



Standard Operating Procedure Procurement Card Transaction Reconciliation

Effective Date: 8/1/26

Approved By: CAO

Review Cycle: Annually

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a standardized process for reviewing, reconciling, approving, and documenting UCLA Procurement Card (PCard) transactions within the Department of Psychiatry and Biobehavioral Sciences.

This SOP promotes compliance with UCLA PCard policies and procedures, strong internal controls and segregation of duties, accurate financial reporting, and audit readiness and accountability. This SOP supplements University policy. In the event of any conflict between this document and UCLA policy, University policy shall govern.

2. Scope

This SOP applies to all Department employees who:

- Hold a UCLA PCard
- Reconcile PCard expenses
- Review or approve PCard transactions
- Support departmental financial operations

This procedure covers all PCard purchases regardless of funding source unless otherwise restricted by University policy, sponsor requirements, or donor restrictions.

3. Roles and Responsibilities

Cardholder

The cardholder is responsible for:

- Making purchases in accordance with UCLA PCard policies.
- Using the PCard only for authorized University business
- Obtaining and retaining original itemized receipts.
- Providing complete business justification for all transactions.
- Submitting required reconciliation documentation by required deadlines.
- Promptly responding to requests for additional information.

Reconciler

The reconciler is responsible for:

- Reviewing transactions for completeness, accuracy, and policy compliance.
- Verifying accounting information and Full Accounting Unit (FAU).
- Confirming funding source allowability.



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- Ensuring required supporting documentation is attached.
- Resolving discrepancies before routing for approval.
- Escalating unresolved issues to the Department finance team prior to monthly close.

Approver/Supervisor

The approver/supervisor is responsible for:

- Reviewing reconciled transactions for completeness and compliance.
- Verifying business purpose and funding appropriateness.
- Confirming purchases are reasonable, necessary, and allowable.
- Approving transactions within established timelines.
- Escalating policy concerns or unusual transactions.

Approvers may not approve their own transactions. Whenever possible, approvers should be independent of the purchasing process.

Department Administrator/Finance Team

The department finance office is responsible for:

- Monitoring reconciliation completion.
- Maintaining departmental compliance metrics.
- Assisting with corrections and audit requests.
- Maintaining reconciliation records in accordance with UCLA record retention requirements.
- Providing departmental training and policy guidance.
- Conducting periodic monitoring of departmental PCard activity.

4. Required Documentation

The following documentation must be maintained for each transaction:

Required

- Itemized receipt or invoice
- Proof of payment (when applicable)
- Business purpose justification
- Funding source information
- Approval documentation

Additional Documentation (if applicable)

- Conference agenda
- Attendee list
- Travel authorization
- Contract or agreement
- Research-related justification
- Exception approvals



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5. Reconciliation Timeline

Activity	Responsible Party	Timeline
Review newly posted transactions	Cardholder/Reconciler	At least weekly (daily review encouraged)
Complete reconciliation	Reconciler	Within 5 business days of posting
Supervisor approval	Supervisor/Approver	Within 3 business days of reconciliation
Resolve discrepancies	Reconciler	Prior to monthly financial close

6. Reconciliation Procedure

Step 1: Review Posted Transactions

1. Access the UCLA-approved expense management system.
2. Review newly posted PCard transactions.
3. Confirm:
 - Merchant name
 - Transaction date
 - Amount charged
 - Cardholder identity

Step 2: Match Supporting Documentation

1. Obtain itemized receipt or invoice.
2. Match the receipt to the transaction.
3. Verify:
 - Amount on receipt equals posted amount.
 - Purchase was authorized.
 - Goods/services were received.

If Receipt is Missing

1. Contact the vendor for a duplicate receipt.
2. Document attempts to obtain documentation.
3. Complete missing receipt certification if permitted by policy.
4. Obtain required approvals.

Step 3: Verify Business Purpose

Document a clear business justification including:

- What was purchased
- Why the purchase was necessary
- How it supports UCLA Health operations, patient care, research, education, or administration



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Example:

"Purchased laboratory supplies to support approved research activities in the Department of Medicine."

Business purpose statements should be specific enough for an independent reviewer to understand the necessity of the purchase.

Step 4: Review Compliance

Confirm the transaction:

- Is an allowable PCard purchase
- Does not violate UCLA procurement policies
- Is not a split transaction
- Is not a personal purchase
- Falls within spending limits
- Uses an appropriate funding source

Questionable transactions should be resolved prior to approval.

Step 5: Assign Accounting Information

Verify and enter Full FAU, including:

- Account/CC
- Fund
- Project Code

Confirm that the selected funding source is appropriate, available, and allowable for the expense.

Step 6: Upload Documentation

Attach all supporting documentation, including:

- Receipt
- Invoice
- Business justification
- Approval emails (if applicable)
- Additional supporting documents

Ensure documents are legible and complete.

Step 7: Submit for Approval

1. Before submission, confirm all required fields are complete.
2. Submit the transaction to the designated approver.
3. Monitor workflow status until final approval is received.

