

PCARD RESPONSIBILITIES

As employees and supervisors, we have a responsibility to ensure that University systems, procedures and processes are being used appropriately. Misuse of the PCard is a serious offense which will lead to disciplinary action including but not limited to termination.

For details, please see the Cardholder User's Guide at <http://www.miami.edu/pcard>.

Note: Both the applicant and his/her supervisor must email this document to the PCard office before submitting the application. Enter in the text portion of the email the words, "I accept responsibilities for the use of the PCard."

Cardholder Responsibilities include:

- The PCard is to be used only by the cardholder. Employees must not share the card or card number with anyone. For a Special Purpose/Departmental card, only the named department representative is permitted to authorize charges to the card.
- The PCard must be used for University business only.
- Reconcile original receipts with the monthly statement from American Express. The business purpose must be clearly printed on the PCard Transaction Log which can be obtained from www.miami.edu/purchasing-card. The supervisor's signature must be displayed on all statements submitted to the PCard office.
- Submit reconciled card statement to the PCard Office – Gables One Tower, 1320 South Dixie Highway, Suite 750, Coral Gables, FL 33124, Locator 2978, within 15 days of the statement date. To avoid delays cardholders must log on to www.netserviceaccess.com to print a copy of their monthly statement.

Supervisor/P.I. Responsibilities include:

- Review each cardholder's monthly PCard statement, original receipts and the business purpose for each purchase to ensure that the Card is being used appropriately.
- Ensure that there is an original, detailed receipt for each transaction.
- Sign the PCard statement indicating that a review has been conducted and transactions have been approved.