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**To:** P-card reviewers and approvers

**From:** [pcardpurch@list.pitt.edu](mailto:pcardpurch@list.pitt.edu)

**Subject:** P-card Review Reminders

### **P-card Review Reminders**

Effective immediately and in accordance with the new P-card review procedures described in [this announcement](#), P-card reviewers will receive automatically generated reminders—every Monday via PRISM Workflow Mailer— for P-card transactions that have not been reviewed in 30, 60, and 90 days.

### **Are you able to access your P-card holder's transactions?**

In order to review your P-card holder's transactions, you must complete following:

1. **Training Requirement:** Complete the online training module for P-card reviewers. If you have not yet completed the online training module, [contact Cathy Lewis](#) to register.
2. **PRISM Access Information Form:** New functionality for P-card reviewers is located in the PRISM system under the P-card redistribution responsibility. If you have not yet done so, complete and submit a [PRISM Access Information form](#) to obtain reviewer access to your P-card holder's transactions.

Once you have completed 1 and 2 above, you will have reviewer access to your P-card holder's transactions.

Please refer to [this announcement](#) for further details regarding new P-card review procedures.

If you have questions, please contact PantherExpress Customer Service by [submitting an inquiry](#) or by calling 412-624-3578.

Thank you,

*University of Pittsburgh – PantherExpress*

