

**PROCARD RECONCILER AGREEMENT**

Controller's Office | Purchasing

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The Purchasing Card Program is intended to delegate both authority and responsibility for small dollar purchases to front line people in your department. While it is the respective vice president, dean, chair or director who has overall responsibility for ensuring that the University is best served, the Reconciler is the person who monitors the daily operation of the Purchasing Card to ensure its accuracy. Your vice president, dean, chair or director has designated you to be a Department Reconciler. This Agreement lists the primary responsibilities of the Department Reconciler:

- To comply with the terms and conditions of this Agreement and of the Purchasing Card Policies and Procedures provided and as such may be subsequently revised.
- To promptly review the monthly cardholder statement, and to balance the charges against the Statement and review and approve the online transactions each month and forward the original Statement and all back up documentation to Purchasing within the time frame allowed.
- To promptly report to the appropriate official any suspected misuse of the Purchasing Card.
- To ensure cardholders promptly report any lost or stolen Purchasing Cards and to ensure that cardholders who are leaving employment either from the department or the University return their Purchasing Card.
- To ensure Cardholders obtain original transaction documents and attach them to their Cardholder Statement of Account.
- To assist reviewers and auditors in examining the Purchasing Card Program.

**I HAVE READ THE ABOVE AGREEMENT AND UNDERSTAND CONDITIONS OF MY RESPONSIBILITIES AS THE DEPARTMENT RECONCILER.**

Reconciler Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Email Address: \_\_\_\_\_@pacific.edu Employee ID: \_\_\_\_\_

Department Name: \_\_\_\_\_ Division Name: \_\_\_\_\_

Cardholder name to be reconciled: \_\_\_\_\_

*A Reconciler Agreement should be completed for each individual cardholder to be reconciled.*