

Self-Assessment

PCARD

1. Did Pcard holders and Pcard administrators attend training?
2. Is use of the Pcard limited to the card holder?
3. Are students, including graduate students, prohibited from using the Pcard?
4. Do you retain your Pcard receipts?
5. Does the account sponsor review the purchase receipts when approving the transactions?

Resources:

Pcard Policy

<https://www.ou.edu/financialservices/Pcard>

General Records Disposition Schedule for State Universities and Colleges

<https://www.ou.edu/openrecords>