

Fast Query Information for PCard

PCard Website

<http://tiny.cc/PCard>

Public PCard Queries

Query Name

U_PCARD_PROXY_BY_DEPT_ID

U_PCARD_CRDHLDR_FOR_PROXY

U_PCARD_PROXY_FOR_CRDHLDR

U_PCARD_UNAPPD_DEPT_CHGS

U_PCARD_UNAPPD_CRDHLDR_CHGS

U_PCARD_CHGS_POSTED_DEPT

U_PCARD_CHGS_POSTED_PROJ

Query Description

Shows department cardholders, charge limits & reconcilers

Shows all cardholders assigned to a reconciler (proxy)

Shows all reconcilers (proxy) assigned to a cardholder.

Shows all unapproved charges for a department

Shows all unapproved charges for a cardholder

Shows all charges posted by department

Shows all charges posted by project number

Contacts for PCard Services

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Email Address: pcard@usf.edu

Campus Mail Stop: AOC 200

Billing Address for Cardholders: 4202 E Fowler Ave, Stop AOC 200, Tampa, FL 33620

Additional Information

- The bank billing cycle is from the 5th of the current month to the 4th of the following month.
- Charges are posted to FAST after 4pm Monday through Friday