

## Purchasing Card Program

### Quick Tips for Statement Reconciliation

- All digital statements must be in PDF format. When handing in multiple statements, each statement should be its own file. Do not combined multiple months into one file. The file should be named accordingly: First Name. Last Name. Month of Statement. Calendar year. (Example: Wade Wilson October 2020.)
- If you are going to scan your entire paper statement to your card supervisor 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). Please un-staple credit card receipts from itemized receipts and place them next to each other.
- Put itemized invoices/receipts in the same order as on your paper statement.
- Numbering your transactions with the matching receipts can make statements easier for you, your card supervisor and the purchasing office. Your statement is required to be numbered if you have more than one receipt on a piece of paper or if you have one receipt that has multiple purchases/charges on it.
- When dining, please remember to include an itemized receipt, the credit card receipt (**be sure to note tip**) and list the names of attendees including 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 statement to your card supervisor for their approval. The card supervisor will approve on-line, electronically sign and date the statement, then send to [Purchasing@hampshire.edu](mailto:Purchasing@hampshire.edu)
- It is required by our auditors that we keep financial records for 7 years. Please keep your paper statement with original itemized invoices/receipts on campus and in a safe place during this time. After 7 years it is ok to shred.
- Adobe features:
  - Adobe Comments: This is a great feature of Adobe to include any details you need to include to your card supervisor/purchasing office. Example: You can highlight the tax a vendor has charged. Comment: I noticed they charged me tax. I'm working on getting a credit on this for next month's statement.
  - Print to PDF: Please use the option to "print to PDF". This feature will allow you to include any email exchanges in your PDF statement that may be useful when your card manager and purchasing office are reviewing your statement. Example: A sent email to a vendor requesting an itemized invoice instead of a non itemized receipt.