



P-CARD RECONCILIATION

CHECKLIST FOR CARDHOLDERS

DUE: BY 15TH OF EVERY MONTH

TASKS		ACTIONS	☒
Transaction Review	Reviewed all transactions for accuracy and legitimacy.		☐
	Verified transactions have not been duplicated.		☐
	Identified and reported any disputed, fraudulent, or unauthorized transactions.		☐
Receipt Documentation	Obtained itemized receipts/invoices for all transactions (except for Toshiba)		☐
	Receipts clearly show: vendor name, date of purchase, items/quantity purchased and amount paid		☐
	Additional Supporting Documentation uploaded for any of the following purchases: - 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)		☐
Funding Allocation	Verified appropriate G/L, fund and functional area		☐
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)		☐
	No personal purchases were made.		☐
Reconciliation Submission	Reconciled all transactions by deadline (recommended to reconcile by the 15 th of the month)		☐
	Attached all required supporting documentation.		☐