

Compliance Reviews were conducted during FY08
227 cardholders – 73 departments
35,045 PCard Transactions

The following were campus wide recurring issues:

Missing receipts and no missing receipt form – each transaction listed on the monthly Transaction Approval Report requires corresponding paperwork. If you do not have a receipt, email confirmation, packing list, etc. with the required information, you must submit an online Missing Receipt Form (MRF) to include with the monthly packet. There are no disciplinary charges associated with a MRF submitted for erroneous charges, international transactions fees and credits. The online MRF can be accessed at: <http://web.uncg.edu/bss/MissingReceipt>

Sales tax charged to purchases with no documentation of attempts to receive a credit– refer to the PCard User’s Guide Section 4.0:
<http://purchasing.uncg.edu/pcard/faq.htm#24>

Gift Card documentation missing –
All gift card purchases require specific documentation effective June 18, 2007. When purchasing gift cards, refer to the gift card policy on the following Purchasing website *before* making the purchase:
<http://purchasing.uncg.edu/giftcardpolicy.html>

Transaction Approval Report missing signatures –
Make sure each month’s packet has the correct receipts included in that packet.
If you reconcile weekly and accumulate 4 different transaction approval reports during the month, you may need to print an approval report at the end of the month. Confirm the appropriate receipts are included in packet by going to:

- PCard > Reports...Trans Approval
- Select Card (if you have more than one card)
- Select month from drop down list
- Click ‘Submit Query’
- Print Transaction Approval Report

Attach receipts in order and obtain all signatures.

No third person reviewer – refer to PCard User’s Guide, Role Definition and Responsibility.
The additional reviewer may **NOT** be the cardholder or card coordinator
<http://purchasing.uncg.edu/pcard/index.htm>

More information needed on food, entertainment, travel and “other current services” transactions-
Travel, food, entertainment, “Other Current Services” (221322) should have the “who, what, where, when and why”. Use of the correct account codes will assist in identifying which transactions require the 5Ws.
Ex.: Florist charges –

Who: who were the flowers for
What: what was purchased
When: when were they delivered
Where: where were they delivered
Why: what was the occasion

Example:
Jane Doe
Floral arrangement
May 1
Moses Cone Hospital
admitted for surgery