Appendix D

District School Board
Ontario North East

How to Reconcile your Monthly Purchasing Card Statement

1. At the end of each month a detailed purchasing card statement will be emailed to each cardholder for reconciliation against transaction slips and approval.

2. Compare the statement to the transaction slips, checking off each transaction and ensuring that the correct charges are listed on the statement.

3. Staple the transaction slips to the statement in the <u>same order</u> as listed with any additional documentation i.e., packing slips, order forms.

4. Each transaction must be coded to the respective general ledger budget account number(s). Note that each Purchasing Card is tied to one specific cost center/general ledger budget account number.

5. Cardholders are responsible for the allocation of transactions to the appropriate cost centers/budget account numbers.

6. Have the reconciled statement approved by the Purchasing Card Approver and/or the person responsible for the budget for your department, signing and dating the cardholder statement.

7. Purchasing Card expenditures must be reconciled and forwarded to Financial Services within 14 days of the statement date.

8. Cardholders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately to avoid having their purchasing Card privileges suspended.

9. If you require any further assistance in reconciling your monthly statement reach out to the accounting department accounting@dsb1.ca.