



PROCUREMENT CARD (P-CARD) COLLEGE - APPROVER PROCEDURES

Purpose

This procedure identifies the process required for the College P-Card Approver.

Applicability

This procedure is applicable to the following schools as it relates to the approval of P-Card Reconciliation Reports

- York College
- Borough of Manhattan Community College
- LaGuardia College

Becoming a College Approver

Individuals requiring the College P-Card Approver role in Concur must be recommended for this access by the Grants Officer of the college. Written access must be requested by emailing tepcard@rfcuny.org.

Deleting Approval Access

Approvers whose job functions change or leave a school must be inactivated from the Concur system. If leaving the school, please contact Purchase_Card@rfcuny.org or 212-417-8372 and request the College P-Card Approver be inactivated in the system.

Approvers should take the following steps when leaving college or moving to a new position.

- Notify Purchase_Card@rfcuny.org or 212-417-8372
- Approve all outstanding P-Card transactions in Concur for their assigned responsibility.

Approving P-Card Transactions

I. Reconciliation approval process

- ☒ Approvers are required to Approve or Send Back to Employee (for corrections) the P-Card reconciliations submitted by the cardholders of their colleges on a routine basis in Concur.
- ☒ Additionally, Approvers are required to be familiar with the Cardholder and Reconciler P-Card Procedures to ensure that Cardholders and Reconcilers are compliant with these procedures.
- ☒ Approvers are strongly encouraged to review and approve P-Card transactions on a weekly basis (at a minimum). Approvers should take the following steps to complete the approval process.
 - Review each transaction to ensure the following:
 - Compliance with P-Card Policy
 - Proper accounting is assigned.
 - Business Purpose and Justification for expense is populated.
 - If the transactions in the report meet the criteria above, the College P-Card Approver must sign off on the transactions within two weeks. If the transaction does not meet the criteria above, the Approver should send Back to Employee for Cardholder to correct.

Approvers are strongly encouraged to review and approve Requests on a weekly basis (at minimum).

II. Out Sick / Vacation / Leave of Absence

It is essential that reconciliations are performed and approved in a timely manner. The reports will not post to the sponsored project until all of the approvals necessary are final. This is why it is essential that Approver who are sick or are planning vacation for an extended time have a delegate Approver who can approve the Cardholders P-Card reconciliation reports on their behalf. A delegate approver can be assigned by contacting Purchase_Card@rfcuny.org or 212- 417-8372.