

USEFUL CHECKLIST FOR MONTHLY PROCUREMENT CARD RECONCILIATION PROCESS

MINI CHECKLIST:

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| <ul style="list-style-type: none"> ✓ Receipts ✓ TR#'s ✓ Q#'s ✓ IT Authorization#'s ✓ Original receipts &/or Lost/Missing Receipt Form | <ul style="list-style-type: none"> ✓ Membership Justification Form ✓ Department Card Sign Out/In Sheet ✓ Fraud/Dispute Paperwork ✓ Acquire All Signatures/Approvals ✓ Single-sided Printing |
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DETAILS

✓	<p>The Billing Cycle usually closes on or around the 25th of each month (or the next business day if the 25th falls on a holiday or weekend). Make sure that the beginning and ending Billing Cycle Date(s) are correct and the accompanying Procurement Card Activity Report reflects the entire billing cycle.</p> <ul style="list-style-type: none"> ❖ For example, the dates on your Approval of Procurement Card Transaction form should resemble the following: (2/26/2015 – 3/25/2015) and the Activity Report should reflect the Cycle End date of 3/25/2015. This end date (typically the 25th) incorporates transactions for the entire billing cycle as is required in your printed activity report.
✓	<p>Reconcile before the 10th of each month in the US Banking system AND also submit your hard copies by this due date. Thereafter, the system may prevent you from making any further changes. Remember, all transactions must be moved from the Unreconciled P-Card Expense Account 660999 and into the appropriate account. Doing so ensures that your changes are reflected in OBIEE and will also prevent the cardholder from having to complete an Expenditure Transfer Request (ETR) form after the fact.</p> <ul style="list-style-type: none"> ❖ Fraudulent charges can/should still be reconciled if at all possible. So please try your best to categorize the item(s) so that they do not remain in the default unreconciled 660999 account. ❖ NOTE: Fraud paperwork should accompany your packets whenever possible or should be forwarded to our office upon receipt.
✓	<p>Make sure that you have original receipts for each transaction and that the receipts are in order or at least number them to coincide with the order of transactions as they appear on your printed activity report.</p> <ul style="list-style-type: none"> ❖ Please do not send loose receipts, neither paper clipped nor stapled to a packet, as they may be misplaced in the process. Instead, tape them to a sheet of paper and number them accordingly. ❖ Please use transparent tape and/or refrain from taping over any inked portion of the receipt (itemized charges in particular) as, often times, the non-transparent tape make both the reading and scanning illegible. ❖ A signed Lost/Missing Receipt Form should accompany your packet for any receipts that you may have misplaced or might not have received, etc. Form can be found at: http://finance.fullerton.edu/documents/controller/travel/forms/Lost_Missing_Receipt_Travel.pdf

CHECKLIST CONTINUED

✓	<p>Include the last 4 digits of the P-Card number on documents.</p> <ul style="list-style-type: none"> ❖ NEVER include the entire card# when submitting paperwork as a fraud deterrent.
✓	<p>In the NOTES/COMMENTS section, please remember to include useful information such as:</p> <ul style="list-style-type: none"> ❖ Membership info, Q#'s, TR#'s, IT Authorization#'s, fraud/dispute notes, and any other useful/pertinent information that will assist with the Procurement Office Review/Audit process.
✓	<p>Payment for professional membership must be spelled out on the Membership Justification Form and attached to your packet. Examples include: NASFAA, Broadcasting Education Association, NAFSA, NACADA, ACUP, BICSI, AEJMC, PIHRA, Western Economic Association, etc. Form can be found here: https://finance.fullerton.edu/documents/controller/accountspayable/forms/MembershipJustificationForm.pdf</p>
✓	<p>Attach the IT Authorization email (and/or note this number in the comment section of your reconciliation) whenever possible. All IT commodities and services with costs greater than \$100 require an IT Authorization#. The policy can be found here: (http://www.fullerton.edu/itpurchasing/consumables.asp)</p> <ul style="list-style-type: none"> ❖ Although not all-inclusive, the restricted list is outlined on pages 20-21 of the Procurement Card Manual via the following link: https://finance.fullerton.edu/documents/procurement/pcard/PCardManual.pdf ❖ You may also email: DL-ITPurchasing@fullerton.edu for further assistance and clarification.
✓	<p>All Department Cards require the use/submission of a Check Out/In Form found at: https://finance.fullerton.edu/documents/controller/accountspayable/forms/DepartmentPcardCheckOut-In.pdf</p>
✓	<p>Q#'s are required for all services performed by non-authorized providers. Some examples would include rentals, catering/food delivery, printing, etc. NOTE: Q# requests have a 5-7 business day turnaround time.</p> <ul style="list-style-type: none"> ❖ Attaching a vendor's quote/contract/insurance documents will help expedite processing. ❖ List of authorized providers (<i>where no Q# is required</i>) can be found here: http://finance.fullerton.edu/procurement/pcard/AuthorizedServiceProviders.asp.
✓	<p>Presidential Directive 11 (D11) is required for hospitality, food and beverage related items, event attendance, get-well gestures, guest travel, etc. This signed form must accompany your monthly reconciliation packets.</p> <ul style="list-style-type: none"> ❖ D11 Policy/Guideline is further outlined via the following link: http://finance.fullerton.edu/procurement/directive11 <p>Link to D11 Form: https://finance.fullerton.edu/documents/procurement/directive11/forms/Directive11.pdf</p>
✓	<p>All pages should be single-sided as this makes for a simplified scanning process as we endeavor to create our permanent record for auditing and retention purposes.</p>
✓	<p>When submitting additional items (particularly those which do not accompany your packet), please indicate the cardholder's name, last 4 digits of the card, the billing cycle, etc., so that your items can be correctly identified and matched with its corresponding monthly submission.</p>
✓	<p>Make sure that both you and your approver sign all required forms such as the Transaction Report, D-11's, etc.</p>

Link to all Procurement Card Forms: <http://finance.fullerton.edu/procurement/forms/>
Questions/Inquiries may be emailed to: ebusiness@fullerton.edu