

# PROCEDURE

Effective Date: December 17, 2015

Approved By: Director of Business Services

Authority: POL-U5348.04

See Also: TSK-U5348.04A  
FRM-U5348.04A

Retrieving P-Card Transaction Data for Review  
P-Card Transaction Review Form

## **PRO – U5348.04A    REVIEWING RANDOM CREDIT CARD TRANSACTIONS**

Action by:

Action:

Fiscal Analyst 3  
(Accounting Services)

1. Following monthly close, **follows** the task: *Retrieving P-Card Transaction Data for Review* (TSK-U548.04A)
2. **Sends** an email request to selected card approvers requesting copies of transaction receipts and **provides** in email:
  - Copy of PDF report of transactions to be reviewed, and
  - Copy of procedure.

Card Approvers

3. **Facilitates** request with cardholders named on list to ensure receipts are submitted within requested timeframe.

Fiscal Analyst 3

4. **Receives** copies of receipts.
5. **Follows** instructions in Section 1 of the *P-Card Transaction Review Form* (FRM-U5348.04A) for each approver on the transaction random sample report.
6. **Provides** completed review forms and transaction list to P-Card Administrator.

P-Card Administrator  
(Business Services)

7. **Follows** instructions in Section 2 of the *P-Card Transaction Review Form* (FRM-U5348.04A) for each approver on the transaction random sample report.
8. **Reviews** minor issues with P-Card approver and **documents** communication.
9. **Reviews** any repetitive non-compliant behavior or significant violations with Director of Business Services.

Dir Business Services

10. **Determines** appropriate corrective action.

## PROCEDURE

Action by:

Action:

Dir Business Svs  
(cont).

11. When applicable, **follows** the *Reporting Loss of University Funds or Property* policy (POL-U5300.25).

P-Card Administrator

12. **Follows** direction of Director if applicable and documents action taken.

13. **Retains** all documentation for 6 years.