



PURCHASING CARD SERVICES CHECK LIST FOR RECONCILED PCARD VOUCHERS

University employees who are designated as Approving Officials and Reconcilers for the University's Purchasing Card Program must accept the responsibility to examine all charges incurred on the Purchasing Card along with required supporting documentation to determine that all charges are for a valid business purpose, for the University's benefit, and not for the personal benefit of any person. It is also extremely important that all supporting documentation is included for each Purchasing Card Transaction. Supporting documentation includes itemized receipts for each transaction and a business purpose statement for all purchases for food and travel expenses, any item not easily understood by an independent reviewer, and certain commodities including digital cameras, microwave ovens, refrigerators, coffee pots, flowers, etc.

The Purchasing Card is provided for convenience, but also comes with a high level of responsibility, since the authority to purchase is delegated to the Cardholder. The following check list has been developed as a tool to use when reconciling and approving Purchasing Card transactions. Billing cycles end on the last date of each month. Charges must be reconciled and sent to Procurement Services Building **NO LATER THAN the 5th of each month**. The timely receipt of reconciled Pcard packets is critical to the overall successful operation of the Purchasing Card Program.

Reconcilers:

- All current transactions have been reconciled and each transaction has an itemized receipt and supporting documentation, if needed.
- The Departmental/Cardholder Report has been printed after reconciling all transactions and these match the transactions that require signing off in WORKS.
- The Reconciliation Log is the first page of the PCard packet
- The first page of the Departmental Report is behind the Reconciliation Log.
- The itemized receipt for EACH Cardholder has been placed behind each page of the Cardholder's Report.
- A business purpose statement have been entered in the comments section where needed.
- The Reconciler must sign the Reconciliation Log and Departmental Report indicating that completion of all transactions on the current month's statement, except items formally disputed in compliance with University policy and accordance with the Cardholder Agreement.
- The Cardholder must sign the Cardholder Report indicating that all charges are appropriate and all information has been provided.

Approving Officials:

- Each PCard transaction must be reviewed for appropriateness of the purchase, for accuracy, completeness, and whether the transactions were conducted in accordance with policies and procedures.
- All documentation must be in place for each transaction. This includes itemized receipts for each transaction and business purpose statements where applicable.
- Approving Official must sign the Reconciliation Log and the Departmental Report on the Manager Signature line indicating that the purchases were reviewed for accuracy and appropriateness.