

P-Card Monthly Responsibilities Flowchart

Liaison

Download the bank statement. Provide statement to Cardholder (CH).

Cardholder

Provide receipts and budget codes to Liaison.

Liaison

Use the budget codes and receipts provided by the CH to review, allocate, and sign off on transactions in WORKS before the 2nd.

Cardholder

Review bank statement, sign, and date. Complete CH portion of monthly checklist, sign, and date it. Give all packet documents to the Liaison.

Liaison

Review packet. Identify any violations. Complete Liaison portion of monthly checklist, sign, date, and send packet to Approver for review.

Approver

Review the packet. Identify any violations. Complete Approver portion of monthly checklist, sign, date, and return packet to Liaison.

ALL

Ensure all packet documents are signed and dated. Send to Program Administrator before EOD on the 10th of each month.