P-Card Reconciliation

P-Card POs should be for a Quantity of 1.

Do not make them Amount Only POs One exception would be Amazon – they seem to have trouble shipping everything at once.

Receive on your P-Card Purchase Order as soon as you receive the items. Remember that for all P-Card Purchase Orders, the ***receipt*** must be scanned in at the Receiver.

**If you do not see the PO # listed** **when reconciling the transaction, go to Manage Requisitions and make sure the correct P-Card was selected. You can do this by clicking on the Requisition #. The P-Card # will be in the top right-hand corner of the screen. If you need to change the P-Card to a different P-Card, please contact the buyer. They will be able to assist you with making this change.**

It is your choice whether or not you attach the scanned receipt in when reconciling your P-Cards **as long as you attached the receipt at the Receiver**. By matching the PO to the reconciliation, the auditors will be able to see the receipt by going to the Receiver.

If you did not create a Purchase Order for a P-Card transaction, **you must** scan and attach the receipt to the reconciliation. It will also be necessary for you to key in the appropriate account string for the transaction.

You DO NOT have to have the amount changed on a P-Card PO regardless if it’s a higher or lower dollar amount. The amount charged to your P-Card will be the amount expensed AS LONG as you match the PO to the reconciliation.

NOTE: If you create a P-Card Purchase Order, receive on it, but do not match it to a P-Card transaction when reconciling, the entire amount of the P-Card PO will remain encumbered **in addition** to the amount charged to your P-Card being expensed. If this happens, you need to send Wendy Cooper an email and ask her to close the PO because it was not matched to your P-Card when you were reconciling your statement.

**All P-Card transactions must have a PO CREATED and matched or a receipt attached to the reconciliation.** If a PO is not matched to the P-Card reconciliation and the receipt is not scanned and attached to the P-Card reconciliation, there is no back-up for the auditors to reference. Once the transaction status is Closed, and you forgot to match the PO to the reconciliation or you do not have a receipt, click on the Comment Icon and key in the PO # which was not matched, or give a brief explanation as to why there is no receipt available. You can still scan and attach to Closed transactions.