Sending Reconciliation Packets to Document Management System (NOLIJ)

Overview

1. Prepare Reconciliation Form Packet
2. Send Documents via Email or Fax
3. P-Card Fax Exempt Form (Optional – Must be approved by P-Card staff)

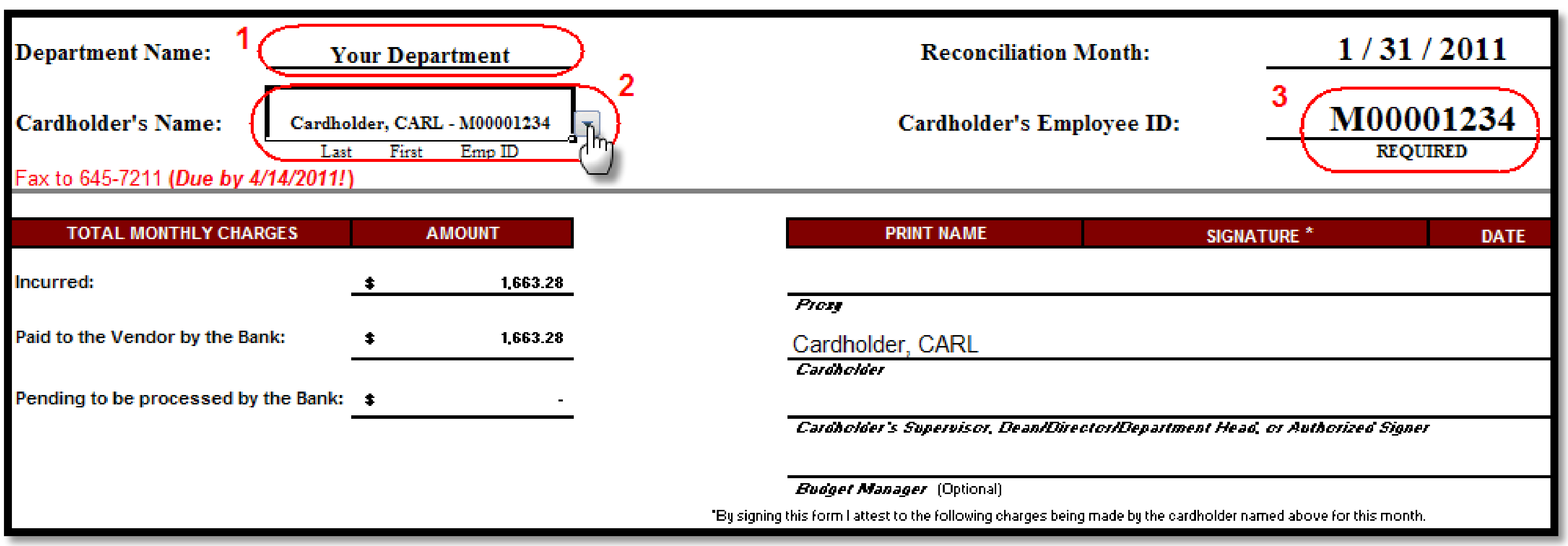
Purpose

To send Reconciliation packets (monthly reconciliation form, receipts, other supporting documents) to the Document Management System, NOLIJ.

Procedure

Step 1 – Prepare Reconciliation Form Packet

A. Fill out the Reconciliation Form (Recon Form)
   1. Input department name
   2. **Click in the Cardholder Name field and select your Cardholder's Name from the drop down list**
   3. The Cardholder's Employee ID will automatically populate.
      - Handwritten/illegible/incomplete employee IDs will prevent documents from being processed


Department Name: 1 Your Department

Reconciliation Month: 1 / 31 / 2011

Cardholder's Name: Cardholder, CARL - M00001234 2
Last First Emp ID

Cardholder's Employee ID: 3 M00001234
REQUIRED

Fax to 645-7211 *(Due by 4/14/2011!)*

TOTAL MONTHLY CHARGES	AMOUNT
Incurred:	$ 1,663.28
Paid to the Vendor by the Bank:	$ 1,663.28
Pending to be processed by the Bank:	$ -

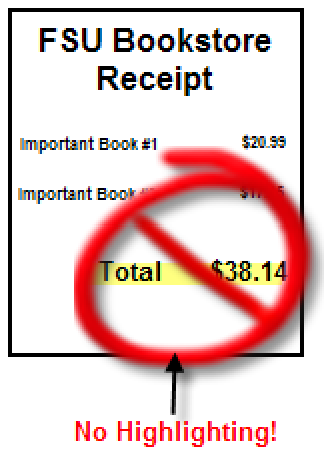
PRINT NAME	SIGNATURE *	DATE
Proxy		
Cardholder, CARL Cardholder		
Cardholder's Supervisor, Dean/Director/Department Head, or Authorized Signer		
Budget Manager (Optional)		

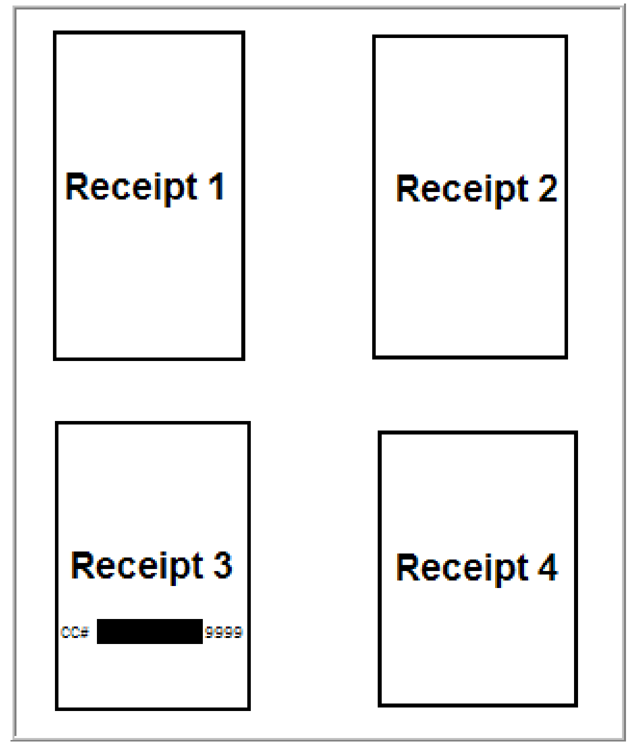
*By signing this form I attest to the following charges being made by the cardholder named above for this month.

