



# Purchase Card Statement Approvers Guide

**Date**

14 March 2024

## **Purpose**

The purpose of this document is to provide a guide for those approving monthly Pcard statements for their staff.

Each statement transaction should have an associated itemised receipt and brief explanation of the transaction

Any lost receipts are detailed on the Lost receipts form and attached in place of the receipt.

Transactions should be appropriate, and fair and for University purposes.

For sustenance, consider:

- Guide for evening meals should be \$65
- Lunch values should not be excessive
- Snacks should not be encouraged or excessive
- No alcohol without VC approval

Consider if additional approval should be attached:

- Koru membership – ensure PVC approval attached
- Sensitive expenditure
- Event forms

Where a Pcard has been used accidentally for personal purchases, ensure a receipt is attached for proof of refund back to the University. Accidental purchases should be fully refunded and not offset against reimbursements or other expenses to assist with audit reconciliation.

Approved Cash Advances are reconciled with itemised receipts, and return of unspent funds

Issues to be brought to the attention of the cardholder:

- Used to purchase items where Unimarket should have been used (securing cheaper rates)
- Used to purchase flights & hotels where the MTA should have been used.

For any queries or clarification, please contact the Pcard team in accounts: [pcard@otago.ac.nz](mailto:pcard@otago.ac.nz)