Who is the Departmental P-card Administrator?

The Departmental P-card Administrator is at least one person, a P-2, designated per department or service center by the P-1, who is responsible for the creation, cancellation, review and reconciliation of the P-cards held in their departments. Therefore, the Departmental P-card Administrator must have access to PeopleSoft Financials.

- The Departmental P-card Administrator is granted access to all p-cards in the department in US Bank's Access-on-Line website where he/she can troubleshoot p-card issues within the department. He/she has access to real-time balances, declines and reports which will help maintain, review and provide resources to the proper management of the p-card program.
- If grant or restricted accounts are allowed p-cards, the Department P-card Administrator must work with cardholders to ensure they are familiar with requests of the funding and must review all transactions on a monthly basis to make sure the expenses are allowable under the grant or restricted funds.

What are the responsibilities of the Departmental P-Card Administrator?

The Departmental P-card Administrator is responsible for:

- Reviewing policies and fund requests with cardholder
- Ensuring that best practices are used whenever possible for small dollar invoices (under 5000.00), encouraging the use of p-card and its value to the University by saving on transactional costs, and limiting the amount of small dollar vouchers, purchase orders and reimbursements where allowable.
- Creating departmental accounts for p-card and cardholders using PeopleSoft P-card screens
- Determining and setting individual limits as determined by the department and University standards
- Maintaining and updating cardholder information
- Updating cardholders of any policy or other changes affecting p-card use.
- Troubleshooting issues within the department
- Deactivating p-cards for employees who have left the University, have moved to another department, or should no longer have access to the applicable chartstring.
- Maintaining adequate budgets in the p-card accounts, including monitoring P-cards for low budget.
- Making or requesting budget transfers.
- Reconciling of cardholder statements to PeopleSoft accounts.

- Reviewing transactions for compliance with University as well as restricted funds policies and procedures and ensuring cardholders are familiar with the restrictions
- Identifying possible fraud issues.
- Reviewing cardholders policies for receipt requirements designated by the University and the department.
- Reviewing and monitoring p-card needs for fiscal year end.