

**Overview:** CFAES Finance is responsible to monitor policy and fiscal stewardship for the college's PCard population (UNIV and OSP accounts). The large quantity of active CFAES PCards poses significant risk. Additionally, the University shares compliance data with SFOs to assist with more effective internal monitoring.

**University Business Standard:** PCard holders/managers must submit an Expense Report (ER) for each transaction within 7 days of Workday (system) load date. A transaction is "unexpensed" (incomplete) until the time the ER has cycled fully through **all** required workflows. The entire PCard Policy and other related University policies available at [policies.osu.edu](http://policies.osu.edu). Information related to Workday system processes is available at [ARC](#).

**CFAES Principles**

- **Monitoring & Oversight:** CFAES Finance centrally monitors PCard activity including issuance, usage and policy compliance. Systemic, recurring, or egregious circumstances can result in CFAES Finance opting to suspend or revoke a card(s). If an individual oversees multiple cards, then each card will also be simultaneously suspended/revoked. Departments will not be issued new cards, nor provided temporary limit increases to compensate for suspensions.
- **ER Review & Approval:** It's critical departments apply diligence when reviewing and approving ERs. Inaccuracies and missing information can result in the ER "sent back" to the department for editing or clarification. "Send backs" extend an ER's "unexpensed" status.
- **Departures & Extended Leaves:** If a cardholder/card manager departs CFAES then PCards are prohibited to be "transferred" to another employee. **The card must be closed and not used by others after the person's departure.** A new card must be assigned to another employee. It's recommended departments proactively manage departures to avoid disruption in card availability. The Service Center can provide options to assist with departures, and/or, cardholders/card managers on extended leave (e.g. longer than 14 days).

**University ER Principles & Notification:** The University distributes non-compliant ER data to SFOs monthly. Reports include all "unexpensed" transactions in three (3) statuses, as well as transaction's "age".

1. **No ER # (blank):** An ER has not been started.
2. **Draft:** An ER has been started, but not submitted to workflow.
3. **In-Progress:** An ER has been submitted to workflow, but not completed all required workflows.
4. **Aging Status:** Number of days a transaction has "aged" from system load date.

Task	Description
University Monthly Report	"Unexpensed" transaction reports distributed to SFOs approximately 2 <sup>nd</sup> week of each month. Reports include the three (3) "unexpensed" statuses above and transaction "age". Monthly reports available to CCMs (Teams).
30-Day Warning Notice	"Unexpensed" transactions with <b>status of "no ER# (blank)" and/or "draft" and has aged more than 90-days from system load date</b> will result in the PCard Office emailing a "30-day Warning Notice" to cardholder/card manager. ERs must be brought current within 30 days. SFOs copied on "warning" emails.
Holds (Suspensions)	If the 30-day "warning" period elapses and appropriate action was not taken then the University will place the card on hold, minimally, for a 30-day suspension. If the person manages multiple cards, then <b>all</b> cards will be simultaneously placed on hold for the same 30-day suspension. <b>No exceptions.</b>
Hold Releases	Holds are reviewed by the PCard Office after the 30-day suspension period is complete. If ERs in good standing the hold(s) will be released. Releases may not be requested prior to completion of the 30-day suspension. <b>No exceptions.</b>
Repeat Holds	A cardholder/card manager accumulating three (3) hold periods will have card(s) permanently revoked (e.g. 3 strikes = card(s) cancelled).