



Pcard Reconciler Agreement

Instructions: All Kent State University pcard cardholders must complete pcard training and consent to the terms and conditions of this agreement. Cardholders must retain a copy of this form in their home departments.

As an authorized reconciler of a Kent State University pcard:

I acknowledge that I have:

- Completed and understood pcard training
- Reviewed and understood 7 - 02.16 Administrative Policy Regarding Use of Purchasing Card (Pcard)
- Reviewed and understood the University Pcard Manual

I agree to fulfill the following responsibilities:

- Abide by all university policies and procedures when reconciling pcard transactions
- Report suspicious or erroneous charges and violations of university policy or procedure immediately to the pcard administrator.
- Compare itemized receipts to pcard transactions to ensure accurate charges.
- Allocate each transaction to the appropriate index, account, and commodity code within Works.
- During the Sign Off step in Works, enter a comment for each transaction, indicating a description of what was purchased and the business purpose of the purchase. If the transaction is allocated to a grant or cost share index, the comment must indicate the benefit to the grant.
- Organize the supporting documentation for transactions and forward it to the approver within 14 days of the transactions' post dates.

I understand that:

- Kent State University may terminate my privilege to be a reconciler at any time, for any reason.
- Violating pcard policy and procedure may result in disciplinary action as established in the conduct and discipline section of the employee resource manual pursuant to employee code of conduct guidelines found in university policy 6-01, University Policy Regarding Employment.

Name (Print): _____

Date: _____

Signature: _____

Cardholder Name: _____

Acct. last
4 digits: _____