

Purchasing Card Post-System Close Reconciliation Form

This form is used to document purchasing card reconciliation when a transaction was not reconciled within 30 days and then posted to the general ledger without required cardholder verification and site manager approval. Please complete as instructed below within 14 days of receipt of this memo.

Instructions

- 1) Cardholder:** Provide the appropriate *Justification for Missed Reconciliation* in the table below. If not already completed, provide the business purpose and supporting documentation for the specified transaction in the Purchasing Card Module of the Shared Financial System (SFS). Review the *Cardholder Acknowledgment* section below, sign and date this form, and route the form via email to your site manager.
- 2) Site Manager:** Provide the appropriate *Justification for Missed Reconciliation* in the table below. Review the provided business purpose and supporting documentation for the specified transaction in the Purchasing Card Module of the Shared Financial System (SFS). If incomplete, collaborate with the cardholder to provide any missing information. Review the *Site Manager Acknowledgment* section below, sign and date this form, and add the form as an attachment to the specified transaction in the Purchasing Card Module.
- 3) Purchasing Card Program Manager:** Ensure reconciliation is completed within 14 days of issuance of this memo.

Transaction Information

Transaction Date: _____
Merchant Name: _____
Transaction Amount: _____
Unique Account ID (last 4 digits): _____

Cardholder Name: _____ Site Manager Name: _____
Cardholder Justification for Missed Reconciliation: _____ Site Manager Justification for Missed Reconciliation: _____

UW-3013 > Purchasing Card Policy: *Purchasing cardholders and site managers must reconcile purchasing card transactions within 30 days of the transaction posting date.*

Cardholder Acknowledgment

I acknowledge the above policy statement. I further acknowledge repeat offenses will be treated as non-compliance.

Signature: _____

Date: _____

Site Manager Acknowledgment

I acknowledge the above policy statement. I further acknowledge repeat offenses will be treated as non-compliance. By signing, I also acknowledge I have reviewed and approve the specified transaction in its entirety, including the provided business purpose and attachments.

Signature: _____

Date: _____