

## PHARMACY PCARD WORKFLOW

10/01/2016

1. Cardholder purchases an item.
2. Cardholder scans the receipt and emails the pdf to [esopfinance@unc.edu](mailto:esopfinance@unc.edu). If the receipt came via email, please submit that as an attachment when emailing [esopfinance@unc.edu](mailto:esopfinance@unc.edu).
  - a. **PCard Receipt Submittal Form** is only required if the default chartfield string should **NOT** be charged.
3. Procurement staff will update charges in the Pcard system by adding commodity data.
  - a. Reminder emails are sent each Tuesday to notify cardholders of transactions lacking a receipt.
  - b. Additional reminder sent on the 19<sup>th</sup> of each month.
4. Accounting staff update the default chartfield string when needed and approve/reject the transaction(s).
5. Cardholders send consolidated receipt package of the following to the Business Office (Europa Center, Suite 250/CB #7375) by end of the following month.
  - a. Monthly Bank of America statement
  - b. All actual receipts and printed purchase confirmation emails

### FAILURE TO SUBMIT RECEIPTS TIMELY

-Failure to submit an individual receipt **by the 20<sup>th</sup>** or the consolidated package by the following month will result in a cardholder warning. Warnings expire after six (6) months.

-Any second late submission of an individual receipt or consolidated package for a cardholder “on warning” will result in **termination** of the card.

### EXAMPLES

Adam Smith does not email his Walmart receipt from 8/26/16 until 9/30/16.

**Result: warning to expire in March 2017**

Adam Smith does not submit his consolidated receipt package for November (10/16/16-11/15/16 charges) until 1/5/17.

**Result: termination of card**

### NOTES

-Monthly pcard cycle runs from the 16<sup>th</sup> to the 15<sup>th</sup>

-Charges must be approved by the 20<sup>th</sup> to post correctly