



## SEE WHAT'S GOING ON - YOUR PCARD

Regular reviews of PCard activity are an essential internal control. We recommend that you check PCard activity at least weekly on the Reallocation or the bank PaymentNet sites. Review the monthly statement, receipts and other documentation before signing the statement.

The use of PCards may present a higher risk for fraud and/or misuse if careful review of transactions and statements is neglected. Approvers/reviewers become responsible if they fail to review these expenditures.

### Cardholder and Reallocator -

- Attach itemized receipts for every transaction; additional documentation may be necessary for meals or excepted purchases
- Write an explanation if the business purpose is not readily apparent
- Verify that the transactions were reallocated to correct chartfields
- Sign and date the statement
- Submit to Supervisor for review and approval

### Supervisor -

- Use the statement as an index to review transactions and look at:
  - Merchant name - Do you recognize the merchant? Is it appropriate?
  - Transaction amounts - Single purchase and monthly total; are they reasonable?
  - Pick a sampling of transactions to look at the receipts and documentation; Are any receipts missing, non-itemized or altered? Is the business purpose clear and complete? Does it meet department and University objectives?

Questions? - Get more information on the PCard website; email at [pcard@purchasing.utah.edu](mailto:pcard@purchasing.utah.edu) or call JoLene Snyder, 581-6622