

Portland Public Schools

PCARD ADDING A PROXY RECONCILER

Proxy Reconciler: A proxy reconciler is a designated individual who can reconcile transactions on behalf of school/department members. The proxy reconciler is granted the authority to view and reconcile all transactions to appropriate chartfields. They do not have the authority to act as the budget holder/supervisor and review and sign off after reconciliation.

Please fill out, sign (original signature), and send this form to pcard@pps.net or to the Purchasing & Contracting Department. For more information on the PCard Program, please visit <https://www.pps.net/Page/1317>.

I hereby acknowledge that I am a budget holder/supervisor and am formally requesting the below named employee to be granted authority to be the proxy reconciler for my school/department.

I recognize that this individual will have the ability to view and reconcile certain information on all PCard transactions taking place within my school/department in the Bank of America Works sy review of the transactions and will be held responsible for the actions of my proxy reconciler.

Name of