Purchase Card Reconciliation and Signing Responsibility Policy

While P-Cards are a useful tool to investigators on large projects requiring the frequent purchase of goods and services, their use comes with costs. Reconciliation of P-Card statements requires time from staff having both accounting expertise and M-Pathway skill; signing authority requires the responsible administrator to know of available funds to cover any overdraft. Since the purchasing needs of many smaller projects can be fully met using P-cards held in Divisions and Centers of Excellence, economy of effort will be gained if P-cards are limited to high volume purchasers. Effective July 1, 2004 P-Card related activities in the School of Nursing will be guided by the following:

- Faculty will be eligible for an individual P-Card when meeting the following criteria: 1) their project employs an individual who has been trained in P-Card reconciliation and 2) the investigator has a source/account of non-Federal funds that can be assigned as the default for any overdrafts.
- Division, GRO, and Center of Excellence staff will not reconcile statements for P-Cards issued to individual investigators.
- Individuals who do not have personal a P-Card will have access to the P-Card in their respective Division for expenses related to their faculty responsibilities and to the P-Card in the unit (i.e., Center of Excellence, GRO, Division) that reconciles their grant and Research Incentive Fund accounts for research-related expenses.
- P-Card signing responsibility will be vested in the Director of the Division/Center/Office where the respective individual's research incentive and/or discretionary account is housed.