

The designated reviewer of record (also referred to as Financial Steward/Cost Center Manager) ensures that all ProCard policies and procedures are followed. Regular review is the most reliable means to ensure that the card is used appropriately. To ensure complete understanding of program requirements and the proper approval of cardholder records, reviewers must attend a training session.

The reviewer of record (Financial Steward/Cost Center Manager) should consider each transaction listed on the cardholder's ProCard expense report to ensure proper documentation, consistency between the receipt and supporting documentation, the appropriate use of funds, a reasonable price has been paid, efforts were made to use small and minority vendors and that the transaction is permissible. The reviewer of record is the university's first defense against unfavorable audit findings and negative headlines.

The reviewer of record (Financial Steward/Cost Center Manager) should demand additional information and/or documentation about any transaction in question.

By the 25th of each month, every reviewer of record is required to notify the Procurement Card Program Administrator (PCPA) if any of the following occur for any procurement cardholder:

- ❖ Expense Report not submitted
- ❖ written documentation for any disputed charge was not submitted
- ❖ documentation not present for any transaction
- ❖ any transactions were not in compliance with the program's policies
- ❖ any purchases were excessive or inappropriate
- ❖ if any cardholder leaves their department or the university
- ❖ any transaction is not in compliance with the published Towson University policies.

Failure of the University's PCPA to certify that all transactions were in compliance with the program's requirements may result in the University's loss of procurement card privileges.