

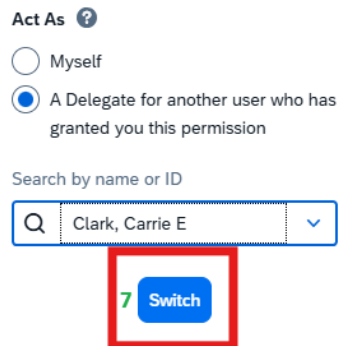
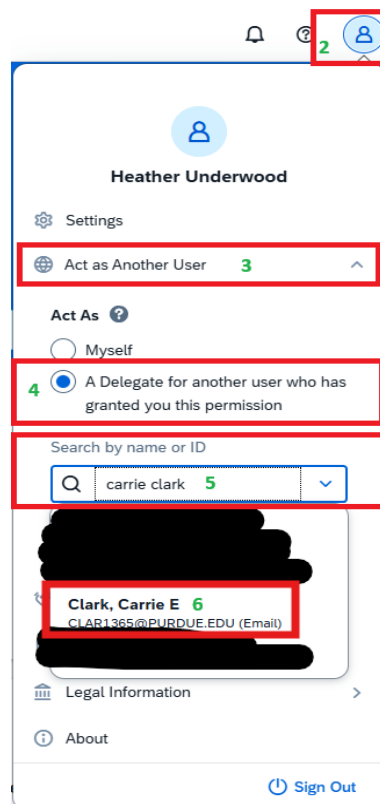
New P-Card Reconciliation Process

06/22/26

Step 1: Complete the Reconciliation in Concur

Accessing Your P-Card in Concur

1. Log in to Concur using your normal credentials.
2. Click **Profile** in the upper-right corner.
3. Select **Act as another user**.
4. Select **A Delegate for another user who has granted you this permission**.
5. Enter **Carrie Clark**
6. Choose **Carrie Clark**.
7. Choose **Switch**.



8. Select +See All by Expense Reports (##)

Expense Reports (76)

8 + See All

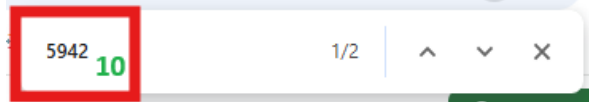
PCARD 06/07 - 07/06 4078

\$1,170.00

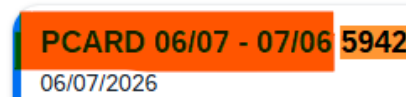
June 7, 2026

9. Next Screen lists ALL DSB pcards, click 'CTRL' + 'F'

10. Type in the last 4 digits for the pcard being reconciled.



11. Select the cycle being reconciled for that pcard.



12. The Reconciler is now able to complete the reconciliation process BUT will **NOT** click **Submit Report** and will follow Step 2 noted below.

Responsible: Current P-Card Reconciler (now designated as the Responsible Cardholder/Delegate)

Enter the following information in Concur:

- Account allocation
- Supporting documentation (receipts, invoices, proof of payment, etc.)
- Business purpose statement

Step 2: Notify the Business Office

After completing the reconciliation:

1. Email busproc@purdue.edu.
2. Indicate that the reconciliation statement for 'Card #1234 Cycle XX/07 – XX/06' is ready for review.
3. Submit your P-Card sign-out log with the email notification.

Step 3: Business Office Review

Responsible: Carrie Clark

Carrie will review the reconciliation for:

- GL coding accuracy
- Required supporting documentation
- Accurate, detailed business purpose

If Corrections Are Needed

Carrie will contact you and request any necessary revisions.

If No Corrections Are Needed

Carrie will submit the reconciliation for Central/Business Office review and approval.