Operational Services:

Administrative Procedure—Procurement Card Procedures

All authorized P card users are required to follow the current procedures when reconciling their monthly statement. This is a two-step process, the CODING portion and paper STATEMENT & receipt portion.

Coding

1. All online transactions must be coded by the 10th of every month. (The Finance Department uses this information to compile board reports for the district.)

2. Descriptions and Codes must be filled in for each transaction. No matter what the transaction is, the CHASE software needs to know where to apply the debit or credit. You are strongly encouraged to access your account and fill these fields in during the month. Waiting till the end of the month to code usually causes large backups.

Paper Statement/ Receipt

1. Food Purchases: All food purchases must have the following information attached to your paper statements.
A) What the function was
B) Who attended the function
C) Itemized bill showing what was purchased
    .
2. Signatures: Each statement must be signed by the individual card holder and appropriate head of their department or principal.

3. Sales Taxes: It is your responsibility to review the receipts and make sure the district is NOT CHARGED SALES TAX. You will be required to go back to the vendor and retrieve the sales tax so it is much easier to be diligent at the time of purchase then to have to return to the vendor to attempt to retrieve the sales tax. If it cannot be retrieved, you're to include your personal check for the tax with your statement.

> REMINDER: The district sales tax exemption number is embossed on the face of every P-card!

4. Receipts: Every transaction on the statement must be accompanied by an original receipt. This includes credits! If you have misplaced a receipt it is your responsibility to seek a copy.

5. All paper statements and receipts are to be turned in by the last day of the month.

Do NOT ALLOW sales tax to be charged on your purchases*

<u>HOW TO CODE AND PRINT P-Card Statements</u>

1. Activate your P Card. Call the number on white sticker on the face of the card and follow the telephone prompts

2. CODE your transactions on a daily basis if possible.

CODING your transactions simply means you sign on to the Chase website and assign account codes to your monthly charges. CAUTION: If you wait until the end of the month you might get buried, especially if you have a lot of charges.

WEBSITE: https://smartdata.jpmorgan.com

Initial LOGIN: DON'T ENTER USER ID & PASSWORD

CLICK ON: "Cardholder Self Registration"

<u>Account number is</u>: your full 16 digit credit card number
<u>Company Registration Code</u>: 308308 (effective 11.20.13)

You will be prompted to change log in information and set 3 security questions. Write these answers down as you'll need one of them every time you sign in

- Hover your mouse over Account Activity
- Drop down appears. Go down to Transaction Summary
- Enter Date range: First Day of Month to Last day of the month
- Click on: SEARCH—All transactions appear.
- Click on: THE RED CIRCLE with the right facing arrows
- A box opens up.
- Click on : EDIT ACCOUNTING TRANSACTION (way right)

> 1 Enter description of purchase
>
> 2 Enter Budget code (Drop down box)
>
> 3 Enter Account Code (Drop down box)

4 Save Accounting Codes

5 Save

Next Step: PRINT your statement, attach receipts, and send to Courtney Parish @ D.A.C.

To do this:
- Hover your mouse over Account Activity
- Go down to Account Statements
- Click on current and print the statement
- Attach all receipts to the statement IN THE ORDER THEY APPEAR ON THE STATEMENT please.