Responsibilities of Cardholders, Reviewers and Updaters

Cardholders

- Making only authorized purchases
- Obtaining a detailed original receipt for each purchase (can't get a receipt? Contact the Purchasing Card Team for advice and assistance)
- Completing the Transaction Log **with a Brief Description Justifying the Purchase**
- Reconciling the Monthly Visa Statement
- Ensuring all transactions are authorized (review Transaction Log closely & compare to bank statement)
- Ensuring credits are received
- Resolving any discrepancies
- Documenting furniture and food purchases as required
- Creating Monthly Purchasing Card Record
    - Signing the log with descriptions and bank statement, attaching receipts & credit documentation
- Passing the Purchasing Card Record to Assigned Reviewer for approval
- Reallocating prior to posting to KFS which occurs on the third Wednesday of the following month of the billing cycle

    Please Note: Reallocation of charges may not be the responsibility of the cardholder; this decision is made at the department level.

Reviewer Responsibilities

- One of the assigned reviewers shall be the cardholder's immediate supervisor or someone within the cardholder's chain of command
- Reviewers are required to ensure that charges are valid, authorized, are within UMD Purchasing Card policy and procedures and are appropriately documented
- Reviewers are to make sure that **only** the cardholder has made the purchase
    - Cardholders are **not allowed** to give their card information to anyone
- Ensure cards are suspended when a cardholder is temporarily removed from payroll or on extended leave
- Ensure cards are canceled when a cardholder leaves the University or changes departments
- **A Reviewer may not review their own transactions**

    *At the end of each billing period, the Reviewer **is required** to:*

    - Review the transaction log to ensure cardholder has entered a description of the purchase, all entries are authorized and delivered to a UMD address
    - Reviewer and cardholder have signed off on the Transaction Log and bank statement
    - Ensure detailed receipt matches the transaction and description of the purchase on the log and transactions match the bank statement
    - Confirm each transaction is authorized and in compliance with UMD policies and procedures
    - Approve the logs in the Purchasing Card Management System (PCMS) by the fourth Friday of the following month after the billing cycle
    - Retain the records in chronological order in the department's business office and securely maintain the files
    - Ensure Contract and Grant funds are spent within the contract or grant guidelines

Updater Responsibilities

- Responsible for assuring charges post to correct accounts
- Will have access to all accounts that they are responsible for under Reallocate Charges and View Transaction Log