

Purchase Card Late/Missing Statement Guidelines

The issue: To avoid the late or missing designation, Purchase Card monthly account statements and the supporting documents will be delivered to the Purchasing department on or before 4:30 PM on the deadline day (see [calendar](#) for 2007 dates).

The action: When a cardholder monthly account statement is designated as late, the account(s) are placed in a "hold" status the very next business day.

Release from "hold" status:

- If this is a first time late statement for a cardholder, the "hold" is in place from the first day after the statement due date to the day the statement is received in the Purchasing Department.
- If this is the second late statement for a cardholder within a twelve month period, the "hold" is in place from the day after the statement due date to 4 weeks after the statement is received in the Purchasing Department. An authorization memo from the cardholder's department head is required to release the hold.
- If this is the third late statement for a cardholder within a twelve month period, the "hold" status is in place from the day after the statement due date to 4 weeks after the statement is received in the Purchasing Department. An authorization memo from the cardholder's department head is required to release the hold. Purchase Card class attendance for the cardholder is also required to release the hold.

Important Notes:

- 1 – The monthly account statement copy with the original cardholder and approver signatures must be sent to the Purchasing Department.
- 2 – Original receipts of Purchase Card transactions must be sent as supporting documents with the monthly account statement.