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|  | Educational Outreach & Student Services |
| **P-CARD STATEMENT RECONCILIATION WORKSHEET** |

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| --- | --- | --- |
| Cost Center Name:       | Last 4 # of Card:       | Statement Billing Date:       |
| Cardholder Name:       | Immediate Supervisor Name:       |

**Items to be Considered with Reconciliation**

🞎 Monthly JPMorgan Chase Statement

🞎 Original receipt/invoice/registration forms/etc., that provide record of purchase (including cost of transaction)

🞎 Copy of Payment Net Verification Page for each transaction

🞎 Forms & applicable additional back up information, e.g. (see detailed information at the end of this document):

* + Delegation to Use Memo (signed by BOTH cardholder and designee)
	+ Completed Business Meals and Related Expenses Form (FIN 420-02)
		- Itemized receipts required (see the P-Card “A Guide for Users”)
		- Meals over $40 per person require PRIOR VP approval
		- NO Alcohol
		- NO Gratuity exceeding 20%
	+ Travel document information (i.e., copy of travel form with authorized signature or online travel authorization showing trip number) for airfare and conference/workshop registrations
	+ Completed Request for Funds form, if used by department

🞎 FIN, PUR, & other university/college/department policies and procedures are followed, e.g.:

* + Prohibited Items (FIN 401-03 & p-card-specific restrictions listed at http://www.asu.edu/purchasing/forms/restrictlist.pdf )
	+ No cell phone or Aramark catering charges (EOSS requirement)
	+ **No Software (EOSS requirement)**
	+ Printing (PUR 402-04) under $5,000 allowed; see policy for purchases between $5,000 and $49,999
	+ **No gift cards** (FIN 421-05)

🞎 Transactions were properly expensed and recorded/reconciled in WorkDay.

🞎 P-Card Use Tax appropriately assessed? If not, work with Financial Services to have charge(s) reversed (see page 2).

**Segregation of Duties and Third Party Review**

In order to maintain the appropriate oversight of purchasing card transactions, cardholders **must** timely submit their monthly statements and the associated transaction documents to a designated third party in their departments for review and approval. While it is possible for a person to be both the designated manager and a cardholder, it is not allowable for that designated manager to review and approve transactions he or she made.

I have reviewed the monthly memo statement and back up documentation for the listed statement period. Any items not attached are identified below. All follow-up documentation must be included with packet.

**To be checked by Reviewer: All Items Reconciled:** **[ ]  Yes** **[ ]  No**

 If no, indicate discrepancies on the chart below for Cardholder to attempt to obtain\*

|  |  |
| --- | --- |
| Missing Documentation: | Initials & Date of Cardholder, if found |
|       |  |
|       |  |

To resolve missing items, attach explanation to packet – Cardholder to indicate vendor info below:

|  |  |
| --- | --- |
| Vendor contact, phone # & email:       | Date:       |

* *If a receipt is missing and a duplicate receipt cannot be obtained from the vendor, contact Purchasing for a Missing Receipts Form which will serve as a substitute receipt. Form MUST be signed by Director/Department Manager.*

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| **Notes:**       |

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| Cardholder Signature: | Date:       |
| Reviewed by (must be immediate supervisor, lead financial manager, P-card manager or other independent third party) |
| Reviewer #1:  | Name:       | Signature:  | Date:       |
| Director/Supervisor- Reviewer #2:  | Name:       | Signature:  | Date:       |

**EOSS Pcard Reconciliation Steps**

*EOSS Pcard reconciliation steps are below. Please note that there is now a requirement to have a Dean/Director sign your Pcard statements each month.*

**WORKDAY PROCESS**

1. When charges are made information is transferred from PaymentNet to WorkDay. There is usually a 5 day window before a charge is uploaded from PaymentNet to WorkDay to allow Pcard Managers time to code the transaction.
	1. After the transaction has been coded, reviewed, and approved, save the PaymentNet screen shot. This shows amount from JP Morgan and other identifiable information, and could contain Public Purpose in the memo section if not already included in the Expense Request Form used by some department.
	2. Save the backup documentation /receipt with the PaymentNet screen shot (name identifiable by JRN number, vendor, amount etc.)
	3. Upload your saved documents, internal approval sheets etc. as part of the Pcard Verification Process, so that the next level reviewer can see all documentation.
	4. **IMPORTANT: PCARD VERIFCIATION UPLOADS NEED TO BE COMPLETED AT LEAST BI-WEEKLY BY THE PCARDHOLDER. ALSO, PCARD MANAGER APPROVALS NEED TO BE DONE AT LEASET BI-WEEKLY. (EOSS REQUIREMENT)**

**RECONCILIATION PROCESS**

1. When the Pcard statement is ready, download Pcard statement from JPMorgan
2. Fill out Pcard Reconciliation Worksheet
3. Your completed Pcard packet should contain:
	1. Pcard Reconciliation Worksheet
	2. JPMorgan statement
	3. back up documentation for each transaction
	4. JPMorgan transaction page (lists cost center, program, spend category etc)
4. A Director/Supervisor signature is now required to sign in addition to 1 reviewer. The Reviewers need to be staff who have Pcard training /knowledge, and someone that you report to or above
5. Electronically save hard copy documents on the department shared drive.
6. Upon audit requests, VP office will request to review all Pcard information before releasing to internal or external auditors

**Additional Information Regarding Purchasing Card Use Tax**

**(Not necessary to print and submit with p-card statement)**

The University does not pay any other state’s sales tax. If an out of state vendor does not have an Arizona state tax license, they should not charge tax. In the event that an out-of-state vendor is not entitled to charge Arizona taxes, we normally pay a State of Arizona Use Tax on these purchases.

Use tax is an assessment levied on a purchase from an out-of-state vendor when sales tax was not charged by the vendor. Near the end of each month, Financial Services generates a journal entry to assess the use tax on P-Card purchases made during the month. The tax is assessed on transactions that are coded to taxable object codes where no sales tax has been recorded in PaymentNet. If items are not coded properly in PaymentNet, use tax may be assessed improperly. To prevent incorrect use tax charges, please make all object/sub-object code corrections within five days of the transaction posting in PaymentNet.

 If use tax is erroneously charged to your account, please fax your supporting documentation (i.e., the invoice showing sales tax was paid and the account and expenditure code charged) to the attention of Tax Service Unit at (480) 965-6035. If you believe use tax should have been charged on a purchase and it was not, or you have questions about the purchasing card use tax process, please call financial services.

All out-of-state purchases other than those from out-of-state suppliers listing Arizona sales tax license numbers on invoices are subject to use tax. Use tax applies only to tangible personal property.

The university’s computer program accumulates use tax for all out-of-state purchases for which tax applies, and the university remits payment directly to the State Department of Revenue. Use tax added to invoices by out-of-state suppliers will not be paid.

Sales and Use Tax Exceptions (see PUR 602-01) include the following:

1. all items excluded from sales tax
2. solar energy devices
3. equipment repair or replacement parts
4. items purchased from out-of-state on which we have paid another state’s sales tax
5. freight from [f.o.b.](http://www.asu.edu/aad/manuals/pur/pur004.html#F.O.B.) point to university
6. dues
7. foreign duty
8. royalties
9. licenses
10. rentals
11. broadcasting rights
12. booking fees
13. advertising
14. purchases made from federal funds where title remains with the federal government.