



PENN STATE PURCHASING CARD PROGRAM
RECONCILER DELEGATION FORM

Reconciler Name:
Reconciler User ID: Title:
Department: College/Admin Area:
Reconciler E-mail Address: Phone Number:
Reconciler Office Address:
Mnemonics, Accounts or Cards delegated:

I accept responsibility to serve as reconciler for cardholders delegated to me by the Financial Officer. I have read and agreed to abide by Policy BS14 and Procedure PC2009. I understand that I have the following responsibilities:

- To review RPCC daily (or on a regular basis) for new transactions and to process the RPCC when the receipts and support form are available and to contact the cardholder on a timely basis if receipts are not received.
To verify that the receipt matches the information on RPCC and to verify the Cardholder has signed both the receipt and support form.
To verify that the purchase complies with policy and is not an excluded transaction for the Purchasing Card. I will bring any exceptions or concerns to the Financial Officer's immediate attention.
To enter a complete but concise purpose and description on RPCC for each transaction and to enter the correct budget distribution, including object codes. I have been advised of Guideline FNG05 - Expenditure Guidelines for Costs Not Allowable under OMB Circular A-21 (also known as the x-coding policy) by the Financial Officer, have read the policy, and will x-code as required.
To note P-number on the support form, initial and date.
To file all receipts and related materials as requested by the Financial Officer and to maintain the files in a manner which will permit easy review for audit purposes.

In addition, I understand that I should alert the Financial Officer of any questionable purchases and bring all instances of misuse of the card to the Financial Officer's attention.

I assume responsibility for maintaining the security of the card numbers assigned to the Cardholders for whom I reconcile. If a Cardholder authorizes me to make purchases on the card, I will not reconcile any transactions I place, but will forward to another authorized reconciler or the Financial Officer for reconciliation. If I personally am a Cardholder, I understand that reconciling my own transactions is considered to be misuse of the purchasing card.

Reconciler Signature Date

As Financial Officer, I verify that the individual being delegated responsibility for purchasing card reconciliation has received adequate training in the duties of a reconciler and is also familiar with University policy and procedure, including the X-coding procedure.
Security Requested through Corporate Controller's Office:
Financial Officer Signature Date

Date Reconciler Security Rescinded: FO Signature: