P-Card Process Flow Chart

IDENTIFY NEED

Complete a Requisition in Banner

Start, you can’t continue

You may proceed

Stop, you can’t continue

Identify the Need for a GOOD or SERVICE

Is the GOOD or SERVICE on the Allowable P-Card Charge List?

You may proceed

Are you using the State or GA Contract?

You may proceed

Do you have sufficient and documented reason NOT to use the State or GA Contract?

You may proceed

Identify potential suppliers for the GOOD or SERVICE

You will need to contact CPS for assistance
Find a Supplier

Complete a Requisition in Banner

Stop, you can’t continue

You will need to contact IT or FMD for Approval

Is the vendor you selected on the STATE of NC Debarred Vendors Listing?

You may proceed

NO

Is the TOTAL Price (including shipping) under the $2500 P-Card Threshold?

NO

Stop, you can’t continue

Have you received APPROVAL from IT or FMD for this purchase? (IF Required)

NO

Stop, you can’t continue

YES

You may proceed

You may proceed

YES

Negotiate the best price with the vendor, inform them of UNCSA Tax-Exempt Status

The P-Card Holder will place the order, provide credit card information.

Card Holder writes the purpose of the expense and signs the Receipt / Invoice

Receipt / Invoice is turned into the P-Card Coordinator to have ready for Weekly Reconciliation.
As soon as the Transaction appears in the BoA WORKs System, the Coordinator allocates the FUND and Signs-Off on the transaction.

Vendor delivers the GOOD or provides the SERVICE.

Was the GOOD or SERVICE satisfactory?

Contact P-Card Manager if no.

Coordinator verifies charges on the weekly P-Card Banner Feed against the Receipt / Invoice.

Weekly Reconciliation Packet is completed and reviewed by the Coordinator and Dept. Head.

Does the packet contain all Receipts / Invoices? Are all Receipts / Invoices signed by the Card Holder and list the purpose of the expense? Has the Reconciliation Packet been signed by the Coordinator and Dept. Head?

You may proceed if yes.

Please complete the entire Reconciliation Packet before submitting.

STOP

You may proceed if yes.
Submit your Reconciliation Packet to the P-Card Manager by the due date.

FINISH