidelines.

For a full narrative on obtaining, using and cancelling a PCard, refer to the [UNCG PCard Manual](#).

5. Compliance and Enforcement

The Director of Procurement Services is responsible for ensuring compliance with this policy.

When there is a finding that policy or procedure is not compliant, the PCard Administrator will file for disciplinary action via a PCard Compliance Review Form

6. Additional Information

6.1 Supporting Documents

[PCard Manual](#)
[Spending Guidelines](#)
[PCard](#)
[OSBM](#)
[PCard Contract 946A](#)

6.2 Approval Authority

This policy should be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, mflogan@uncg.edu
- Responsible Administrator: Valerie Nall, PCard Administrator, (336)334-4461, pcard@uncg.edu