P-Card Reconciliation Checklist & Statement Packet Requirements

To successfully reconcile your P-Card activity each cycle, please use the following checklist for assistance.

All action items should take place, and all documents should be assembled for delivery, each month by the published deadlines. Cycle dates & deadlines are emailed each month to all Users of the P-Card Program. These dates are also posted under the 'Announcement Section' on the homepage of the Works system.

☐ **Comments in Works** for each transaction are mandatory.
These details should provide the **Who? What?** and **Why?** for every purchase; this includes the Prior Approval Request ID number.

☐ Each transaction must be **signed-off (approved) in Works** by <u>both</u> the Cardholder and Approving Official.

☐ **Supporting documentation**
Documentation must be assembled by transaction to align with the statement detail report:
   ☐ Monthly statement detail report *(top pages of statement packet)*
      ☐ P-Card Prior Approvals *(either electronic or paper format)*
      ☐ Receipts/Invoices *(must be detailed & match the transaction amount on the report)*
         - Supplier Name
         - Line item details
         - Date of purchase/payment
         - Amount of transaction *(<u>must</u> match the amount on the report)*
         - Lines showing no tax, discounts applied, shipping, and/or service fees
         ** Receipts/Invoices must be detailed; not summary
   ☐ University Prior approvals if required *(UITS, EHS, Contracts, Design, Compliance, etc.)*
   ☐ Packing slip/Proof of Delivery
   ☐ Other documentation supporting the purchase *(if necessary – see list below)*
      - Agendas and/or Event Flyer *(supporting conferences and/or events)*
      - Membership Form *(if an Individual membership)*
      - Food Documentation Form *(allowed for students and non-employees only)*
      - List of attendees or team roster *(for events and/or team travel)*
      - Giveaway/Prize list with recipients *(allowed for students only)*
      - Email communication about transaction *(may be Departmental requirement)*
      - eVerify *(for services/labor costing $2,499.99 or more)*

☐ **Statement Packet Submission**
Statements are due to the Office of Fiscal Services by the 10th of the month following the cycle end. If the 10th falls on a weekend or holiday, the statement is due by the business day prior. Complete packets should be scanned and submitted in PDF format only via a service request at <u>service.kennesaw.edu/ofs</u>.