

User Checklist – PCard Closeout

Steps for PCard Closeout		Check
<p>A step-by-step guide for PCard Closeout Process is available on SSAS website under Corporate Purchasing Card webpage. This process outlines best practices when a PCard holder is leaving UMB or transferring to another Dept. Below are highlighted steps for Departments to follow. Please refer to the PCard Closeout Process guide for more details.</p>		
1	Assign a reallocation delegate for the card holder in advance of them leaving. This allows the trailing transactions to be reallocated after the card holder leaves. SSAS approval is required to set up a delegate for PCard holders. Contact SSS PCard Administrator.	
2	Arrange to surrender the PCard as soon as it is known that the card holder will be leaving the Dept. Contact the SSAS PCard Administrator at Pcard-Admin@umaryland.edu and include a completed Purchasing Card Account Maintenance Request Form .	
3	Departments are responsible for creating a process that includes steps to ensure any recurring charges are moved to a different PCard or another payment method as soon as possible. Best business practice is to notify Suppliers with new PCard holder information and new credit card information. Examples of recurring charges include FedEx, Phone, Air Gas, Services, Leasing Agreements.	
4	Using the QF PCard Transaction Report QFN130 helps to identify outstanding cardholder activity and allows time for cardholders to ensure transactions are fully reallocated in Quantum.	
5	Complete the current month's PCard reconciliation process in Quantum and maintain physical copy of supporting documentation.	
6	If you have any questions regarding this process, send communications to the SSAS email Pcard-Admin@umaryland.edu for assistance.	
<p>Note: These instructions are intended for the cardholder and assumes that the department knows in advance that a Pcard account will be terminated. However, if the cardholder is unable to complete the steps above, the Authorized Reviewer is responsible for proper closeout of the PCard account. All Authorized Reviewers have acknowledged responsibility for reviewing their cardholders' transactions when they signed the Authorized Reviewer Form.</p> <p>Corporate Purchasing Card Forms: Cardholder Application Delegate Access Form</p>		