

Hampshire College: Purchasing Card Program

Quick Tips for JP Morgan Weekly Online Review

- ❖ Remember to review your purchases once a week prior to noon on Thursdays. Be sure to update the account number, enter an expense description (see below), and check the “Reviewed” box.
- ❖ Provide adequate expense descriptions of the business purpose in the description box on-line. This briefly describes why you purchased what you did, rather than what you purchased. For example, when traveling, describe briefly the purpose of the trip; rather than reporting that it was “parking while traveling”, a better description includes the purpose of the trip, such as, “parking for NEASC conference”.
- ❖ Always remember when changing a budget code to double check that the correct account number was selected.
- ❖ Be sure to save before going to the second page of transactions, or your previous work will be erased.

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Quick Tips for Statement Reconciliation

- ❖ Please tape small cashier receipts to 8x11 sheets of scrap paper while being careful not to tape over printed information (the tape lifts the print off over time).
- ❖ Put receipts in the same order as on your paper statement unless otherwise instructed.
- ❖ Numbering your transactions with the matching receipts can make statements easier for you and the purchasing office.
- ❖ When dining, please remember to include an itemized receipt, the credit card receipt (be sure to note tip) and list the names of attendees other than yourself (or the number and group name, if over 10 attendees). For example, “coffee for 30 members of the Business Managers Group” as well as a brief description of the business topics discussed.
- ❖ By the 15th of the month, forward the completed packet, with the receipts stapled or binder-clipped behind the statement, to your supervisor for their approval. The supervisor will approve on-line, initial and date the statement, then send to the Business Office.