College of Agriculture and Life Sciences (CALS) Business Operations

PCard Reconciliation Process
Standard Operating Procedures

Table of Contents

NC STATE UNIVERSITY

CBO-BsServ-302	PCard Reconciliation Process
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1. PURPOSE

1.1. This SOP describes the process by which a CALS department/unit can reconcile and approve expenses charged to the University owned Purchase Cards (PCard).

1. The University has policies which allow for CALS CBO departments/units to validate all transactions made on the University PCard.

2. The PCard program is designed to maintain accountability while reducing the cycle time and administrative burden of procurement procedures such as purchase requisitions/orders, direct pay requests, and expense reimbursements.

2. CBO GUIDELINES

2.1. Cardholders are allowed to make supply and service purchases up to $5,000. Cardholders are able to make purchases that exceed this threshold by adhering to University purchasing guidelines and following the appropriate protocol outlined in the University PCard SOP. Cardholders must abide by the PCard spending guidelines and policies to ensure that all transactions made on the PCard are valid.

3. ASSOCIATED SYSTEMS/FORMS

3.1. Systems

1. WRS

2. MyPack Portal

3.2. Forms

1. AP104 Form: Used for non-employee traveling expenses.

    a) This form can be substituted with either an invitation to the guest to participate in University event or a letter or Service Contract explaining the reason for traveling.

2. AP106 Form: Used to record all conference expenses.

    a) These expenses can be the rental of rooms, payment to caterers, bulk food purchases for refreshments, etc. This form must be completed and signed by the Department Head or County Extension Director (CED).

3. AP107 Form: Used to record all food purchases for human consumption.

    a) The AP107 Form must be completed and signed by the Cardholders' Department Head. Purchases that include alcohol MUST be signed by the Dean. If a purchase includes a spouse unaffiliated with the university, the purchase must be signed by the Dean.

4. [Missing Receipt Form](#): Used as documentation only if the Cardholder's actual receipt or invoice is unavailable.
    a) If the Missing Receipt Form is for food purchases, the form must be signed by the Dean.

4. ROLES AND RESPONSIBILITIES

Position Title	Roles and Responsibilities
Department	
Cardholder	Responsible for ensuring that all transactions adhere to the PCard program restrictions/policies and assisting the CALS CBO PCard Reconciler to resolve any billing disputes.
Department Reconciler/ Designee	Responsible for accessing the PCard center to view posted transactions, unmatched PCard receipts, and cardholder statements. The Department Reconciler does not reconcile or approve statements.
CALS CBO	
PCard Reconciler	Responsible for ensuring that each transaction is accurately documented and communicating with the Cardholder to resolve any discrepancies.

5. PROCEDURE
5.1. **PCard Receipt Review and Approval**
1. Once the PCard Cardholder has been issued a PCard, the Cardholder will be assigned a CALS CBO PCard Reconciler who will review their monthly transactions.
2. The CALS CBO PCard Reconciler will then add the Cardholder to their current worklist to ensure there is proper communication between the CALS CBO PCard Reconciler and the Cardholder.
3. After the Cardholder has used a PCard for a transaction, the Cardholder will provide an itemized receipt, written on it should be the project-phase, detailed business purpose, and travel authorization (if applicable) so that the CALS CBO PCard Reconciler can review the receipt for compliance.
    a) The CALS CBO also allows the Departmental Reconciler to upload the receipt on behalf of the Cardholder.
    b) If the above information is not provided by the University Reconciliation deadline, all transactions will be charged to the provided default discretionary account. The Cardholder will be responsible for requesting a Journal Voucher (JV) to correct any unreconciled transactions.
4. The CALS CBO PCard Reconciler will then ensure that the Cardholder has provided the required documentation for all transactions.
5. Once the CALS CBO PCard Reconciler has received all documentation, the CALS CBO PCard Reconciler will redistribute account codes to match the purpose of the PCard transaction.
6. The CALS CBO PCard Reconciler will then track transactions that are missing receipts or necessary information.

a) If information is missing, the CALS CBO PCard Reconciler will contact the Cardholder for the necessary information.
7. After all information has been provided, the CALS CBO PCard Reconciler will review the project phase for budget funding availability, allowability and allocability.
8. Once the CALS CBO PCard Reconciler has uploaded the receipt to the NCSU Card Center, the Cardholder stores their receipts for 6 months.

6. REFERENCES

1. Abbreviations and Definitions- https://cals.ncsu.edu/intranet/cals-business-operations/abbreviations-and-definitions/
2. Billing Cycle Calendar- https://materialsmgmt.ofa.ncsu.edu/purchasing/card-services/pcard/pcard-billing-cycle-calendar/
3. Expense Chart of Accounts – University Controller's website- http://controller.ofb.ncsu.edu/expense-accounts/
4. PCard Center Video Tutorials (unity ID sign-in required)- https://mymediasite.online.ncsu.edu/online/Catalog/catalogs/nc-state-card-services-tutorials
5. Spending Guidelines:
    a. Cost Accounting Standards- http://cng.ncsu.edu/policies/cost-accounting-standards
    b. Circular A-21 (F&A/Indirect Costs/Overhead) – SPARCS website- http://research.ncsu.edu/sparcs/budgeting-guidelines/budgeting-f-and-a/
    c. Circular A-110 (Cost Sharing) – SPARCS website- http://research.ncsu.edu/sparcs/budgeting-guidelines/budgeting-cost-sharing/
    d. NCSU Basic Spending Guidelines by Fund Source - University Controller's website- https://controller.ofa.ncsu.edu/files/2018/05/Spending-Guidelines.pdf
6. Trust System & Project Tracking System- http://harvest.cals.ncsu.edu/cfdocs/projtrack/index.cfm
7. University PCard Center Instruction Manual- https://materialsmgmt.ofb.ncsu.edu/uploads/pdf/CardCenter_instruct.pdf
8. University Standard Operating Procedures- https://docs.google.com/document/d/1ZOk6G7jQvYSaJpmue50I9iWN8hjkctdyq69tAx8hiMY/edit
9. WRS- https://www.acs.ncsu.edu/scripts/wrs/wrs_menu
10. WRS FAQs- https://www.acs.ncsu.edu/scripts/wrs/ncw_faq_main.pl

7. REVISION LOG

Date	Version	Nature Of Change	Author
09/04/2018	Draft 1.0	Initial Document	