

PCard Monthly Reconciliation Checklist & Required Steps

Reconciliation Package Checklist

Redact/strike through all but the last four digits of the card number if it appears on any documents.

- ✓ Monthly Bank of America billing statement, signed by both the Cardholder and assigned approving official.
- ✓ WORKS Transaction Log.
- ✓ Any applicable receipts, invoices, pre-approvals, non-compliance notices, E-verify affidavits, and supporting documentation (including documentation for fraudulent/disputed charges) for each transaction in the same order listed on the billing statement.
- ✓ All supporting documentation for any special approvals (i.e., Temporary Change to Spending Limit Forms, Crowdsourcing event approvals, DOAS special approvals, etc.)

Reconciliation Review and Submission Steps

Each month, PCard users will be notified when the submission form has been updated for the current reconciliation month cycle.

1. **(Cardholder or* Reconciler)** After the end of each monthly billing cycle, compile the monthly reconciliation package described above in the correct order. If no transactions/credits were posted during that cycle, no package submission is required for that cycle. *However, Cardholders should continue to review WORKS on a regular (weekly) basis to verify accurate postings and monitor for fraudulent transactions.*
2. **(Cardholder)** Review the reconciliation package, confirm all documents are included, and sign/date the monthly billing statement.
3. **(Assigned* approving official)** Complete a propriety review of the reconciliation package to ensure that transactions comply with PCard policy and are reasonable, appropriate, and necessary. Confirm all documents are included. Sign/date the monthly billing statement.
4. **(Any staff member)** No later than 30 days of the end of each monthly billing cycle, complete and submit the online form, [PCard Monthly Reconciliation Submission Form](#) and attach the reconciliation package as a **single file in PDF format only** (though do not save as a PDF portfolio).
5. **(Unit/department staff other than Cardholder)** Retain the hardcopy reconciliation package including all original documentation for a period of seven years or, if a sponsored project account is involved, for the life of the sponsored project, plus an additional seven years. **The reconciliation package cannot be retained by the Cardholder.**

**These duties were assigned for each card on the New PCard Request form and/or the PCard Change Request form.*