

## Obtaining P-card Statements

To obtain a copy of p-card statements, the cardholder must register with US Bank's Access-on-line: <https://access.usbank.com> to register the p-card.

The organizational short name is: BC.

You must have one valid p-card # to register.

Password must be at least 8 characters with letters and number combined.

*Best Practice: Do not use your BC user name and Password.*

Please contact [pcard@bc.edu](mailto:pcard@bc.edu) if you have any problems registering your card.

### Online Registration

#### Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

\* = required

Organization Short Name: \*

bc

Account Number: \*

Account Expiration Date:

Month\*

Jan ▾

Year\*

2012 ▾

[Register This Account](#)

[Additional Account](#)

[Back to Login Page](#)

ACCOUNT INFORMATION>STATEMENT>select month (statements are available up to 18 months, if one is missing, there is no activity for that billing cycle) Statements may be printed with receipts attached and filed for audit or saved into a secure server with scanned receipts. (Best practice).

### ***Please note: Reconciliation of P-card: The Cardholder's Responsibility***

The Departmental P-card Administrator must explain to all cardholder's the responsibilities of the p-card.

The p-card (Visa Card) is issued to **individual employees** or others who are granted authority to purchase goods, within specified limits, from the designated University account. The P-1 will designate authority and spending limits for each card issued. Single transaction limits will not exceed 4999.00 (University standard).

**P-cards must not be shared.** In order to designate responsibility for use of the card and the associated retention of receipts and reconciliation, separate cards must be issued to each person drawing funding from an account. Departmental P-card Administrators are given flexibility as to whether to reconcile cardholder statements monthly or designate it to cardholders. A reconciliation of monthly statements to PeopleSoft is required on a monthly basis by the Departmental P-Card Administrator or within a department service center. Final responsibility for retaining documentation and control over receipts and cards issued remains with the individual department. Scanning receipts and filing them in the department server is recommended for best practice.

**Reconciliation of P-card accounts must first be done at the Cardholder level.** It is the cardholder's responsibility to provide receipts for the purchases on p-cards in their name.

### **Documentation and Receipt Retention**

P-card statements, associated receipts and other supporting documentation should be retained for a minimum of three years for Boston College funds and the life of the grant plus a minimum of three years after the submission of the final expenditure report for restricted, funding agencies, contract or grant funds ledger accounts. Departments are responsible for retaining documentation and will be subject to review by the Boston College Internal Audit staff. Documentation must be signed, dated, retained and available for audit review by federal, state or private agencies for externally funded projects. **The importance of proper record retention by the principal investigator or cardholder cannot be understated.** If a purchase is selected for audit, and the supporting documentation cannot be provided, the University may be required to reimburse the agency for the amount of the transaction. Undocumented activity may be considered fraudulent and may be subject to disciplinary action. Departments may consider scanning receipts and statements to a secured server file. Electronic documents are considered acceptable documentation to meet University P-card Audit requirements.