Year End PCard Announcements and Responsibilities

Monthly responsibilities for every PCard holder is to **review, code, and approve transactions by the 9th** of every month and, submit a **PCard statement with receipts, approved reconciliation forms, and any other documents by the 10th** of every month to the Purchasing Office. These deadlines are established to be in compliance with audit regulations and system generated reports. Cards will be deactivated the following day if there is failure to adhere to the 10th of the monthly deadline.

As a reminder, when reviewing, please use proper account codes and have adequate budget availability.

The subcode list is on the Purchasing Webpage, [https://purchasing.mercer.edu/forms/](https://purchasing.mercer.edu/forms/).

**Commonly used subcodes**

- 53010 – Books
- 53040 – Subscriptions
- 53041 – E-Journals
- 53100 – Office Supplies
- 54200 – Travel
- 54215 – Conference Registration

The monthly cycle ends on the last day of each month. If the **last day** is on a weekend or holiday then the cycle ends the previous business day.

Purchasing card transactions are recorded in the year the transactions post to the statement and not by the date of the transaction. Posting depends on when the vendor submits the posting. Most purchases made on or before 6/25/2019 should post by 06/30/2019.

Please send an email notification to Jessie Hall or Debra Canada for any **prepaid expenses** charged to the purchasing card including travel and registration fees.

If you have any questions, please let us know. We are here to assist. Thank you.