Administrator Monthly Purchasing Card Reconciliation Checklist

for Sponsored Projects

P-Card Holder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Index:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Date Completed | Action | Notes |
|  | Receipts, statement, and reconciliation log packet are submitted to Administrator by Cardholder. Cardholder should indicate by charge any need for transfer of charges to a different sponsored project or non-sponsored source other than the project to which the card is linked. |  |
|  | Review statement to verify that all documents are present and amounts match from statement to log; questions to Cardholder, if needed |  |
|  | Reconcile log with the PCard Monitoring Report from Banner, which includes all monthly transactions for the department separated by the index and account to which individual transactions have posted |  |
|  | Identify appropriate account distribution for each individual charge. In instances where the charge needs to be removed from the PCard index, identify the proper index and account for distribution |  |
|  | Prepare a Journal Voucher for all needed distributions |  |
|  | Administrator approves either manually or electronically the monthly transactions and signs the paper transaction log. |  |
|  | Enter the JV number into the Department P-card log. |  |
|  | Scan entire packet (if applicable), staple, and file original hard copy in project file. Retain for five years or in accordance with the award, whichever is longer |  |

Notes re: PCards for research:

* Pcards linked to sponsored projects should be held by responsible persons with appropriate purchasing training assigned to the Pcard holding project (example lab manager, project coordinator) and/or a member of department fiscal administration.
* It is expected the Pcard will be used for purchases that are directly necessary for the sponsored project it is establish under, not multiple projects.
* Pcard holders are expected to be familiar with the budget limitation as well as the allowable costs associated with the project for which they hold a Pcard.
* If a department expects to use a Pcard consistently for multiple sponsored projects they should either: (1) Obtain one Pcard per project, or (2) Establish the Pcard to charge to a departmental account, such as an overhead index, and transfer charges as appropriate to the correct sponsored index each month
* If occasional instances occur where an item is procured for another sponsored project the appropriate project should be noted at the time of purchase and the expense transferred to the appropriate project as part of the reconciliation process