Pcard Team

- Email.
  - Pcard@ou.edu

- Phone.
  - (405) 325-2811

- Address.
  - 2750 Venture Drive
  - Norman, Oklahoma 73069

- Website.
  - www.ou.edu/purchasing
University Purchasing Methods

• CrimsonCorner.
  • Purchasing.
    • Services, contracts, orders > $5,000, etc.
  • Financial Services.
    • Employee training, memberships, food, etc.

• PeopleSoft.
  • Financial Services.
    • Salaries, reimbursements, etc.

• Pcard.
  • Departments.
    • Cell phones, office supplies, freight/shipping, etc.

• Concur.
  • Departments.
    • University business travel expenses i.e., airfare, lodging, car rentals, etc.
What is a Pcard

• Pcard stands for Procurement or Purchasing Card.

• The Pcard is a purchasing tool for full-time OU employees that provides flexibility in the method of payment for most small dollar ($5,000 or less) departmental purchases.

• Purchases greater than $5,000 are not allowable on the Pcard and are a direct violation of Regent’s Policy.

• Split purchases (multiple purchases to exceed the $5,000 limit) are also prohibited.
Pcard is a Privilege

• Possible consequences of improper usage:
  • Warning sent to Cardholder, Approver and/or Department Head.
  • Card suspension.
  • Retraining of Cardholder.
  • Restricted transaction limits.
  • Card cancellation.
  • Refer to Internal Auditing and Legal Counsel.
Cardholder Responsibilities

• Protect the security of your card.
• Ensure purchases follow the Pcard Guide.
• Obtain documentation for every charge.
• Submit documentation to your department.
• Reconcile and sign off on all transactions.
• Respond to review requests.
• Monitor activity for unusual/unauthorized transactions.
Approver Responsibilities

• Review/Approve applications.

• Sign off on transactions to ensure:
  • Compliance with guidelines and policies.
  • Correct expense allocation.
  • Goods/Services are received and used appropriately.
  • Adequate documentation is obtained and retained for every transaction.
Pcard Team Responsibilities

• Management of the Pcard program.
• Provide support to departments.
• Review Pcard transactions from departments.
• Submit annual review findings to Business Managers/Department Heads.
• Relay review findings to Internal Auditing.
Application Process

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Complete application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Review application.</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Review application.</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Creates card.</td>
</tr>
<tr>
<td>Cardholder</td>
<td>Attend training.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver</th>
<th>Submit to Approver.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>Submit to Purchasing.</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Mails card to Purchasing.</td>
</tr>
<tr>
<td>Cardholder</td>
<td>Sign Cardholder agreement.</td>
</tr>
<tr>
<td>Cardholder</td>
<td>Receive Pcard.</td>
</tr>
</tbody>
</table>
Pcard Application

- Cardholder name and contact information.
- Approver name and contact information.
- Department name.
- Credit limits.
- Default accounting information.
- Submission buttons.
- Save button.
Your Card and PIN

• Card will be delivered to Purchasing.

• Call Bank of America for card activation.
  • Enter in 16 digit card number.
  • Enter Verification ID.
  • Verification ID is your HR ID + 000.
    • Example: 412345000.
  • Sign back of card.
  • You may choose custom PIN at time of activation.
  • Keep PIN in a secure location.
  • PINs can be retrieved online.
Card Details

- Bank of America Visa
- Chip
- Security code/CVV
- Cardholder name
- OU FEIN
- Card sleeve

THE UNIVERSITY OF OKLAHOMA® Tax Exempt Statement

The University of Oklahoma (FEIN 736017087) is an agency of the State of Oklahoma, exempt from payment of State/local sales tax pursuant to Title 68 O.S., Section 1359:

There are hereby specifically exempted from the tax levied by this article: sale of tangible personal property or services to the United States government or to the State of Oklahoma, any political subdivision of this state or any agency of a political subdivision of this state; ... Pursuant to 68 O.S. Section 1404, any purchase exempt from sales tax is also exempt from use tax.”
Card Protection and Security

- Cardholder is the only authorized user of the card.
- Protect physical card and card number.
- Be cautious faxing orders.
- Be aware of your surroundings.
- Use reputable vendors.
- Ensure online purchases are made on a secure site.

