

# PCard Monthly Reconciliation Checklist

- \_\_\_\_ 1. Compile the monthly reconciliation package. This “package” consists of the following arranged in order as shown below:
  - \_\_\_\_ 1A. Monthly Bank of America billing statement
  - \_\_\_\_ 2A. Transaction Log (any non-WORKS generated transaction log must be signed by Cardholder)
  - \_\_\_\_ 3A. Receipts/invoices and supporting documentation for each transaction attached to the billing statement in the order listed on the statement
- \_\_\_\_ 2. Cardholder must review the reconciled package and sign and date the monthly billing statement after the package is compiled and complete.
- \_\_\_\_ 3. Cardholder passes signed, completed reconciliation package to either the Approver 1 or Approver 2.
- \_\_\_\_ 4. An Approving Official must ensure that a propriety review has been completed to ensure that transactions are reasonable, appropriate, and necessary (may be conducted by the Approver 1 or the Approver 2 or Dean/VP/Dept. Head)
- \_\_\_\_ 5. After the propriety review has been completed, an Approving Official must then review and sign the monthly billing statement to evidence that review
- \_\_\_\_ 6. Ensure that the following items have been completed prior to retention:
  - \_\_\_\_ 6A. Monthly Bank of America statement (signed by Cardholder and Approving Official)
  - \_\_\_\_ 6B. Transaction Log (signed by Cardholder if non-WORKS generated transaction log used)
  - \_\_\_\_ 6C. Receipts/Invoices attached (original preferred)
  - \_\_\_\_ 6D. Any other supporting documentation that may be applicable, i.e. Missing Receipt Affidavit, information on disputed transactions, pre-approval forms, etc. are attached
- \_\_\_\_ 7. Retain documentation for the required period of time per the PCard Manual

*NOTE: Retain all Cardholder’s **original** documentation, including receipts, credits, transaction logs, bank statements, records of disputed transactions and other supporting documentation for a period of seven (7) years or if a sponsored account is involved, the records must be retained for the life of the contract/grant plus an additional seven (7) years.*