

PALOMAR COMMUNITY COLLEGE DISTRICT

PROCUREMENT CARD QUICK REFERENCE

Disputed Transactions: 800-227-6736

Lost & Stolen (24 hr/7 day) 800-227-6736

<i>Task Performed By</i>	<i>Responsibility:</i>
Cardholder	<ul style="list-style-type: none">• Make purchases and returns as required• Maintain monthly tracking logs• Retain receipts and logs for current year plus previous three years• Reconcile monthly SOA against monthly log• Dispute unauthorized charges with bank• Submit changes (address, phone etc.) to supervisor
Cardholder Supervisor	<ul style="list-style-type: none">• Approve reconciled SOA and submit to Approving Official• Submit Cardholder changes to Director, Business Services and Approving Official
Business Services	<ul style="list-style-type: none">• Process Procurement Card Applications• Monitor Card Use• Maintain Cardholder Agreement files
Director, Business Services	<ul style="list-style-type: none">• Appoint Approving Officials• Set monthly site limits• Coordinate Cardholder changes w/ bank• Coordinate replacement cards• Authorize card revocation• Reviews documentation from Approving Official
Approving Official	<ul style="list-style-type: none">• Reconcile Monthly SOA against R090• Make revocation recommendations• Designate Cardholders• Review and approve reconciled R090• Evaluate revocation recommendations• Notify Business Services of Cardholder changes, lost/stolen cards, worn out cards, or defective cards
Director, Fiscal Services	<ul style="list-style-type: none">• Reconcile R090 against R060• Retain R090 and R060 for audit• Authorize payments to bank
Vice President – Administrative Services	<ul style="list-style-type: none">• Evaluate Procurement Card processing
Fiscal Services / Accounts Payable	<ul style="list-style-type: none">• Process authorized bank payments