

School of Natural Sciences Procurement Card Workflow

UC Merced Pcard application is obtained and submitted to **SNSPCard@ucmerced.edu** (one time only)

SNS Departmental signatures are obtained. Application is submitted to UCM Procurement Dept. for final approval (one time only)

UCM Procurement Dept. sets up training session. PCard is relinquished to cardholder after successful training (one time only)

Cardholder uses card

Upon expense

Cardholder emails **SNSPCard@ucmerced.edu** with receipt and business justification. A standard account will be charged unless another account is specified at the time of submittal.

A "Q" class order is created for each transaction

Monthly statements are prepared and sent to cardholder for signature by **the 20th of each month**

Statement is reviewed, signed and returned to **SNSPCard@ucmerced.edu** within three business days. **Failure to return signed statement may result in suspension of card.**

Supervisor signature is obtained within **three business days**

Signed and reviewed statements are sent to UCLA by the last business day of each month.

Cardholder

SNS Business Office

UCM Procurement Dept.

↔ Indicates daily process flow

All questions related to SNS Procurement cards should be directed to **SNSPCard@ucmerced.edu**