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## ASUB Standard Operating Procedure – 2205

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### Standard Operating Procedure Synopsis

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Title: **POSTING OF P-CARD CHARGES**

Approval Date: November 17, 2021

Revision Date, if applicable:

Review Date(s): September 14, 2022; September 6, 2023

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Controller

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### A. Purpose and Scope

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Purchases are made by Arkansas State University-Beebe employees using a procurement card (P-Card). The controller's office is responsible for processing purchase charges to the general ledger.

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### B. Definitions

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*P-Card* – The procurement card is issued through the office of procurement.

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### C. Procedures

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1. Employees are sent individual statements.
2. Employees have three working days to reallocate charges if needed. Failure to reallocate will cause incorrect charges to departmental budgets.
3. The controller's office processes files downloaded from the bank and charges are then posted to the general ledger.

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**D. Related Information**

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