PCard Process (P Card in BRC)

Department:
- Complete BRC Service form or equivalent, obtain appropriate signatures.

Preparer:
- Date stamps and compliance checks. Enters into mail log.
- Documentation complete?
  - YES: Orders item using Pcard and processes in BruinBuy
  - NO: Department receives order. If not, go to vendor return process

BRC:
- BRC works with department to obtain documentation
- Receive purchase order acknowledgement
- Does PAN match order & are they compliant?
  - YES: Vendor fulfills order.
  - NO: Bank issues statement.

Reviewer:
- Compliance check:
  1. Pre-approvals
  2. FAU & Dept Code
  3. Department authorization & signatures
  4. Item description including detail (catalog/page number)
  5. Business justification
  6. Policy compliance

Bank Card Vendor:
- If PO amount exactly matches the amount of the transaction posted to cardholder’s account, US Bank is paid automatically.
- Vendor fulfills order.
- Receives PAN
- Bank issues statement.

UCLA:
- FAX to UCLA Finance BruinBuy
- Once a month statement & all backup docs are faxed to UCLA. Doc's retained by card holder as office of record.