

# Pcard Approver Helpful Information

Approvers must exercise adequate oversight and closely monitor transactions of all cardholders and do the following each month. Approvers with multiple roles and responsibilities should access transactions based on the role they are working in.

Roles should be changed at the top right-hand side of the home page to, “Transaction Approver” for approval role access.

- 1) Make sure your approvals are done by the last business day of the month. Cardholders must review by the 1st business day after the close of the cycle (by the 26th of each month). The Pcard cycle closes on the 25th of each month, unless the 25th is a Sunday or holiday, then the cycle will close the following business day.
- 2) Make sure the cardholder has the proper documentation, receipts, invoices, internet confirmation printouts etc. for each transaction. Make sure all cardholders print their statements each month. **(Receipts must now be uploaded into Paymentnet4).**
- 3) Make sure the cardholder follows Policies and Procedures when making purchases.
  - 3a. No food purchases (the following merchants are blocked, Walmart, Walgreens, Aramark, Olive Blue, Community Coffee, grocery stores, caterers, restaurants and other related retail merchants). Amazon, Costco and Sam’s membership fees are **not** allowed.
  - 3b. No travel or entertainment (restaurants, airfare, hotel, taxi, rent-a-cars, etc.)
- 4) Approvers should have the cardholder contact the merchant whenever a charge is not recognized or if they’re confused about a transaction. Cardholders should not dispute unless attempts to resolve with the merchant have failed and they have contacted our office for direction.

## Recommendations:

1. Check the Paymentnet4 homepage for information and important messages.
2. Approvers can run a Denial Report once a week (or whenever possible) to monitor for attempted unauthorized charges.
3. Approvers can set up and save queries.