



UCF Process Improvement Committee **Outcome Documentation Form**

Original Suggestion

Explore other options for submitting the monthly reconciliation process for the procurement card (aka PCard) when the final document exceeds the 2MB (size) limitation.

Committee Member Activities

- Met with individual who made the suggestion and Finance & Accounting (F&A) representatives.
- Polled purchasing card approvers in one college
- Description of the required documentation added to the manual published on F&A's website (April 2014).
- Increased file size limitation to 3MB

Final Outcome

Based on the acquired sample data, this limitation does not appear to be a significant issue for purchasing card approver(s) university-wide. With that said, this limitation has impacted operations for some units with a high volume associated with purchasing card (PCard) transactions. As a result, F&A has increased the file limitation from 2MB to 3MB. All *new* approvers will be made aware of this limitation and reminded to change default settings (e.g. 200 DPI) on the equipment used to scan documents.

Additionally, the committee also recommends that F&A continue to strive to reduce the number of pages submitted during the reconciliation period which are not needed. For example, pages which only include advertisements and/or information should not be included.