

# P-Card process checklist for each transaction



## Before purchase

### Request

- Does the decision tree recommend using a P-Card for this purchase?
- Confirm item is not available in inventory and there is a legitimate business purpose (and is appropriate for grant contract, if applicable)
- Is there budget available and has the budgetary authority provided an email or other documentation of approval?
- Request a purchaser to make the purchase (if this applies to your departments setup), providing the business purpose and funding information

## Day card is charged

### Access & Purchase

- Make purchase using P-Card online, in-person, or over the phone
- Immediately scan and upload the itemized receipt or itemized invoice to be stored in Works until transaction is posted or email it to your proxy reconciler (include budget approval documentation or email if needed)

Posting on Works ( ~2-3 days after the card is charged)

## Day 1-5 after posting

### Reconciliation in Works

- Submit info required to reconcile each transaction in Works
  - Attach itemized receipt or itemized invoice (not a quote or packing list)
  - Input the full chart field string and click to select the chart field in the drop down
  - Confirm the purchase description (i.e., what you bought)
- Reconciler signoff in Works by selecting the transaction and clicking the **Sign Off** button
  - Input clear business justification (i.e., why you bought it) in the comments pop-up (for catering, attach an entertainment memo)

## Day 1-3 after reconciliation

### Approval in Works

- Review the transaction, including business justification and accuracy of chart field string
- Approver signoff in Works by selecting the transaction and clicking the **Sign Off** button by the approval deadline



For more information on what is allowable and not allowable on P-Card, please visit:

<https://policies.unc.edu/TDCClient/2833/Portal/KB/ArticleDet?ID=131441>

## Key allowable purchases

- Catering\* from caterers or restaurants
- Conference registrations, professional membership dues and subscriptions
- Non-ePro supplies
- Utilities
- Advertising
- Rentals\* (incl. bottled water)
- Uber/Lyft rides for subjects to & from clinics for Clinical Trials
- Student Travel (upon approval)
- In-restaurant dining

## Key non-allowable purchases

- Gift Certificates / Gift Cards
- Items available on ePro
- Purchases greater than \$5,000
  - Splitting a transaction to be <\$5000
- Alcohol / Tobacco
- Cash Advances
- Employee Travel
- Personal Items (including personal cellphones)

\* All agreements & contracts must be submitted for review & approval to [Purchasing Services](#) on a requisition prior to the purchase being made