



How the PCard Works

PCards are not transferable and can only be used by the cardholders on behalf of their department for approved University purchases.

- The system validates transactions against a pre-set list of authorization criteria established by the University;
- Transactions are posted on the cardholder's online account;
- Cardholders log into their account to complete reconciliations;
- Transactions are billed monthly to the University through an electronic statement;
- Payments Services processes payment directly to Scotiabank based on the electronic statement;
- Transactions are posted to the general ledger in FRS according to the GL information provided during the cardholders' reconciliation.
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Attachment



[CentreSuite Release April 2024.pdf](#) [1]

Size

224.44 KB

Source URL: <https://www.uoguelph.ca/finance/how-pcard-works>

Links

[1] https://www.uoguelph.ca/finance/sites/default/files/CentreSuite%20Release%20April%202024_0.pdf