The following is some information for PCard reconcilers/alternate reconcilers. Some of this information was provided at the last Procurement Forum so I apologize if you have are receiving duplicate information.

- **Running PCard Expense Statements**
  PCard Reporting Cycle Dates are the 4\(^{th}\) through the 3\(^{rd}\) of each month. We have received notification from CitiBank that you should wait a couple of days after the cycle end date to run Expense Reports in order to capture all posted transactions through the 3\(^{rd}\). **Please wait until the 6\(^{th}\) of each month before running your PCard Expense Statements.**

- **PCard Allocation Due Dates**
  We are extending the due date from the 13\(^{th}\) of the month to the 15\(^{th}\) of each month since we have the delay in running Expense Reports. All PCard allocations will now be due by the **15th of each month** (online allocation, Expense Reports and receipts in the PCard office). Should the 15\(^{th}\) fall on a weekend or holiday, the due date will be the next working day. End of year will have different deadlines and those will be provided at a later date. Please note that each Expense Report must have the Cardholder, Reconciler and Financial Manager/Supervisor’s signatures.

- **PCard Violation Policy**
  The Violation Policy for PCards will be enforced effective January 2012 (February 3\(^{rd}\) Statement). A list of Policy Violations and actions of Failure to Comply with these guidelines is available at [http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp](http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp)

- **Changes to the Departmental PCard Training Requirement**
  Individuals checking out a departmental PCard will no longer be required to attend the cardholder training class although it is recommended. Departmental Card Reconcilers will need to obtain a signed copy of the **Departmental Card Agreement Form** from any individual that uses the departmental card and attach it to the reconciliation. Only one form per person for each Expense Statement will be required. The Departmental Card Agreement Form is available at [http://www.depts.ttu.edu/procurement/pcard/pcardforms.asp](http://www.depts.ttu.edu/procurement/pcard/pcardforms.asp)

- **Required Reconciler Training**
  For all PCard reconcilers, the required training classes must be completed by January 1, 2011. We have begun to notify those who are non-compliant (you are required to take the Procure-To-Pay **AND** the Reconciler training class). Registration is available through AFISM for both classes: [http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx](http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx)

Visit the PCard Website [http://www.depts.ttu.edu/procurement/pcard/index.asp](http://www.depts.ttu.edu/procurement/pcard/index.asp) for Guidelines, Training Aids, FAQ’s Forms, etc.

Please email purchasing.pcard@ttu.edu with any questions or feedback that you may have.