

**P-CARD STATEMENT RECONCILIATION
WORKSHEET**

Department		Cardholder Name	
Advantage Account #		Last 4 # of Card	
PI Name (Grant Accounts)		P-Card Manager/3 rd Party Name	

Items to be Considered with Reconciliation

- Monthly Memo Statement
- Receipt/Invoices/Registration Forms/etc that provide record of purchase
- Forms & additional back up information, i.e.
 - Business Meals and Related Expenses Form (FIN 420-02)
 - Itemized receipts are required for P-Card purchases (specifically listed in the P-Card "A Guide for Users")
 - Meals over \$40/person require VP approval
 - NO Alcohol
 - Travel document information (i.e. copy of travel form with authorized signature or TE #) for airfare and conference/workshop registrations
- FIN, PUR, & other university/college/department policies and procedures are followed, i.e.
 - Cell Phone policy (FIN 420-06)
 - Prohibited Items (FIN 401-03 & P-Card specific listed in the P-Card "A Guide for Users")
 - Printing (PUR 402-04)

Segregation of Duties and Third Party Review

In order to maintain the appropriate oversight of purchasing card transactions, cardholders **must** timely submit their monthly Memo Statements and the associated transaction documents to a designated third party in their departments for review and approval. While it is possible for a person to be both the designated manager and a cardholder, it is not allowable for that designated manager to review and approve transactions he or she made.

I have reviewed the monthly memo statement and back up documentation for the listed statement period. Any items not attached have been identified below. All follow-up documentation must be included with packet.

To be checked by Reviewer: All Items Reconciled: Yes No

If no, indicate discrepancies on the chart below for Cardholder to attempt to obtain*

Missing Documentation:	Initials & Date of Cardholder, if found

To resolve missing items, attach explanation to packet – Cardholder to indicate vendor info below:

Vendor contact, phone # & email	Date

* If a receipt is missing and a duplicate receipt cannot be obtained from the vendor, contact the Purchasing Dept for a Missing Receipts Form which will serve as a substitute receipt.

Notes:

Statement Period:	
Cardholder Signature:	Date:
P-Card Manager or 3 rd Party Signature:	Date: