



# ADMINISTRATION AND FINANCE

*The UNIVERSITY of OKLAHOMA*

## **Pcard Suspension Procedure** **Effective FY25**

### **Purpose/Background:**

Within Peoplesoft, there is a Pcard module that stores Pcard transactions that have been downloaded from the Bank of America (BOA) system. These transactions are loaded into Peoplesoft daily, allowing for periodic review over the course of a month. Per Pcard Policy, the cardholder is responsible for reviewing all transactions in the financial system (Peoplesoft) and attaching appropriate charge documentation/receipts. There is a cutoff date each month by which this action is required to be taken. Cardholders are reminded via email each week to review their transactions and are sent a list of unreconciled transactions to assist in identifying the transactions needing attention. Cardholders are also sent daily emails during the week of cutoff, reminding them that they have unreconciled transactions that need attention. Failure to timely review transactions and upload documentation by the cutoff date is a violation of policy, and may result in the following actions:

### **First Offense:**

- On the last day of the monthly cutoff, the Pcard holder will receive one final email reminder notice, informing the Pcard holder that there are unreconciled transactions. If they do not meet the cutoff deadline, then the following business day their Pcard will be suspended. An email will be sent to the cardholder and the cardholder's supervisor notifying them that the card has been suspended.
- The Pcard will be reinstated upon proper submission of receipts that support the documentation.

### **Second Offense:**

- On the last day of the monthly cutoff, the Pcard holder will receive one final email reminder notice, informing the Pcard holder that there are unreconciled transactions. If they do not meet the cutoff deadline, then the following business day their Pcard will be suspended. An email will be sent to the cardholder and the cardholder's supervisor notifying them that the card has been suspended.
- The Pcard will be reinstated upon proper submission of receipts that support the documentation, and proof of completion of the On Point Pcard training session provided to the Pcard office.

### **Third Offense:**

- On the last day of the monthly cutoff, the Pcard holder will receive one final email reminder notice, informing the Pcard holder (and their supervisor/Pcard Approver) that



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there are unreconciled transactions. If they do not meet the cutoff deadline, then the following business day their Pcard will be cancelled. An email will be sent to the cardholder and the cardholder's supervisor notifying them that the card has been cancelled.

- If a Pcard is cancelled due to non-compliance, the individual will not be eligible for a new card. For extenuating circumstances in which the department can show just cause, an appeal can be submitted to reinstate through Pcard for special approval from the Controller's office. It should be noted that reinstatement is not guaranteed and if approved, there could be additional requirements of the cardholder and approvers to ensure future compliance.

The beginning of each Fiscal Year represents a "new beginning" for each Pcard holder in which the clock will restart, and the first offense of the new fiscal year will stand on its own and will not be considered a continuation of the prior year offenses. This applies only for individuals who have not previously had a card cancelled due to non-compliance. The Pcard office reserves the right to review this rule on a case-by-case basis if an individual continues to have first and second offenses year after year.

If extenuating circumstances occur which are believed to have contributed to the non-compliance, the supervisor of the Pcard holder may reach out to the Pcard Team to explain the situation and request reconsideration of the suspension/cancellation. However, continued non-compliance will not be allowed. Pcard holders must take responsibility for the requirements described during training and as outlined in the Pcard Policy.