

RECONCILIATION OF PROCUREMENT CARD

Updated 4/17/2007

CARDHOLDER RESPONSIBILITIES:

Buying Guidelines: As the cardholder, you will be responsible for ensuring that you purchase items within your spending limits. It is also important that you are buying from the appropriate vendor for all transactions. Please ensure that your reconciler is aware of charges that may need to be moved to an appropriate project ID and / or account code.

Statements: Your reconciler will print your statement from the Procurement Card Program and distribute. Reconcilers and cardholders are provided a schedule containing statement availability dates at training. The [schedule of dates](#) is also e-mailed to cardholders and reconcilers at calendar year end and maintained on-line.

Once you receive your statement, you must do the following:

- Put itemized receipts in order as listed on the statement.
- Tape small receipts on letter size paper.
- Do not cover detailed information as the tape will erase the ink and a new receipt would need to be obtained.
- Write the transaction ID number from statement on matching receipts (CPS or CPC number).
- Remove all staples or paperclips throughout paperwork.
- Sign statement in ink as the cardholder.
- Return statement and receipts to your reconciler as soon as possible.

RECONCILER RESPONSIBILITIES:

Reconciling Charges: The reconciler is responsible for moving charges to the appropriate project ID and account code before the cut off dates as established by the schedule of dates.

Print Statements: Reconciler is responsible for printing monthly statements from the Administrative Portal per the current year's schedule of dates provided by the

Procurement Card Administrator. Statements should be distributed to the cardholders as soon as available in order to meet monthly deadlines.

Approving the Statement Reconciliation: You are responsible for proofing the statement and receipts for the following information:

- Purchases are NCSU business-related.
- All receipts are itemized with pricing for every transaction on statement.
- Receipts are in order as listed on the statement.
- Transaction ID number is written on matching receipt (CPS or CPC number).
- All staples and paperclips have been removed from invoices and packing slips.
- Small receipts are taped to letter size paper and do not cover description or detailed information.
- Cardholder has signed the statement in ink.

APPROVAL SIGNATURE:

Once everything is complete and in order, you must sign off on the statement as the approver. Forward the completed documentation to the Procurement Card Administrator at Box 7212 by the 20th of the following month.

CARDHOLDER & APPROVER ARE THE SAME PERSON:

The cardholder may follow reconciler procedures; however, you must sign as both the cardholder and approver. Your supervisor or department head must sign off in the “Other Signature” box at the bottom of the statement. They are signing as the approving party of transactions listed on the statement.

If you have problems reconciling on line, please do not hold the statement and receipts. Make a copy and forward the originals to the Procurement Card Administrator at Box 7212.

The billing cycle for the purchase card ends on the 20th of each month and the card statements are due to the Procurement Card Administrator on or before the 20th of the next month. If any statement remains open after this date the individual card will be

immediately placed on hold and the cardholder and reconciler will be notified of the hold. Continued late statements could result in the cancellation of your account. **Timely reconciliation and responsible purchasing are the only ways to keep a card.**

Lost or Stolen Cards / Separation or Transfer from current position: Card must be cancelled through the Procurement Card Administrator at 515-8097.