**What time is it?**

Time to reconcile PCard charges, complete with updating accounts, entering transaction notes and submit the PCard statement.

### August

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PCard statements with receipts, approved reconciliation forms and any other documents are due to the PCard Administrator by the 10th of the month. If the 10th of the month falls on the weekend or a holiday, the due date will be the following business day. These deadlines are established to be in compliance with audit regulations and system generated reports.

### Contacts

- Debbie Canada
- Jessie Hall
- Beth Elderkin

**When should I print and code charges?**

Code charges on the second day of the month to allow time for charges to post. Make sure that all charges have posted before hitting the “complete” button.

**What can I charge on the PCard?**

Allowable purchases. When in doubt – ask first, or run the risk of reimbursing the University with your own personal funds. Per policy the PCard should only be used for small purchases, travel, last minute transactions where a PO has not been issued.

**How do I increase a temporary dollar or transaction limit?**

1. **Contact PCard Administrator**
2. **Define Need**
3. **Provide justification and approval**

### Office Supplies

Remember it is allowable to have a PO “standing order” for office supplies. **However**, if the PCard is used for miscellaneous office supplies, use the correct subcode for all purchases. Do not lump all items into the 53100 Office Supplies Subcode. Common items we’ve seen on the PCard statements:

- 53100 Office Supplies (paper, pens)
- 53507 Water, coffee & supplies for office
- 53112 Office chairs

**No Over the Counter medicines (Pain relievers, cold remedies).** This is considered a personal item and if the PCard is used, it is non-compliance use of the card, and, you will be asked to reimburse the charge.