



Best practice: Reconcile weekly

Cardholder -

Reviewer -

*\*If either 7th or 12th falls on a weekend/holiday, the due date is the following Monday/day.*

TIP

See WORKS hyperlink on PPS PCard website:

<https://payment2.works.com/works/home>

PCard 4-step Reconciliation Guide:

<https://www.pps.net/Page/1344>

1. Scan

2. Upload itemized receipts

3. Update account code

4. Sign off

- Vendor name
- Date
- Each item purchased with individual pricing
- Quantity of each purchased
- Total amount

• How do I know why the transaction is flagged?

• What is my flag deadline?

<https://www.pps.net/Page/13815>

• Consequences for non-action?

See request form here: <https://www.pps.net/Page/13815>

1. Obtain approval

2. Reconcile transaction

3. Submit an Account Code Change Request ticket

4. Go to <https://support.pps.net/support/home>

5. Choose the credit card icon

6. Complete all field

\$9,999.00

\$18,000.00

7. Attach approval email

[PCard@pps.net](mailto:PCard@pps.net)

8. PCard will update the account code, close the ticket, and email you

\$25,000

PCards may never be used on a personal online account or personal phone apps.

