

## Pcard Reconciling Checklist

Reconcilers should only reconcile charges that have receipts matched to them, any required documentation and comments entered in the comments box (if applicable).

Receipt is legible and easy to read and includes

- Vendor Name
- Date of charge
- Itemized description of items purchase
- Amount on receipt matches charge
- North Carolina State sales tax was paid
- For orders being shipped – must be shipped to NC State or Duty Station address

For Food Purchases you will also need:

- An event flyer or social media posting for student events, an itinerary for a job candidate luncheon or whatever would be applicable to that particular purchase needs to be uploaded along with the receipt.
- A list of the attendees. If large group and names/student ID's were not able to be tracked, then the approximate number that attended.
- For a charge in a restaurant there needs to be two receipts – one that shows the detail of the items purchased and the charge receipt that shows the total from the first receipt and the tip that was added that matches the amount of the charge on the pcard.
- If the receipt is for food and nonfood items, such as from a grocery store, you'll need the amount of each to reconcile to two different accounts.

Comments Box

- If receipt does not include an detail of what was purchased that would be understood by anyone who looked at it then the detail needs to have been entered in the comments box by the card holder. Ex – a purchase for a hammer shows on the receipt from Lowes as A89RT45U984 than there would need to be a note on the receipt or in the comments box that the item purchased was a hammer.
- If vendor refused to give sales tax exemption that must be noted in the comments section. If card holder forgot to ask for sales tax exemption then they must go back to vendor and request credit and that should be noted in comments section.
- If paying a past due invoice an explanation of why it is being paid late needs to be in the comment box.
- If purchase is from a Marketplace vendor a reason why a purchase card was used instead of using Marketplace must be included in the comments box.
- For credits – original CPS# needs to be noted in the comments box

Other

- Confirm that the appropriate "Business Purpose" was chosen.
- If charge is for travel then be sure card holder chose the TA number when they entered this receipt.

Once you have reviewed and made sure all necessary information has been provided you can reconcile the charge.

- Be consistent – if you have similar charges for multiple card holders be sure you are using the same account each time.
- Use the Searchable chart of accounts on the DASA Finance website
- Contact DASA Finance if unsure of correct account number