Purchase Card Program

Reconciler Checklist:

1) Statements are printed clearly and legibly. (do not alter the format when printing)

2) Complete and detailed Receipts:
   a. Receipts are in order as they appear on the statement.
   b. Amount of statement and receipt match.
   c. All receipts are provided and itemized by the vendor.
   d. CPS or CPC number is written on each page of the receipt or supporting documentation.
   e. Business purpose is clear on each receipt.
   f. Tape receipts smaller than 8.5 x 11 on all four sides completely. Do not cover printed information (tape will erase ink).
   g. Receipts that are larger than 8.5 x 11 should be reduced by copier.
   h. Receipts that are longer than 8.5 x 11 (grocery store receipts) can be cut and taped down. Discard any ads or non-essential information.

3) Recommended:
   a. Make a copy of the receipt and tape the original next to it so that if you tape over ink, a readable copy will be included.
   b. Phone bills or other double-sided receipts should be photocopied and submitted as single-sided documents. Original should be retained by department.

4) IMPORTANT: Be sure that the full credit card number is not printed on any documentation. (use white-out to block the #) Do not include copies of personal checks used for reimbursement.

5) If food, flowers, or water were purchased, ensure that a reason is provided along with a list of attendees.

6) Signatures, printed name and the date are in ink.

7) Other documentation: Employee travel – TAA number (travel authorization) should be referenced on related receipts. Non-employee travel - submit form AP104.