Online Reviews
The Pcard Team performs online reviews of the monthly transactions to ensure University compliance. Pcard transactions are randomly selected for review from Works. The Pcard team will email the cardholder the information to identify the transaction in question. Additional information concerning this purchase will be requested from the cardholder, such as what was purchased and why. In most cases, a reply email with an explanation will suffice. However, sometimes a copy of the itemized receipt or other pertinent information concerning the transaction may also be requested. If the purchase is found to be in compliance, then no further action is necessary from the cardholder. However, should the purchase be noncompliant, the Pcard team will notify the cardholder of the issue and make recommendations on how this type of purchase should be handled in the future.