

Reconciling ProCard Purchases

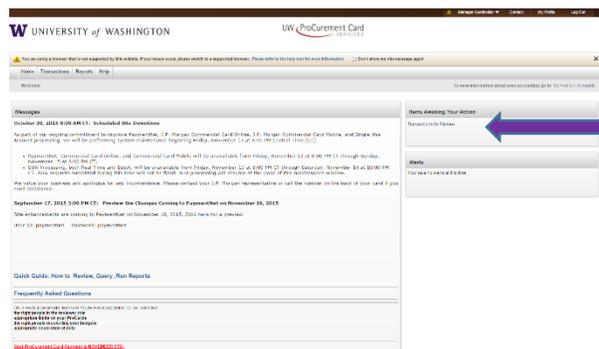
All **itemized** receipts (original are preferred) should be retained and taped (on all four corners) to an 8 ½ x 11” sheet of paper (recycled/reused paper is fine). If the receipt is not itemized or lost then you must include or submit a **perjury form**. The receipt and any other supporting documents are then attached to the printed online ProCard reconciliation page. Additional information is required for [Food and Catering](#) purchases.

Steps for Reconciling ProCard Purchases

1. Tape receipts to a blank piece of paper (**keep tape off any print**)
2. Reconcile purchases weekly – use appropriate Budget, [Object Codes](#), and TOP Codes
3. Log on to [JP Morgan Chase](#)
 - 1.



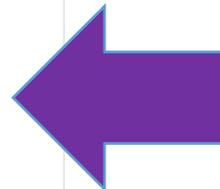
2. Go To Items Awaiting your Action Click on **Transaction for Review**



3. Include the following in the notes:
 3. Detailed description of the purchase
 4. Program and purpose of purchase
 5. Your name and date, phone # (my # is 6.9468)
4. If **FOOD Purchase** –a **Food Form** (UoW 1798) and **ATTENDEE LIST** are required
 1. Food form requires the following information
 - a) Event date and Title
 - b) Purpose of event:

- c) Sponsoring Dept.: usually Kelly ECC and/or OMA&D
- d) Dept. Contact Name: the person that is leading the event
- e) Number of Invitees: estimate 15 - 20
- f) Select if it is Meals will be served or Light refreshments: select one
- g) Name of Meeting/Training Coordinator: Usually the same person listed as Dept. Contact
- h) Marisa's or Magdalena's signature as approval

5. Update the following information
- Bgt*:** 16-3805 unless otherwise specified
 - Obj Cd*:** look up
 - S-Obj Cd*:** look up
 - Task/Opt/Proj:** look up on TOP Code Sheet



Detail Description Notes Examples: You can access past transactions at Z:\ECC\ECC Documents\FISCAL and BUDGETS\2015-2016 Procard Transactions to see how they were reconciled and coded.

- *The Kelly ECC Paid for water service for the month of October.
10/6/15
RR-6.9468*
- *The Kelly ECC paid for catering for the Latino\A Community Welcome Dinner held 10/7/15.
Food form and Attendee list is attached.
10/22/15
RR. -6.9468*

- *The Kelly ECC purchased 20 Food Handler permit codes for staff to complete their food handler course, during staff orientation Sept. 13 – 18th, to obtain a permit required to work at the ECC.*

09/02/15

Rosa R. -6.9468

- *The Kelly ECC purchased flash paper for a leadership training workshop during the Fall Orientation and Training session for all ECC staff members. The training is scheduled for Sept. 13-18, 2015.*

Magdalena Fonseca 8/01/15 3-4636

- *Kelly ECC Purchase of Audio/Visual supplies (telescopic pole and memory cards) from Amazon for the social media team.*

CD 8/3/2015 6-4471

1. Scan receipts and ProCard Reconciliation Sheet and Save in the shared drive in the appropriate file at Z:\ECC\ECC Documents\FISCAL and BUDGETS\2015-2016 Procard Transactions – **Use the program name in the title File Name when scanning (Be specific)**

Ex: Dia de los muertos supplies = **Amazon-DDLM Supplies**

Latino Community Dinner food = **Mayas-Latino Community Dinner Catering**

Food for SAB Meeting = **Pudge Bros-SAB Mtg# or date**

2. Submit originals to the OMA&D Fiscal office – items may be placed in the “outbox” for **Fiscal Friday**. Receipts are taken up every Friday at 10 am.