- Do not:
  - Photocopy card.
  - Email card number.
  - Store (electronically or hardcopy) full card number.
  - Allow others access to your card.
Pcard Purchases

• Posted to OpenBooks.
• Subject to Open Records.
• $5,000 or less.
• Comply with Small Dollar Policy.
• Comply with Pcard Guide.
• Business use only.

• Not for personal gain.
• Not require a contract.
• Not be given away.
• Not be assessed sales tax in Oklahoma.
Tax Exemption

• Oklahoma.

• Florida, Illinois, Kentucky, Maine, Missouri, New Jersey and North Dakota.

• Letters on Purchasing website.

• Vendors may require additional information at time of purchase.

• Speak with Customer Service prior to checkout.
Pcard Guide

• Pcard payments present more risk.

• Guide created by Financial Services, Grants, Internal Auditing and Purchasing.

• Yes and No list of purchases.

• Charges allowable within the terms of a grant, reimbursed by the Foundation and/or charges that are allowable through Financial Services are not necessarily allowable on the Pcard.

• These terms do not supersede Pcard policies.
## Yes List

<table>
<thead>
<tr>
<th>Abstract/Publishing Fees</th>
<th>Chemical Supplies</th>
<th>Copy/Print Shops</th>
<th>Frames</th>
<th>Listing/Record Fees</th>
<th>Pike Pass</th>
<th>Software License</th>
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</thead>
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<tr>
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<td>Classroom Materials</td>
<td>Copyright Fees</td>
<td>Freight</td>
<td>Mailing List</td>
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<td>SSL Certificates</td>
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<td>Décor</td>
<td>Furniture</td>
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<td>Publishing/Submission Fees</td>
<td>Subscriptions</td>
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<td>Coffee Service</td>
<td>Educational Supplies</td>
<td>Gases</td>
<td>Office Supplies</td>
<td>Registrations</td>
<td>Teaching Supplies</td>
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<td>Coffee Supplies</td>
<td>Electrical Supplies</td>
<td>Janitorial Supplies</td>
<td>Pagers</td>
<td>Resale Items</td>
<td>Uniforms</td>
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<tr>
<td>Bottled Water Service</td>
<td>Computer Parts/Peripherals</td>
<td>Electronics</td>
<td>Lab Equipment/Supplies</td>
<td>Parts</td>
<td>Scientific Supplies/Equipment</td>
<td>Video Conferencing Equipment</td>
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<tr>
<td>Cell Phone/Smart Phone Service</td>
<td>Computers</td>
<td>Equipment</td>
<td>Landscaping Supplies</td>
<td>Photography/Photos</td>
<td>Shipping</td>
<td>Videos</td>
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<tr>
<td>Cell Phones</td>
<td>Conference Registrations</td>
<td>Food</td>
<td>Laundry Service</td>
<td>Physician Credentialing</td>
<td>Software</td>
<td>Webinars</td>
</tr>
</tbody>
</table>
• Bottled Water Service
  • Does not include individual bottled water.
  • No rentals of the beverage units.
  • Any and all terms and conditions relating to the delivery of the water product must be approved by Purchasing.
  • Water should be used primarily for visitors and available in a public area.

• Food
  • Allowable when purchased for lab usage or non-human consumption.

• Freight
  • Must use the United States Postal Service or one of the University contracts.
    • FedEx
    • UPS
  • Third-Party shippers are not allowable.

