Pcard Processing in Concur:

Purpose: The University has established a Pcard program that allows individual GW employees to make purchases of items or travel related costs via a GWU credit card. Each department can decide who is eligible to use these cards. The Concur system was set up to administer these charges. Faculty members make extensive use of this card (depending on the department) so many need help with the inputting of details and the processing of these charges. The Concur Expense system can be found at https://ibuy.gwu.edu. The faculty member set you up as a Delegate (under Profile/Expense Delegate). Please ask each Faculty member with Research Grants to do so.

Process:

1. Faculty member uses the Pcard to make a purchase
2. The Admin works with the faculty member to ensure all necessary receipts and information has been uploaded into a report.
3. Admin or faculty member must submit the report to their Chair (Chair submits to Deans office) and if there are any grant related charges it also requires a secondary approver which is the departments SRA. The system will ask you to input both of the approver's before it will let you submit the report. Just type in the name of the approver and the system will populate the field with names from a drop down menu. Simply choose the appropriate name. When submitting a report with grant charges the system will provide two approval boxes. To add the SRA click on the + sign next to the second line and a third line will appear. Input SRA name there. Second row is for OVPR who are no longer being required to approve reports.
4. The University provides additional training both online and in a computer lab setting because the process can change with each Concur update and/or University policy changes.

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