What name should be listed in the "Reconciler" field on my new purchasing card eform?

Tell Me

1. As stated in the Purchasing Card Manual, departments have the option of identifying a reconciler for specific purchasing cards (p-card) to assist with the uploading of receipts and review of transactions on the card.

   **Note**
   This role is optional and does not replace the responsibilities of the p-card approver.

2. Enter the individual's nine-digit UNC Charlotte ID in this field.

   Banner Finance users can use form FTIIDEN to lookup an individual's UNC Charlotte ID or you may begin entering their name (Lastname, Firstname) in the Reconciler field and select it from the list that appears in the imaging system.

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Related FAQs

- What name should be listed in the "Form Approver" field on my new purchasing card eform?
- What name should be listed in the "Reconciler" field on my new purchasing card eform?
- What name should be listed in the "Transaction Approver" field on my new purchasing card eform?
- Which "Spend Control Profile" should I select on the new purchasing card eform?
- What name should be listed in the "Org XXXXX Approver" field on my new or edit purchasing card eforms?