• Subscriptions
  • Mailed to a University address.
  • Paid for a maximum of one year in advance.
  • Renewed less than six weeks prior to expiration date.
    • Medical subscriptions that meet criteria above may be renewed six months prior to expiration date.
Conference Registrations

• If paying for the registration at the time of the event or after the event has occurred, then only a receipt/invoice is required.

• Pre-Paid conference registrations are allowable with the following in writing from the Conference Host.
  • Conference Host will not, as a standard practice of business, accept a Purchase Order. Purchase Order meaning payment after the event has occurred.

  Or, all of the following criteria must be in place.

  • Conference Host will apply a discount for early registration.
  • Conference Host will allow for substitution of participants.
  • Conference Host will refund 100% of the registration fee if the conference is cancelled.
    • Personal charges such as CME/CEU credits, additional meals, banquets, golf tournaments, etc. must be paid for separately and not on the Pcard.
## No List

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<td>Late Fees</td>
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<td>Leases</td>
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<td>Licenses</td>
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<td>Recruitment/Promotional Items</td>
<td>Travel</td>
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<td>Memberships</td>
<td>Rentals</td>
<td>Tuition</td>
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<td>Construction/Renovation</td>
<td>Foreign Vendors</td>
<td>Internet Services</td>
<td>Personal Expenses</td>
<td>Royalties</td>
<td>Warranties</td>
</tr>
</tbody>
</table>

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Blocked Categories and Declines

• Vendors are identified by categories.
  • Florist, Bookstore, Hardware store, Hospitals, etc.

• Certain categories are blocked.
  • ATMs, Airlines, Casinos, Hotels, etc.

• Attempted charges to blocked categories will result in the card being declined.

• Declines also occur because of:
  • Incorrect address, incorrect expiration date, transaction limits, suspected fraudulent activity, etc.

• Can contact Pcard Team or Bank to discuss reason for decline.
Documentation

• Documentation must be obtained for every charge.
  • Reoccurring charges.

• Documentation:
  • Invoice.
  • Cash register receipt.
  • Sales slip.
  • Online order summary.

• Documentation should have:
  • Vendor name.
  • Product description.
  • Total amount charged.
  • Shipping address.

• Documentation should be retained according to Record Retention Policy.
Itemized Documentation

Final Details for Order #113-6268839-4480225
Print this page for your records.

Order Placed: September 1, 2017
Amazon.com order number: 113-6268839-4480225
Order Total: $199.99

Shipped on September 5, 2017

Items Ordered
1 of: Merax Inno Series Executive High Back Napping Chair with Adjustable Pivoting Lumbar and Padded Footrest for Home and Office (Black)

Condition New

Price
$199.99

Shipping Address:
Pcard Holder
2750 Venture Drive
Norman, OK 73069
United States

Item(s) Subtotal: $199.99
Shipping & Handling: $0.00
Total before tax: $199.99
Sales Tax: $0.00
Total for This Shipment: $199.99

Payment Information

Item(s) Subtotal: $199.99
Shipping & Handling: $0.00
Total before tax: $199.99
Estimated tax to be collected: $0.00
Grand Total: $199.99
Vague Documentation

Used for network fair table presentation, and program banner display.
Welcome Email

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice from the Bank of America Merrill Lynch Works Application

Cardholder,

To set your password, begin by entering your username or email address at this URL:

https://urldefense.proofpoint.com/v2/url?u=https-3A__payment2.works.com_wpm_validate-3Fcode-3D2152338733-2D73680eccc64ea13533429a763a1f6a&d=AwICAg&c=qRnFByZajCb3ogDwkJHdsbrxD-31vTsTBEIa6TCCElk&c=ES2cYIDm4YiaIvXz3IRu_GTM4Lfo90PuU0d-qak_0LeQ&m=WPbpiRNxIF7xuFXXYS1d2hfWbHDba6j3as6bUD-aYQ&s=3vaTotLarAejZUTEvkg6EdhnxmXenwjQTwxPzL_CCY&e=

Your username: email
Your email address: email@ouhsc.edu

If the above link does not work, copy and paste the link directly into your browser’s location field. Before accessing the application, make sure your browser enables cookies, allows pop-up windows (for the “works.com” domain), and checks for newer versions of stored (cached) pages automatically. For more information on how to configure these settings, consult your browser’s documentation.

