P-Card Statement Reconciliation Flow Chart

P-Card Administrator will import charges on Monday & Wednesday

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Secretary will attach receipt(s), and documentation to each P-Card Transaction

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The Charge Description will need to include the Vendor Sourcing, PO #(if applicable) and a short description of purchase

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The Invoice Number must be added. If not invoice number is availble please include receipt number or create a unique invoice number for purchase

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Budget code should be changed manually and/or liquidate purchase order

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Release P-Card statement for approvals