

Process:	PCard - Supervisor Statement Approval		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	4/2/2025

### Introduction:

Each employee making purchases with a university credit card (PCard) will have a credit card statement issued at the end of the billing cycle. The supervisor of the cardholder is responsible for reviewing and approving the statement to indicate the purchases appropriately align with the cardholder's job duties. Cardholder supervisors also review and approve any requests changing the cardholder's profile (spending limits, funding projects, etc.).

### Process:

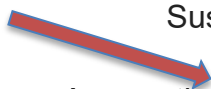
1. The cardholder, or a Financial Services reconciler, will route the statement for approval near the 26th of the month.
2. The cardholder will approve the statement to indicate that he/she made the purchases related to university business.
3. A college Financial Services reconciler will approve the statement to indicate the purchases comply with university financial policies.
4. Then, the employee's supervisor receives an email requesting his/her approval. The email includes the cardholder's name, the total amount spent during the billing cycle, and all individuals authorized to reconcile the cardholder's purchases. The following is an example of an approval request email:
- 5.

## NC State Procurement Statement

A Procurement Statement has been submitted which requires your approval.

### Statement Details

**Cardholder:** Kelly Schwehm  
**Cardholder Email:** [kschweh@ncsu.edu](mailto:kschweh@ncsu.edu)  
**Statement Date:** 03/20/2025  
**Statement Due Date:** 04/21/2025  
**Amount:** \$6,465.78  
**Reconciler(s):** Cynthia A Rainwater, [carainwa@ncsu.edu](mailto:carainwa@ncsu.edu)  
 Delbis Perez, [delbis\\_perez@ncsu.edu](mailto:delbis_perez@ncsu.edu)  
 Neko R Everett, [nreveret@ncsu.edu](mailto:nreveret@ncsu.edu)  
 Richard A Hopp, [rahopp@ncsu.edu](mailto:rahopp@ncsu.edu)  
 Susan Schmidt Leonard, [ssleonar@ncsu.edu](mailto:ssleonar@ncsu.edu)



Access the [Procurement Statement](#) to review and then approve or deny the request. another approver may have already reviewed the request.

6. Click on the “Access the Procurement Statement” hyperlink towards the bottom. A list of the purchases, with links to receipts, will be revealed.
7. After reviewing the transactions, click the box at the bottom to reflect your approval or denial. Your approval indicates the purchases were appropriate considering the cardholders job duties and for official NC State business.
8. All statements should be approved by the last day of the month. If you will be unavailable to approve your employee’s statement by month-end, please work with [your business liaison](#) to make other arrangements.

**Additional References:**

**[University PCard Manual](#)**: Pages 21 and 87