Please also note that the link above allows you to access the application one time only. After your initial login, you must access the application by entering the following URL in your browser’s location field:

https://urldefense.proofpoint.com/v2/url?u=https-3A__payment2.works.com_wpm_bookmark&d=AwICAg&c=qRnFByZajCb3ogDwkJHdsbrxD-31vTsTBEIa6TCCElk&c=ES2cYIDm4YiaIvXz3IRu_GTM4Lfo90PuU0d-qak_0LeQ&m=WPbpiRNxIF7xuFXXYS1d2hfWbHDba6j3as6bUD-aYQ&s=FG14bkViggK11RRvKez5pmevlFZldzUpx7-5O7B0w&e=

We recommend that you use your browser to create a bookmark for this address to quickly access the application in the future.
Works Login

• Initial Login
  • Validation
    • HR ID or email address
  • Password
    • Eight characters
    • One alpha and one numeric character
  • Security Questions

• Bookmarked Login
  • You must email proadmin@ouhsc.edu for password resets.
  • This option DOES NOT work.
Accountholder/Cardholder Review

<table>
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<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>GL01: Department Number</th>
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</table>

0 Selected | 9 items

Show 10 per page

Controls: Retry Automatch, Mass Allocate, Add to Expense Report, Attach, Print, Sign Off
Sign Off

Confirm Sign Off

Sign off 1 transaction(s).

Comments: Repair parts for a piece of equipment
Allocate/Edit

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
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<th>Vendor</th>
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Reallocation
## GL Picker

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0 Selected | 3695 items  
Show 10 per page  
Page: 1 of 370
Mass Allocate

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<th>Document</th>
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<td>TXN00296620</td>
<td>02/17/2015</td>
<td>02/18/2015</td>
<td>WAYFAIR Wayfair</td>
<td>999.98</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
</tbody>
</table>

2 Selected | 8 items

- Retry Automatch
- Mass Allocate
- Add to Expense Report
- Attach
- Print
- Sign Off
Mass Allocate

Apply segment codes to each allocation line on 2 transaction(s).

<table>
<thead>
<tr>
<th>GL01: Department Number</th>
<th>GL02: Account Number</th>
<th>GL03: Balance Sheet</th>
<th>GL04: PO Number</th>
<th>GL05: State Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>132700400</td>
<td>740005</td>
<td>SUPPLIES &amp; ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Empty Segment Field(s):  
- Retain original codes(s)  
- Delete original codes(s)

OK  Cancel
### Split Allocation

![Screenshot of a software interface showing transactions and options for allocation and editing.](image-url)

**Transactions - Accountholder**

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>GL01: Department Number</th>
<th>GL02: Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXN002986457</td>
<td>02/16/2015</td>
<td>02/17/2015</td>
<td>ALFA AESAR</td>
<td>34.51</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00297094</td>
<td>02/18/2015</td>
<td>02/19/2015</td>
<td>ALFA AESAR</td>
<td>137.29</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00298674</td>
<td>02/18/2015</td>
<td>02/17/2015</td>
<td>EUREKA WATER COMPANY</td>
<td>33.70</td>
<td>0.00</td>
<td>122720100</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00298592</td>
<td>02/18/2015</td>
<td>02/19/2015</td>
<td>FIBRE GLAST</td>
<td>620.95</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00298602</td>
<td>07/2015</td>
<td></td>
<td>IBT INC</td>
<td>128.99</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00298613</td>
<td>08/2015</td>
<td></td>
<td>NATIONAL INSTRUMENTS CORP</td>
<td>1,005.83</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00298624</td>
<td>07/2015</td>
<td></td>
<td>OMEGA ENGINEERING</td>
<td>245.00</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00298635</td>
<td>08/2015</td>
<td></td>
<td>WAYFAIR Wayfair</td>
<td>999.98</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
</tbody>
</table>
Duplicate Line
# Mass Sign Off