B. Complete and print the Reconciliation Form (see **Reconciliation Form Tutorial** for more information) and make sure to get all required signatures and dates. By signing the Recon Form you are attesting that all charges for the month have been reviewed.

C. Include all the receipts to match what is listed on the Reconciliation Form

1. You can attach several receipts to a sheet of paper
2. Be sure that no tape or highlighting of any kind is covering any vital information on the receipt
3. **Black out all sensitive information prior to faxing and filing documents!**
    a. Credit card numbers (first 12 digits)
    b. CVV numbers (3 digits on back of card)
    c. Social Security Numbers
    d. Personal information, etc.





D. Include any other important documentation relating to the transactions for the month. This can include:

1. Emails/faxes from P-Card staff regarding questionable items or special approvals
2. Notes from within your department further explaining charges or special circumstances

Step 2 – Send Documents via Email or Fax

A. Whether you email or fax documents, **always include the Recon Form as a cover sheet** to corresponding receipts. Your documents will not be processed correctly if sent out of this order.

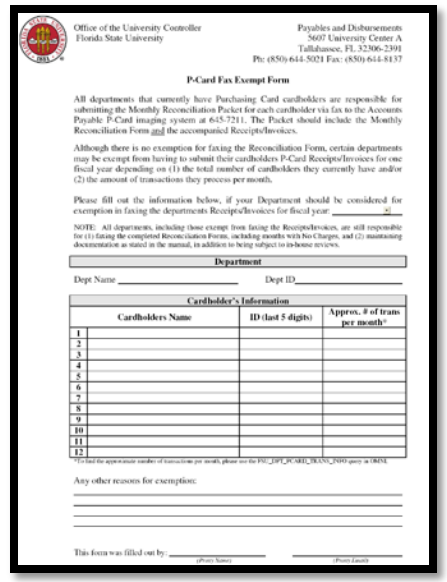
B. Scan and email P-Card Reconciliation Forms and receipts to pcardrecon@admin.fsu.edu. Please ensure you follow the guidelines below for accurate processing:

1. Multiple Recon Form packets can be emailed in a single message but each Recon Form packet should be a separate attachment
2. Scans should be submitted in **black & white**; grayscale or color scans will delay your documents from being processed

C. Fax the P-Card Reconciliation Forms and receipts to the P-Card RightFax number **850-645-7211**

Step 3 – P-Card Fax Exempt Form (Optional)

A. This step is optional and the Fax Exempt Form will only apply to your department under certain circumstances. **Exempt departments are still required to email/fax recon forms monthly; the exemption only applies to P-Card receipts.**



Office of the University Controller
Florida State University

Payables and Disbursements
5607 University Center A
Tallahassee, FL 32306-2391
Ph: (850) 644-5021 Fax: (850) 644-8137

P-Card Fax Exempt Form

All departments that currently have Purchasing Card cardholders are responsible for submitting the Monthly Reconciliation Packet for each cardholder via fax to the Accounts Payable P-Card imaging system at 645-7211. The Packet should include the Monthly Reconciliation Form and the accompanied Receipts/Invoices.

Although there is no exemption for faxing the Reconciliation Form, certain departments may be exempt from having to submit their cardholders P-Card Receipts/Invoices for one fiscal year depending on (1) the total number of cardholders they currently have and/or (2) the amount of transactions they process per month.

Please fill out the information below, if your Department should be considered for exemption in faxing the departments Receipts/Invoices for fiscal year: ____________

NOTE: All departments, including those exempt from faxing the Receipts/Invoices, are still responsible for (1) faxing the completed Reconciliation Forms, including months with No Charges, and (2) maintaining documentation as stated in the manual, in addition to being subject to in-house reviews.

Department

Dept Name ____________ Dept ID ____________

Cardholder's Information

	Cardholders Name	ID (last 5 digits)	Approx. # of trans per month*
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

*To find the approximate number of transactions per month, please use the FSU_DPT_PCARD_TRANS_INFO query in OMNI.

Any other reasons for exemption:

This form was filled out by: ____________ (Print Name) ____________ (Print Email)

B. Your department may be eligible for exemption from sending receipts depending on:

1. Amount of cardholders in your department
2. Amount of P-Card transactions processed per month

C. After reading through the form, if you feel that your department might qualify for exemption fill out all required information and fax to Riley Kinney at **644-8137**

D. The P-Card staff will evaluate your request and determine if your department qualifies for exemption

E. If approved, your department will be notified by the P-Card staff and exemption will expire at the end of the fiscal year. Your department will need to request exemption again for the next fiscal year.

F. Please note that your department will still be audited and receipts will be requested at will of P-Card staff and other auditors.

More Information

More information can be found on the Purchasing Card Website at http://purchasing.fsu.edu/Purchasing-Card-Information. Click on the link and see the related policies and procedures, and staff contact information.