

Fiscal officers (FO) are a critical fiduciary role in the PCard approval process and hold the primary responsibility for verifying the accuracy of cardholder documentation on the PCDO eDoc. The list of PCard audit requirements and expectations below will assist FOs in assuring compliance.

eDoc Approval



- Please review all transactional eDocs (PCDO). PCDO eDocs in KFS must be fully approved¹ within 45 days of the creation date.
- Ensure the following statements are true before approving PCDO eDocs:
 - » The accounting string is accurate.
 - » The transaction is an appropriate expenditure of university funds.
 - » The purchase complies with university policies, such as:
 - Adherence to the PCard Manual and its restrictions (e.g. capital assets, software).
 - Compliance with the Manual of Business Procedures (MBP) Section 271 on PCards and all other applicable sections (e.g. Section 45 for food expenditures or Section 47 for membership dues).
 - Alignment with award stipulations if associated with Contracts and Grants Administration funding.
 - » An itemized receipt matching the eDoc amount is attached, and no sales tax was charged.
 - » A clear business purpose is indicated, and the charge is not fraudulent/personal.
 - » No confidential information² is entered into or attached to the eDoc.
 - » The cardholder has not split transactions to purposely circumvent policy.
 - » The cardholder is not exceeding their monthly spending limit.
- An FO may not oversee their own transactions. It's required by both the Office of Audit, Risk and Compliance and the PCard team that an appropriate separation of duties exists.
 - » If the cardholder and the FO are the same, the eDoc must be ad hoc routed to their supervisor for transaction approval.

PCard Maintenance



- Request any address, default account number, phone number, and/or monthly spending limit changes for cardholders using the PCard Maintenance Document (PCMD) in KFS.
- When a cardholder terminates from the university or transfers to another unit, verify a PCMD has been submitted to cancel their PCard.
 - » FOs must complete any final transactional eDoc reconciliation for terminated or transferred employees whose last eDoc(s) will arrive after they have left their position.
 - » The cardholder is required to leave all outstanding receipts with the FO in this case.

Compliance



- Ensure that PCards are not being shared by employees and are only used by the cardholder.
- Review the [PCard Cardholder Training](#) annually to ensure department policy aligns with university policy.
- Provide regular training to cardholders on policies, procedures, and department expectations.
 - » Encourage cardholders to regularly revisit the PCard Manual and MBP Section 271.
 - » Ensure cardholders know best practices for saving MSU funds, such as shopping first in Spartan Marketplace.
- Units should perform a periodic review of PCard transactions for each cardholder using the FIN019 report. By completing this review every four to six months, your unit can ensure university policies are being followed on a collective basis.
- A 1-2-3 Strike Policy is in place to handle PCard policy violations. The cardholder and their FO will be notified of all strikes given. Strike 1 will result in a 30-day card suspension; Strike 2, 90-day card suspension; and Strike 3 will result in card cancellation, and the employee will not be able to apply for a new PCard for a period of 12 months.

QUESTIONS?

Refer to the PCard Manual or MBP Section 271.

**CONTACT
PCARD**



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¹ The auto-approval function was removed for all PCDO eDocs effective March 1, 2022.

² See the [MSU Institutional Data policy](#) for what is defined as confidential information.