## Transactions - Account Holder

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>GL01: Department Number</th>
<th>GL02: Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXN00296457</td>
<td>02/16/2015</td>
<td>02/17/2015</td>
<td>ALFA AESAR</td>
<td>34.51</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00297094</td>
<td>02/18/2015</td>
<td>02/19/2015</td>
<td>ALFA AESAR</td>
<td>137.29</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00296474</td>
<td>02/16/2015</td>
<td>02/17/2015</td>
<td>EUREKA WATER COMPANY</td>
<td>33.70</td>
<td>0.00</td>
<td>1227208100</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00296992</td>
<td>02/18/2015</td>
<td>02/19/2015</td>
<td>FIBRE GLAST</td>
<td>629.95</td>
<td>0.00</td>
<td>multiple</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00296566</td>
<td>02/16/2015</td>
<td>02/17/2015</td>
<td>IBT INC</td>
<td>128.99</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00296730</td>
<td>02/17/2015</td>
<td>02/18/2015</td>
<td>NATIONAL INSTRUMENTS CORP</td>
<td>1,005.83</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00296490</td>
<td>02/18/2015</td>
<td>02/17/2015</td>
<td>OMEGA ENGINEERING</td>
<td>245.00</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
<tr>
<td>TXN00296620</td>
<td>02/17/2015</td>
<td>02/18/2015</td>
<td>WAYFAIR Wayfair</td>
<td>999.98</td>
<td>0.00</td>
<td>122720800</td>
<td>740005</td>
</tr>
</tbody>
</table>

8 Selected | 8 items

Show [10] per page

- Retry Automatch
- Mass Allocate
- Add to Expense Report
- Attach
- Print
- Sign Off
Approver Homepage

• Sign off as Approver:
  • Transactions signed off by the Cardholders.

• Sign off as Accountholder/Cardholder:
  • Transaction not signed off by the Cardholders.

• Signed off by Accountholder/Cardholder:
  • Approver can make changes.

• Signed off by Approver:
  • No changes can be made in Works.
  • Will need to process a JV transfer for any accounting changes.
# Reconciliation Process

<table>
<thead>
<tr>
<th>Cardholder - Transaction</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction allowable?</strong></td>
<td><strong>Documentation sufficient?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder - Works</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legitimate charge?</strong></td>
<td><strong>Change accounting information?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver - Transaction</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documentation sufficient?</strong></td>
<td><strong>Transaction allowable?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver - Works</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legitimate charge?</strong></td>
<td><strong>Change accounting information?</strong></td>
</tr>
</tbody>
</table>

**Transactions download to PeopleSoft.**
Billing Cycles

- Named in the month they begin.
- Middle of the month cutoff.
- Cutoff dates differ each month.
- Based on posting date.
- 24 hour posting delay.
- Dates available on website.
- No reminders sent by Works.
Website

Purchasing Department
The University of Oklahoma

2750 Venture Drive, Norman, OK 73069-8279
Phone: 405-325-2811
Pcard Homepage

- Application.
- Cutoff dates.
- Policy.
- Guide.
- Training information.
- Procedures.
  - Password reset.
  - Reallocation.
  - Transaction reports.
  - Transaction search.
Next Steps

• Apply for card.

• Check email.
  • Pcard links.
  • Welcome email from Works.

• Bookmark/Save links.

• Review Pcard Guide.

• Discuss internal processes with your department.
Contact Us

• Need assistance with Works.
• Need your password reset.
• Change any information on your application.
• Don’t recognize a charge.
• Question whether or not a purchase is allowable on the Pcard.
Questions