

PCARD PROCESSING TIME LINE

*The College's monthly cycle is the 5th of the month through the 4th of the next month.
All charges posting during this time will appear on the monthly statement.*

	Action	Deadline
A.	Cardholder makes purchase.	
B.	Cardholder notates purchase on <i>PCard Monthly Transaction Log</i> . This will be used to verify the accuracy of supplier charges on your monthly statement.	Daily – Up Until 4 th
C.	Cardholder inspects items purchased.	Upon Receipt
D.	Cardholder keys correct department/GLC/tax/description into Spend Net Navigator and creates expense report.	11 th
E.	Cardholder signs register receipt, confirms receipt, and enters information on the <i>PCard Monthly Transaction Log</i> by the end of the payment cycle. This report, along with the monthly statement, is forwarded to the cardholder's Budget Authority. Note: One <i>PCard Monthly Transaction Log</i> will be used to log all prior month purchases.	13 th – 18 th
F.	Budget Authority reviews/approves Cardholders receipts and PCard Monthly Transaction Log and confirms appropriateness of purchase for College use, then signs/dates the PCard Monthly Transaction Log and forwards same to Accounts Payable as backup.	13 th – 18 th
G.	Accounts Payable by the 21st is responsible to review all PCard purchases made, reconcile to register receipts provided, confirm appropriate Department Number/GL code used and forward an email to the Cardholder and Budget Signature Authority expediting missing receipt(s) within 24 hours.	19 th – 21 st
H.	At the close of business of the 22nd, Accounts Payable will send an email to the Budget Authority and the appropriate VP if receipts still have not been forwarded, warning on the 23rd that the VP's budget will be charged for the purchase(s).	22 nd
I.	The Budget Authority will forward to Accounts Payable all PCard receipts and request Accounts Payable to process payment on the 23 rd for those purchases without signed register receipts by inputting a <i>PCard Monthly Transaction Log</i> charging the appropriate VP's budget.	23 rd
J.	Accounts Payable completes all payment transactions.	24th - 25th
K.	Accounts Payable expedites with the Budget Authority and VP offices, delinquent funds/signed register receipts and reconciles all <i>PCard Monthly Transaction Log</i> billings to their VP's budget.	26 th – 30 th
NOTE: All dates are calendar days. Any due dates falling on a holiday or weekend will be due by 10:00 a.m. on the previous College workday.		