PCard Reconciliation
Policy and Procedure
Table of Contents

Policy ........................................................................................................................................ 3
Purpose ...................................................................................................................................... 3
Scope ......................................................................................................................................... 3
PCard Reconciliation Procedure ............................................................................................... 4
Revision History ......................................................................................................................... 4
PCard Reconciliation

Policy and Procedure

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

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

**Scope:** Finance
PCard Reconciliation Procedure

1. A purchasing card cardholder must make changes to the chartfield allocations of purchases to ensure proper cost allocation.
2. The first step is to go into the reconciliation system prior to the cutoff for the month and allocate the charges. Instructions for this can be found on the University of Oklahoma’s purchasing website or found here at: http://www.ou.edu/purchasing/pcard/procedures/reconciliation.html
3. Once all the charges are allocated, copies of each charge should be made and given to the proper staff member who responsibility is the fund that the charge was allocated to. The originals need to be retained within the department for auditing purposes. These records are currently retained in room 107B. These records should also be retained in accordance with the University of Oklahoma records retention policy located here http://www.ouhsc.edu/policy/ under section 110, C.

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>
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<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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