



**Kutztown University/East Stroudsburg University
Procurement Card & Travel Card**

Monthly Reconciliation Process

A. General

P-Card and Travel Card account holders are responsible for the maintenance of proper documentation for any and all activity on their account. If a cardholder has both a P-Card and a Travel Card this means that they must maintain two (2) separate sets of documentation.

At the end of each statement cycle a cardholder will need to prepare and submit proper documentation to the Card Systems Administrator to support their monthly transactional activity.

Each monthly statement cycle closes at the end of the day on the 27th of each month. If the 27th of the month appears on a Saturday that statement cycle will close on the end of the business day prior, Friday the 26th. If the 27th appears on a Sunday the statement cycle will close at the end of the next business day, Monday the 28th.

Automatic Statement Notifications will be issued directly from the bank to ALL P-Card and Travel Card account holders the day after the statement cycle ends. In addition, the Card Systems Administrator will send monthly notifications to ONLY those cardholders who had transactional activity during the recently closed cycle on the day after the statement period closes.

B. Monthly Paperwork Process

Cardholders are required to reconcile their card statement each month using the following process:

1. The cardholder receives an email notification from the bank and also from the Card Systems Administrator indicating that they had transactional activity on their card during the most recent statement period.
2. Each cardholder must log on to Payment Center at www.baml.com/paymentcenter to retrieve a copy of their monthly statement.
3. The cardholder must then download and print their statement.
4. Cardholders should review their statement for the accuracy of all charges.
5. The cardholder then needs to assemble monthly documentation packet.
6. The Monthly Documentation needs to include:
 - a. Monthly Transaction Log
 - b. BAML Monthly Statement
 - c. Receipts to support each transaction
7. Cardholders must attach an acceptable form of receipt to support each transaction as listed on the statement to ensure all charges are appropriate.
8. Cardholders must support the business purpose of the transactions. If the business purpose is not easily determined from the receipts, a brief written explanation must be included with the reconciliation.

9. The receipts must be in the order as they appear on the statement.
10. The documentation packet must be signed by both the cardholder and the cardholder's cost center manager. If the cost center manager is the same as the cardholder then the cardholder's supervisor must approve the charges.
11. Each packet must have two signatures prior to submission to the Card Systems Administrator.
12. Once signed by the supervisor the reconciliation packet should be returned to the cardholder.
13. The cardholder needs to **SCAN** all of the monthly documentation (log/statement/receipts) into one .pdf document and email it to: esu-ku-procurement@passhe.edu.
14. Your **pdf FILE NAME** and the **email SUBJECT LINE** of each month's paperwork **MUST** reflect the following information and in the order presented below.
 - a. University (ESU or KU)
 - b. Month (2-digits)
 - c. Calendar Year (last 2-digits)
 - d. Cardholders Name (first initial and last name)
 - e. **Examples:** KU0915BREITZ
ESU0915DAYLWARD

NOTE: This email address is an email-enabled document library maintained on the PASSHE SharePoint site which was created for the sole use by the North Eastern Regional Procurement Collaborative (NERPC) which is currently comprised of the Procurement Departments of both Kutztown and East Stroudsburg Universities.

C. P-Card/Travel Card Records Retention

1. All reconciliation packets must be submitted to the Card Systems Administrator by the 15th day of the month. If the reconciliation is not received within a timely manner, and there is no communication from the cardholder with the Card Systems Administrator as to the delay, purchasing privileges may be temporary suspended until the reconciliations are up to date.
2. **All cardholders are required to maintain the original paperwork in their office files for a period of three (3) years.**
3. An electronic copy of all monthly statement paperwork will be retained by the Card Systems Administrator for a period of six (6) years.