Submit the transaction to the designated approver and monitor workflow until final approval.



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7. Transaction Review Checklist

Reconciler must verify:

- ☐ Receipt attached
- ☐ Amount matches receipt
- ☐ Business purpose documented
- ☐ Appropriate account charged
- ☐ Funding source verified
- ☐ Purchase complies with policy
- ☐ Documentation complete
- ☐ Approvals obtained
- ☐ No personal or prohibited expenses identified
- ☐ Transaction submitted for approval

8. Exception Handling

Unauthorized Transactions

1. Notify supervisor immediately.
2. Document circumstances.
3. Follow UCLA corrective action procedures.
4. Reimburse institution if required.
5. Save documentation in department folder:

Disputed Charges

1. Contact merchant.
2. Document resolution efforts.
3. Escalate unresolved disputes to bank/PCard administrator.
4. Monitor for credits.

Missing Documentation

1. Attempt to obtain replacement documentation.
2. Complete required exception forms.
3. Obtain management approval.
4. Save documentation in department folder:

9. Record Retention

All PCard reconciliation documentation must be retained in accordance with:

- UCLA records retention requirements
- Sponsor requirements (if applicable)



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- Regulatory and audit requirements

Records must remain readily accessible for audit and compliance review.

10. Internal Controls

The department maintains the following internal controls:

- Cardholders shall not approve their own transactions.
- Segregation of duties shall be maintained whenever possible.
- Approvers shall review supporting documentation prior to approval.
- Periodic audits should be performed.
- Reconciliations should be completed promptly.
- Repeat policy violations will be escalated to department leadership.

11. Department Review

The Department Finance Office shall conduct a review of unreconciled and overdue PCard transactions. Open transactions shall be tracked to resolution through coordination with cardholders, supervisors, and the UCLA PCard Administrator. Supervisor assignments shall also be reviewed periodically to ensure appropriate oversight and approval authority.

At least quarterly, Department finance office will monitor:

- Reconciliation of requests completed on time
- Number of overdue transactions
- Number of inactive accounts identified and removed
- Audit findings related to PCard activity
- Percentage of users with completed annual training and access certification.
- Supervisor assignments

Results may be used to identify additional training needs or corrective actions. Monitoring results shall be documented and reviewed with departmental leadership quarterly. Corrective actions shall be tracked until resolved.

12. PCard Training Requirements

All active PCard holders must complete required UCLA PCard training before receiving or maintaining purchasing privileges.

Training includes:

- Acceptable and prohibited purchases
- Documentation and receipt requirements



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- Business purpose requirements
- Conflict of interest considerations
- Fraud prevention and detection
- Policy updates and procedural changes

Training Monitoring

- The Department Administrator shall maintain training completion records.
- Training must be completed within the designated annual training period.
- Failure to complete required training may result in temporary suspension of PCard privileges until training is completed.
- Department will review and provide training on an annual basis.

12. Employee Separation Procedures

For separated employees, outstanding transactions shall be reassigned to an authorized reconciler and completed using available supporting documentation and supervisory verification.

Upon notification of an employee's separation:

- Department Finance shall review the employee's PCard account for outstanding transactions.
- Open transactions shall be reassigned to an authorized reconciler.
- Supporting documentation shall be collected from available departmental records.
- The employee's supervisor shall assist in validating business purpose and funding source information when necessary.
- The PCard Administrator shall be notified to ensure timely account closure and resolution of outstanding items.

13. Annual PCard Review

The Department Finance Office shall perform an annual review of all PCard accounts. The review shall include:

Cardholder Verification

Confirm:

- Employee remains actively employed with department.
- Employee continues to require a PCard for business purposes.
- Supervisor information is current.
- Spending limits remain appropriate.

Transaction Activity Review

Evaluate:

- Frequency of card usage.



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- Compliance with reconciliation deadlines.
- Missing receipt occurrences.
- Policy exceptions or violations.
- Patterns of unusual spending activity.

Training Verification

Confirm:

- Annual training has been completed.
- Required certifications are current.

Account Maintenance

Determine whether each card should be:

- Renewed without changes.
- Assigned revised spending limits.
- Temporarily suspended.
- Permanently closed.

Corrective Actions

If deficiencies are identified during the annual review, management may require:

- Additional training
- Increased supervisory oversight
- Reduced spending authority
- Temporary suspension of card privileges
- Card cancellation



Department of Psychiatry & Biobehavioral Sciences

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References:

- UCLA PCard Program Policies and Procedures ([Procurement Card | Purchasing & Accounts Payable](#))
- UCLA Travel & Entertainment Policy ([New Travel & Entertainment Guidelines | Travel Services](#))
- UCLA Purchasing Policies ([Purchasing Policies | Purchasing & Accounts Payable](#))
- UCLA Records Retention Schedule ([UCLA Records Retention Guidelines | Business & Finance Solutions](#))