



---

## Responsibilities of Department Head/Approver

Review and approve Pcard statements monthly to ensure that charges are appropriate and comply with University Pcard Policy and Procedures

Notify the PCard Administrator to suspend or terminate card privileges in instances of misuse

Notify PCard Administrator immediately of a Cardholder leaving the University, upon termination of employment, maternity or parental leave, or any other applicable circumstances.

?

---

**Source URL:** <https://www.uoguelph.ca/finance/responsibilities-department-headapprover>