

P-Card Reconciliation and Documentation Checklist

Your statement will be available online on the 15th of the month (or the first business day after the 15th if it falls on a weekend or holiday).

Reconcile your statement early enough that all documentation is received by the Business Office no later than the 25th of the month.

Reconciliation How-To

Log in to your US Bank Access Online account

- Go to <https://access.usbank.com>
- Organization Short Name = SPPS
- User ID & password were set when you registered

Compare your account statement to your [P-Card log](#)

Modify budget codes if needed

- Navigate to Transaction Management
- Alter the accounting codes as needed
- Split the expense between multiple budget codes if needed
- Save all changes

Once all accounting codes are confirmed correct, print the Account Activity Report

- Navigate to Transaction Management page
- Click Print Account Activity

Sign the Account Activity Report on the line provided

Have your supervisor sign the Account Activity Report

Print any food request authorizations that support purchases on the report

Compile itemized receipts in the order they appear on the report

- Original receipts are required
- Any receipts that are smaller than 8.5 X 11" should be taped to a regular sheet of paper

Submit or deliver your documentation to Accounts Payable no later than the 25th

Documentation Submissions Must Include:

Signed Account Activity Report

Any food request authorizations that support purchases for the month

Itemized receipts in the order they appear on the Account Activity Report