



# 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](mailto: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 system.

I also acknowledge that as the budget holder/supervisor, I am designated as the final reviewer of the transactions and will be held responsible for the actions of my proxy reconciler.

Name of Proxy Reconciler	Employee ID #	Username	Requesting Department
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Type of Proxy:

- Budget holder Proxy only (i.e. Director, Manager, Principal)
- Department Proxy (everyone in the department)

Budget holder/Supervisor Name	Signature	Date	Title
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For Internal Use Only

Date Received:  
Processed By: