

CARD RECONCILIATION

The SFA is responsible for completing the monthly reconciliation for all IA P-Cards.

The SFA should collect and maintain all supporting documentation from IA P-Card purchases. This documentation should be attached to the IA P-Card Requisition Form and IA P-Card Statement and maintained as a part of the school's internal accounts records.

The principal and the SFA shall review and sign the IA P-Card statement to ensure that all charges are legitimate and all appropriate supporting documentation is available prior to remitting funds to the District Accounts Payable Department.

The SFA must remit the IA P-Card statement, all supporting documentation, and an internal accounts check to the District Accounts Payable Department within ten (10) days of the end of the billing cycle. When generating the internal accounts check for payment, the SFA must properly post expenses from the various Internal Activity Accounts that utilized an IA P-Card for the respective month.

The required support that must be maintained and attached includes:

1. Check Requisition Form
2. IA P-Card Requisition Forms
3. IA P-Card Statement (originals to be provided to the District Purchasing Department)
4. All corresponding receipts and invoices (originals to be provided to the District Purchasing Department)