Request a P-card

To request a p-card, submit a form on the UMMSC website.
You will need the following information:
   A) user’s full name
   B) Eagle ID
   C) program name and budget chart string

Training and P-card pick-up
Before card is ready for pickup, go to:
http://www.bc.edu/offices/buy/pcard/questions.html
and take the P-card quiz.
You will receive an email notification for your new card. You will need to complete the
on-line training, pick up and sign for P-card in Accounts Payable Office, 129 Lake Street. Contact the bank and activate the card.

Reconciliation
Reconciliation of P-Card is **required** monthly. You are required to sign into US Bank
and print monthly statements. Match your receipts with the statement.
When reconciliation is complete, the statement and the receipts are to be placed in
monthly envelopes provided to you at the beginning of each fiscal year. You will need
to sign and date the envelope.

Envelopes are sent monthly to the service center for storage. Based on a specific
criterion, the service center will periodically review the reconciliation performed by the user.

Storage and Audit
The UMMSC stores the reconciled bank statement and receipts for 3 years. If the P-Card is audited, the results of the audit are shared with the department and required action is taken.

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If an employee leaves (It is the responsibility of the Program Administrator to collect
cards from any graduate student that will be leaving or graduating from Boston College.), the card must be returned to the UMMSC, along with you final month’s reconciliation, where it will be deactivated and destroyed.