**Purchase Card Program**

Reconciler Checklist:

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

2) Receipts are in order as they appear on the statement.

3) CPS or CPC number is written on each page of the receipt or supporting documentation.

4) Tape receipts smaller than 8.5 x 11 on all four sides completely.

5) Do Not cover printed information (tape will erase ink).

6) Recommended: 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.

7) Receipts that are larger than 8.5 x 11 should be reduced by copier.

8) Phone bills that are double-sided should be photocopied and submitted as single-sided documents. Original should be kept by department.

9) Other double-sided receipts should be made single-sided, and the original should also be submitted with the statement.

10) Do NOT staple receipts to sheet of paper.

11) Multiple paged receipts are not stapled or taped together.

12) 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.

13) If food, flowers, or water were purchased, ensure that a reason is provided along with a list of attendees (if under 20 people).

14) All receipts are provided and itemized by the vendor.

15) A clear description of items purchased is provided by the vendor.

16) Amount of statement and receipt match.

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

18) One binder clip or paperclip (NO staples) for the entire package.