



P-card Monthly Reconciliation Process Liaison Checklist

1. Receipt – Is the receipt.....

- ✓ present?
- ✓ itemized?
- ✓ signed by the cardholder?

2. Sales Tax

- ✓ Was sales tax charged?
- ✓ If so, has the vendor been contacted for refund?

3. Purchased Items

- ✓ Were the items purchased for legitimate City business?

4. Munis P-Card Statement

- ✓ Has the receipt (or missing receipt form) been attached to the transaction (not the statement)?
- ✓ Has the transaction description field been updated?
- ✓ Has the transaction allocation been reviewed and updated, if necessary?