

AWC Purchasing Card

Timelines

- Billing Cycle – First day of month to last day of month, unless Holiday impedes
- Cardholder Reconciliation – 1st through 5th. You must go into online system and enter all descriptions and G/L codes and remember to click on the “Reviewed” button
- Supervisor Approval – 6th through 10th of the month. Approvers must process approval online as well as on statement, and provide signed copy and receipts to P-Card Administrator by the 11th.
- Program Administrator Approval – 11th through 15th
- Statement/Receipt Delivery – no later than the 11th of the month

Process

Once each cardholder reconciles their statement, they must upload all receipt copies to the Online site and send the original receipts and a copy of the reviewed statement to their approver, in either hard copy or digital form. The approver is responsible for reviewing and approving the statement (This includes going to the online form and clicking on the approved button on the statement) and forwarding copies to the P-Card Administrator.

Statement Review

Once the statements are received by Purchasing, each statement will be reviewed for the following:

- **Itemized** Receipt for Each Transaction
- Transaction Amount Matches Receipt Amount
- Transaction Charged to Proper Object Code
- Appropriate taxes charged

If each transaction on that statement meets these criteria, the statement is accepted as is. If each transaction does not meet these criteria, the cardholder is notified. Once any outstanding issues have been resolved, the statement is accepted and processed.

Documentation

All back-up documentation is to be kept by the cardholder for a period of one year. Failure to provide all support documentation, and processing necessary reconciliation and approvals, may result in charges being deemed personal upon which the cardholder will be required to go to the cashier's and pay the total of the charges. The cashier's receipt will be included in the receipts turned in to verify proper reimbursement to AWC. In such instance, the cardholder needs to use G/L account # 10-0000-00010-1200 when paying the cashier.