

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.