

UMBC P-CARD QUICK REFERENCE SHEET

Procurement & Strategic Sourcing

Office # 410-455-2273

Administration 732

Monthly Transaction Logs

- ✓ Complete [Monthly Reconciliation Certification Form](#) with 30 days of the statement date, even when there is no activity
- ✓ Generate PDF copies of the PeopleSoft Transaction Log, PeopleSoft Report, VISA Statement, and receipts
- ✓ Sort internal documentation by date order
- ✓ Review the VISA statement line-by-line, in order, and if charge is on internal documentation, check entry & documentation and check off on internal documentation
- ✓ Review internal documentation line-by-line in order and check if on VISA Statement
- ✓ If a charge is on statement but not internal, find on previous internal statement or dispute
- ✓ If a charge is on internal documentation but not statement, leave statement check blank
- ✓ Go through VISA statement line-by-line, in order, and check off on PS P-Card report and PS Transaction log, using instructions from the [PeopleSoft P-Card Manual](#)
- ✓ Use the [Monthly Reconciliation Certification Form](#) to upload the necessary documents (PS Transaction Log, Visa Statement, PS Report, Receipts/Packing Slips/etc., Internal Documentation, Meal Pre-Approvals (if applicable), [Inventory Addition](#) (if applicable), [Missing Receipt Form](#) (if applicable), and [Cardholder Dispute Form](#) (if applicable)) and then certify and sign electronically; the supervisor will also sign this form. [Here are instructions for the form.](#)
- ✓ Upload all files above to the unique Box folder for you, created by Procurement, to store all electronic files related to the monthly reconciliation
- ✓ Once the P-card supervisor has certified the monthly reconciliation form, upload the completed Monthly Reconciliation Certification Form to your assigned Box folder
- ✓ Keep all logs for 4 years or until audit requirements are met, whichever is later (grant funds may have specific retention requirements)

Supervisor Duties

P-card supervisors must review their cardholder's transaction log and documentation every month. The P-card supervisor is responsible for ensuring:

- ✓ The cardholder completed a valid reconciliation
- ✓ Purchases were within guidelines established for the P-card program
- ✓ All charges were reasonable, necessary, and further the business of the State
- ✓ Appropriate supporting documentation is included for every purchase, including the description of the item(s) purchased and the business purpose
- ✓ Ensure any gifts, incentives, or rebates as a result of a P-card purchase are turned over to the University and are used for University business
- ✓ The amount charged to the departmental chartstring per P-card transaction log agrees to the reconciled VISA statement
- ✓ Journal Entries (JE's) were properly prepared and submitted to accounting (if applicable)
- ✓ When no P-card charges appear on P-card transaction log for a cycle the cardholder stated to have no transactions, and no VISA statement was generated
- ✓ Inventory Addition form was submitted for sensitive equipment (if applicable)

Notify Procurement if:

- ✓ You lose your P-card
- ✓ You leave the University or change departments
- ✓ You are on leave for more than 30 days
- ✓ You have a dispute with a supplier
- ✓ You need to purchase or dispose of hazardous materials
- ✓ Your P-card supervisor changes
- ✓ You change your legal name
- ✓ You have a contract that needs to be signed
- ✓ Your purchase needs to be delivered off-campus

PROHIBITED PURCHASES

▶ Amazon & 4imprint

▶ Alcohol

▶ Cash

▶ Clothing Rental & Cleaning

▶ Delivery off-campus*

▶ Entertainment & Socials

▶ Fines & Traffic Tickets

▶ Foundation Funds

▶ Furniture (except MCE)*

▶ Gift Cards & Certificates

▶ Gifts & Flowers

▶ MD State Sales Tax

▶ Personal Purchases

▶ Personal Rewards

▶ Personal Services

▶ Purchases over \$5,000

▶ Office Decorations

▶ Restaurants

▶ Sharing Card

▶ Trains & Airlines

*Requires prior PCPA Approval