Purchasing Card Process

Cardholder Determines Need

Purchase < $500 (or within approved limits) and meets approved P-Card purchasing criteria (see note 1)

Yes

Cardholder Uses Pre-Approved Purchasing Card

Cardholder Makes Purchase at Merchant Site, via Phone, Fax, or Internet Site

Cardholder Enters Purchases on Purchasing Card Transaction Log

Cardholder Saves Receipts, Packing Slips, etc., with Transaction Log

Cardholder Reconciles Transactions On-line (Paymentech Web Site) by COB, 19th of Month

No

Cardholder Initiates PDR and Forwards to Purchasing

Cardholder Attempts to Resolve Discrepancies Directly with Vendors

Cardholder Prints Cardholder Statement from Paymentech Web Site (22nd of Month)

Cardholder Forwards Receipts, and Statement to Org Manager for Approval and Signature

Org Manager Forwards Receipts, and Signed Cardholder Statement to P-Card Administrator

Accounts Payable Pays Consolidated (Univ) Statement

If Cardholder is Unable to Resolve Discrepancies Directly with Vendor, Cardholder Disputes the Purchase On-line at Paymentech Web Site

Violation Notices Sent to Cardholder

Notes:
1. See Purchasing Card Policy and Procedures document for definition of appropriate purchases.