HOW TO RECONCILE A CREDIT CARD AS A PROXY*

*A Proxy is also known as “SubCoordinator” and has the ability to reconcile the charges of another cardholder.

1. Jump to PRCUU.

2. Click on “Coordinator Transaction”.

3. The below pop up box will appear. These are all search fields. Type in the cardholder’s last name that you wish to reconcile the charges. Use an asterisk before and after the name. Then click “OK”.

4. The charges on your work list are now the charges of the name you typed in. You may reconcile as you would your own from this point.

5. See instructions on PCard reconciliation, if necessary.