



**P-CARD RECONCILIATION
CHECKLIST FOR APPROVERS
DUE: BY 30TH OF EVERY MONTH**

TASKS		ACTIONS	☒
Transaction Review	Reviewed all transactions for appropriateness and business need		☐
	Reviewed unusual or high-dollar transactions.		☐
	Confirmed no split purchases were used to circumvent spending limits.		☐
Documentation Verification	Verified itemized receipts/invoices are attached for all transactions.		☐
	Verified additional supporting documentation has been uploaded for the following types of transactions: - Food purchases/meals/refreshments (if using donation funds, upload copy of donation letter) - Food purchases/meals/refreshments (if using other appropriate funding, upload flyer, agenda, sign-in sheet) - Fieldtrip Expenses (upload Fieldtrip approval) - Conference and Attendance (upload Concur approval) - Technology Purchase (upload Technology Review Request/TRR) - Software Purchase (upload UDIPP approval) - Equipment and chemical purchases (upload approval from Office of Environmental Health & Safety (OEHS)) - Equipment Repairs or General Services taking place on site (upload a copy of the approval from Risk Management) - Parent Conference or Travel (upload approved parent travel request form) - Purchases using Title 1 Funding (upload approved SPSA)		☐
Compliance Review	Confirmed purchases comply with P-Card policies and procedures.		☐
	Confirmed no prohibited purchases were made.		☐
	Confirmed vendors have charged sales tax (District is not tax-exempt)		☐
	Confirmed no personal purchases were made.		☐
Funding Review	Verified funding line used is appropriate		☐
Approval	All reconciliation requirements have been met		☐
	Approved transactions by the 30th of every month		☐
Common Red Flags	Missing Receipts, additional supporting documentation for certain types of purchases, split transactions, duplicate purchases, weekend/holiday purchases, personal purchases, late Reconciliation, restricted or prohibited purchases, sales tax not charged, receipt or invoice delivery address is different from school/office address.		