INSTRUCTIONS FOR PREPARING PCARD RECONCILIATION REPORTS AND SUBMISSION OF ELECTRONIC COPIES

1. Reconciliation Report printed in landscape view with cardholder and reconciler signatures. *The report must have the approver's name printed by the system and have no red highlighted transactions. (Red highlighted transactions indicate the Approver's need to complete the online approval process in WORKS.)*
2. Original Receipt - The following information is required on the receipt. If information is missing, the Controller's Office may request additional information.

   a. The name & address of the seller or supplier
   b. The date of the transaction
   c. The receipt should be itemized [full description of goods or services]
   d. The name of the cardholder used for payment
   e. The type of payment/card [VISA]
   f. The last four digits of the card number if available
   g. The *balance due* should show that the expense has been paid in full or applied to the invoice
   h. *Information must be in English or the department must provide a translation along with the receipt and include printed documentation of the currency conversion to US Dollars.*

3. *There must be a Business Purpose entered in the comments section (located at the bottom of the allocation screen) when allocating each transaction. The Business Purpose is an explanation of how the purchase benefits the university and must be printed on the Reconciliation Report.*
4. *There must be an Approved Travel Authorization prior to making any travel related charges, i.e. registration payment or airline ticket purchases.* A copy of the Approved Travel Authorization with the TXN for the travel related purchase written on the form should be included in the Reconciliation Report located directly behind the receipt for purchase.
5. Insert Documentation for PCard Purchase form as required. *See *When to Use the Documentation of PCard Purchase Form for additional details.* Form should have the TXN number for the purchase written on it and be located directly behind the receipt for purchase.
6. Email containing approval when prior approval is requested and granted. The email documentation should have the TXN number for the purchase written on it and be located directly behind the receipt for purchase.

ORDER OF REPORTS, RECEIPTS & DOCUMENTATION:

1. Reconciliation Report printed in landscape view with cardholder and reconciler signatures. *The scanned report must have the approver's name printed by the system and have no red highlighted transaction*
2. All receipts with any required documentation placed directly behind the receipt are to *be placed in the order they appear on the Reconciliation Report.*

INSTRUCTIONS FOR SUBMITTING ELECTRONIC COPIES OF RECONCILIATION REPORTS

SCAN CARDHOLDER'S ENTIRE REPORT AS ONE PDF DOCUMENT (as it would have been sent to our office when original reports were being submitted).

SAVE THE FILE LOCALLY ON YOUR COMPUTER. ("P" or "M" Drive is suggested so the file will be backed up by the university IT Department.)

<u>FILE NAMING CONVENTION</u> Save the file as: Last Name, First Name (As it appears on Reconciliation Report) Space Last Four Digits of Card Space Cycle Close Date Space Total amount of Charges on Report Space Reconciler's user name (email address without the "@appstate.edu").

Example:

Fitchlee, Jane 2058 041519 $1295.13 walljm

Goodwin, Judy 4209 041519 $515.28 walljm

IMPORTANT: No sit down meals in restaurants are allowed to be charged on the PCard. Food that is delivered to and consumed on campus during meetings with an approved Business Purpose can be charged to the PCard. A Documentation of PCard Purchase form is required with the receipt in the Reconciliation Report.

Written approval from your Vice Chancellor is required prior to purchasing food to be consumed at meetings on campus where Faculty and Staff only are present.

Instructions for Submitting Monthly P-Card Report with Docuware

Please be aware that submitting your report does not require you to access Docuware.

There are two links on the PCard website (https://materials.appstate.edu/p-card-program)for use in submitting your reports.

- **"LINK FOR SUBMITTING INITIAL REPORT"**
    - o Use to submit your monthly report. Reports are due on the last day of the month of the cycle close date.
      Example - Cycle closes on 07/15/2019; The electronic copy of the completed reports with receipts and all required documentation are due on 07/31/2019.
    - o Click on link to open form. Complete the form using information from the reconciliation report.
    - o For "*Total Charges on Submitted Report*" field, enter the total of charges listed at the bottom of your report. Please enter the total from the "AMOUNT" column. Do not include the total from the sales tax column that may appear if you have paid for prepared food, lodging expenses, etc. **(See attached for additional explanation)**.
    - o After all of the fields have been completed, attach the reconciliation report by either "dragging and dropping" the report or you may Browse and select the report from it's location on your computer.
    - o The process of submitting the report is complete.
    - o You will receive a confirmation email. Please either save the email electronically or print the email and store it with your report. Docuware may need the confirmation email to troubleshoot the system should a problem occur.

- **"LINK FOR RESUBMITTING PCARD REPORT"**
    - o This link would be used to resubmit a report if:
        - ▪ Report was submitted and additional information is located that should have been included in the report, i.e. receipts, Travel Authorization, Documentation of PCard Purchase.
        - ▪ Report is reviewed by PCard Office Staff or auditors and additional information is requested.