

# Supervisor/Reviewer Checklist

(For the SPCC, Gold Card, and Agency Airline Travel Card (ATC))

**This checklist may be used by Supervisors or Reviewers as an aid to verify that the monthly reconciliation package is complete. Carefully review and confirm the following:**

- Reconciliation received on time.
- Cardholder signature and date on reconciliation.
- Bank of America monthly bill attached.
- Transaction amounts on the Bank of America statement match amounts documented on the reconciliation.
- Grand total on the reconciliation matches the amount due on the Bank of America bill.
- Transaction detail has been reviewed and all purchases are for valid business expenses.
- No sales tax was charged on any transaction.
- All accounting information is correct (e.g., Cost Code, Object Code, etc.).
- All issues that could not be immediately resolved have been noted with documentation attached to the reconciliation.
- Supervisor/Reviewer complete signature and date on reconciliation.
- Any outstanding issues have been tracked to ensure issues are resolved in a timely manner.
- Reconciliation package sent to Fiscal office or next appropriate recipient.

## **REMEMBER:**

- ◆ If there are issues with any of the above steps, contact the cardholder to have them resolved.
- ◆ Document any outstanding issues for your files and also attach documentation to the reconciliation.
- ◆ Follow-up on outstanding issues that are not resolved by the next reconciliation.