PCard Review
Policy and Procedure
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PCard Review

Policy and Procedure

Policy: PCard purchases must be reviewed for validity and accuracy.

Purpose: The PCard Review policy and procedure is intended to ensure PCard expenditures are valid and accurate.

Scope: Finance
PCard Review Procedure

Because the College of Nursing has many employees with procurement cards for supplies and other necessary expenditures, Finance will review these charges each month to ensure that University and purchasing polices are followed.

1. Each cardholder will turn in their monthly report with the appropriate documentation to Finance after the cutoff date. These dates can be found at [http://www.ou.edu/purchasing/pcard/cutoff/hsc_cutoff2011.html](http://www.ou.edu/purchasing/pcard/cutoff/hsc_cutoff2011.html)

2. Review the charges and make sure that the charges are allowable and within guidelines. The guidelines can be found at [http://www.ou.edu/purchasing/pcard/pcard/pcard_guide.html](http://www.ou.edu/purchasing/pcard/pcard/pcard_guide.html)

3. If there is something that may not be allowed, email PCard at proadmin@ouhsc.edu and ask for clarification.

4. If there is an infraction, let the cardholder know via email.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Joe Brenner</td>
<td>Assistant Dean of Finance and Administration</td>
</tr>
<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed. Updated logo 10/13/2015</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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