

## P-CARD STATEMENT Tip Sheet for Cardholders

1. About the 15<sup>th</sup> of each month, you will get an **automatic email** through Centre Suite saying that your statement is ready to download.

This statement includes PCard transactions from the 16<sup>th</sup> of one month to the 15<sup>th</sup> of the next month (e.g., MAR 16/11- APR 15/11).

2. Ava or Virginia will **distribute the monthly PCard statements** within a few days of their arrival. However, you can print out your own statement if you wish:

Click on the Centre Suite link provided in the email. Sign in to your Centre Suite account, and you will be on the Output Log page.

Click on the Download file icon. Your statement will download as a PDF.

3. **Review your statement.** Speedchart or account code changes can be made online through Centre Suite until about the 25<sup>th</sup> of each month. You can do this yourself or ask Ava or Virginia to assist you. If you miss this deadline, changes can be made by JV.

4. **Attach, in order, the original documentation** for each charge or credit on your statement. Contact Vendor for duplicate if you cannot find the original.

**Every transaction** (including credits) must have a valid document from the merchant that includes: Merchant Name, Date of Purchase, Description and Quantity of each item purchased, Cardholder name and the Total cost of order or credit.

The **Total Cost of Order** is the most frequently omitted information. If you submit documents lacking this total, your statement will be returned to you as incomplete. The total on the document should match the total charged to the PCard. An invoice showing only a Sub-Total is not acceptable.

5. A **Lost Receipt Form (LRF)** is a last resort after you have contacted Vendor and been refused a duplicate receipt. The LRF can be found on the PCard Program website under 'ALL FORMS' or supplied to you by Ava or Virginia. Complete and attach this form to the corresponding statement in place of the receipt. (Please note: There is a different LRF for PCards than for Requisitions.)

6. **Submit your PCard statements in a timely manner.** Any problems or omissions are much easier to fix sooner than later. Contact your PCard Coordinator if you have questions on a particular invoice or vendor's billing practices, or need help becoming organized.

Contact Virginia (2-2766) or Ava (7-4931) for assistance, if needed.