

**General**

The PCard manager holds and manages the departmental PCard.

**Responsibilities**

The PCard manager is responsible for safeguarding the department PCard and ensuring that it is used within the University guidelines. Full details are listed in the PCard policy #2.23 - [http://busfin.osu.edu/FileStore/PDFs/223\\_PurchasingCard.pdf](http://busfin.osu.edu/FileStore/PDFs/223_PurchasingCard.pdf). Responsibilities include, but are not limited to:

- Securing the card
- Contacting the bank immediately if stolen or compromised
- Disputing charges in a timely manner in accordance with the process required by the issuing bank
- Maintaining a transaction log
- Reviewing the monthly statement
- Ensure that the receipts are uploaded

**Required Training**

The PCard manager is required to take PCard 1: PCard use and the financial training core courses. We also strongly suggest they take PCard 2: administration and the Institutional Data Policy. All Training courses can be accessed by the following link: <https://controller.osu.edu/online/online-home.shtm>.

**Log Requirements**

The PCard manager is requirement to maintain a log. A copy can be obtained at the following link: [PSSC Pcard Log](#).

**Monthly Statement Review**

The PCard manager should review the monthly statement for any unusual or suspicious transactions. They do not need to perform a transaction by transaction reconciliation. The Monthly statement should be maintained by the PCard manager for four years.

**Dispute Process**

See <https://controller.osu.edu/pcard/pcard-disputes.shtm> for instructions to dispute charges. These are required to be disputed within 60 days from the date of the bank statement.

**PCard Maintenance Forms**

If you need to make changes to information on an existing card, use the attached form:

[https://controller.osu.edu/forms/TPE/pcard\\_Maintenance.pdf](https://controller.osu.edu/forms/TPE/pcard_Maintenance.pdf)

The PSSC will make all changes to the financial system reallocator and approver.

**Policy Links**

PCard Policy - [http://busfin.osu.edu/FileStore/PDFs/223\\_PurchasingCard.pdf](http://busfin.osu.edu/FileStore/PDFs/223_PurchasingCard.pdf)

Expenditure Policy - [http://busfin.osu.edu/FileStore/PDFs/411\\_Expenditures.pdf](http://busfin.osu.edu/FileStore/PDFs/411_Expenditures.pdf)

Travel Policy - [http://busfin.osu.edu/FileStore/PDFs/211\\_Travel.pdf](http://busfin.osu.edu/FileStore/PDFs/211_Travel.pdf)

Purchasing Policy - [http://busfin.osu.edu/FileStore/PDFs/221\\_Purchasing.pdf](http://busfin.osu.edu/FileStore/PDFs/221_Purchasing.pdf)

**General Rules or Reminders**

- Get the itemized receipt!
- Upload receipts to the eRequest within 3 business days
- Appropriate documentation would include (when applicable):
  - Itemized Receipt
  - List of Attendees
  - Packing Slip
- Ask for sales tax to be removed
- You cannot approve transactions where you are a participant or the recipient of the good
- Report card loss or theft immediately to PNC and the PCard Office
- Dispute any transactions in a timely basis with PNC and inform the PCard Office

**Questions – who do I call?**

Who Do I Call	Why?	How do I reach them
Your department's business manager/fiscal officer/SFO	<ul style="list-style-type: none"> <li>• Questions about whether you can purchase something</li> <li>• Budgets</li> <li>• Wanting a PCard</li> </ul>	
PSSC	<ul style="list-style-type: none"> <li>• Procurement methods</li> <li>• General policy questions</li> </ul>	<a href="http://u.osu.edu/pssc">http://u.osu.edu/pssc</a>
PCard Office	<ul style="list-style-type: none"> <li>• Generic application or maintenance questions</li> <li>• Dispute assistance</li> <li>• Lost or stolen cards</li> </ul>	<a href="https://controller.osu.edu/pcard/pcard-home.shtm">https://controller.osu.edu/pcard/pcard-home.shtm</a>