P-Card Month-End Reconciliation

All signatures must be received within 10 business days from the DocuSign initiation date (the date it is sent to the cardholder).

I. You will receive a copy of your Pcard statement and Workday Transaction Log via DocuSign each month.

II. Each Pcard will have its own statement.

III. This form will include all of the card’s transaction data, including the business purpose/justification that was verified in Workday.

IV. Once you receive the DocuSign monthly statement

   A. Electronically initial that you have read the Cardholder agreement

      By signing, I signify that I have reviewed the below transactions for accuracy and have ensured that 1) the business purpose of each purchase is clearly noted, 2) the correct account has been charged, and 3) all purchases are valid Purchasing Card transactions

   B. Review each of the transactions

   C. Electronically apply your signature and click “Finish”

   D. Once signed, it will route to your supervisor for electronic signature, confirming:

      1. Business purpose
      2. All purchases are authorized

   E. If any purchases are on a Grant, the form will also route to the PI and Post-Award RA, confirming:

      1. All purchases are authorized and allowable