

Tips For Reconciliation of CAL-Card Monthly Statement

Transaction Limit \$ _____

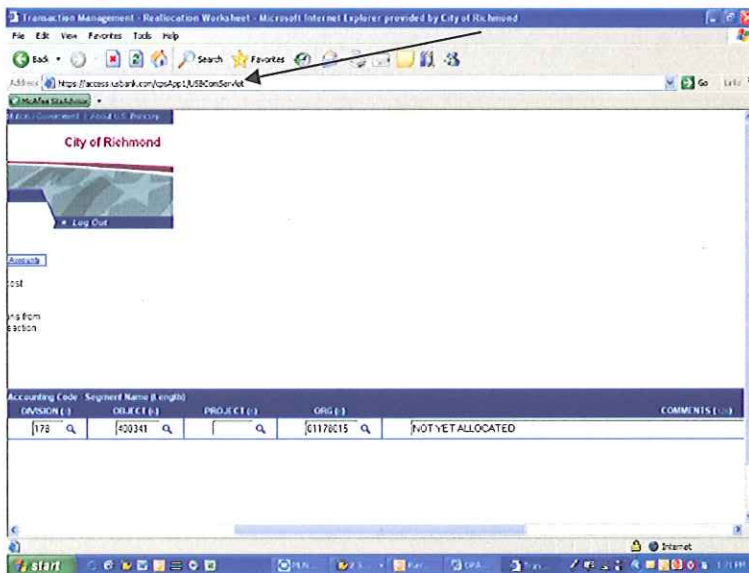
Monthly Limit \$ _____

TIPS FOR RECONCILIATION OF CAL-CARD WEEKLY/MONTHLY PROCESS

- ❖ *The USBank Reconciliation Training Video – is located on the Intranet under Finance -> Purchasing -> CalCard*
- ❖ *All forms, manual and Tips for Reconciliation are located on the Intranet under Finance -> Purchasing -> CalCard*
- ❖ *Send any and all requests to the Purchasing HelpDesk (in the Outlook Address Book)*

USBank Cal-Card information is real time. It is strongly recommended that the following process is completed on a weekly basis:

- ✓ Log on to the USBank site at **Access®Online** link is <https://access.usbank.com> – Assign all charges to an Account String (line item). You can assign any account number that is available.
- ✓ Must make an entry in the “Comments” box – to the right of the screen. You have over 120 spaces available - Example: Inv. 123 – fire extinguishers. Give as much description as possible.



- ✓ Verify that all charges are legitimate.
- ✓ Check charges to make sure you have all receipts and the receipts match the charges (keep in Red/Blue pouch)
- ✓ Make sure you have sufficient funds in your budget in the appropriate account strings to cover all charges.
- ✓ Approving Official (AO) only handle your statement packet at the end of the cycle.

Section 2 – Tips For Reconciliation of CAL-Card Monthly Statement

- Billing Cycle ends the 22nd of every month. If the 22nd falls on a weekend, the cycle ends on Monday.
- Between the Cardholder (C/H) and the Approving Official (A/O) they have 10 calendar days to process the transactions at the bank level, have statement reviewed and signed by the A/O and submitted to Accounts Payable (A/P) with all the proper documentation.
- As soon as the cycle ends, the C/H is able to log on and print their statement and start to reconcile their statement with receipts.
- The City of Richmond MUST pay the bill in full each month. If by the 10th day after closing of the cycle C/H has not processed at the bank level, all unassigned transactions will be charged to a pre-assigned MUNIS default account based on the cardholders Org Code.
- Cardholder forwards completed packet in pouch (signed Statement with all attached documentation) to their Approving Official (AO) for **review and original signature**. AO signs statement and forwards pouch on to Accounts Payable by the 10th day after the close of the cycle.
- The following are Not Allowed on the CAL-Card:
 1. **NO ON-SITE SERVICES AT ALL - Off Site Services Only – Business must be Incorporated (Inc.) and no Services where there is a Purchase of Services Contract involved.**
 2. **No “House Accounts”:** Do not give vendors the account numbers to keep for future reoccurring charges.
 3. **No Backorders or Prepaid Allowed:** Do not allow a charge on your statement for goods or services that have not been received. i.e. Fastrak, large amount of BART tickets.
 4. **No splitting orders.** If you need a temporary increase above the \$3,000 transaction limit, acquire the necessary quotes for the threshold you are requesting. All requests must give justification.

An email request from the Approving Official of the Cardholder, along with the attached quotes, must be emailed to the Finance Director and cc: Ofelia Alvarez in the Purchasing Division. She will reply once this request is approved by the Finance Director.

- Here are some quick reminders:

- **If the Cardholder has a planned absence scheduled, make sure all receipts and/or documentation is accessible. Always write the description of the purchase and the account string to be used on the receipts, so that the Approving Official/Back-Up Approving Official may compile, reconcile and sign the Cal-Card packet. Provide the completed reconciled packet to Purchasing staff for final assignment. Also, please contact, in advance, Rose or Ofelia to give them advance notice.**
- **If the Cardholder is not available at the close of the cycle, CALL ROSE X6732 OR OFELIA X6699 to assist you in assigning and reconciling your CAL-Card.**
- **Never give your Cal Card or the number to anyone to use on your behalf. A staff member may place an order but only you are allowed to give a vendor your account number. (See your Procurement Card User Agreement)**
- **Off Site Services Only – Business must be Incorporated (Inc.) – NO ON SITE SERVICES THAT REQUIRE A SERVICE CONTRACT.**

Preparing your CAL-Card Packet:

- **For travel** – Always include a signed “**Request for Travel Form**” and flyer or announcement of the training/conference/seminar (which must include the cost, dates and location of the event) charged on the CAL-CARD.

Include a copy of the completed approved travel packet form with each charge associated with a training/conference/seminar.

- **For IT Peripherals** – Any item purchased that can/will be connected to a City computer. Always obtain **pre-approval** from the IT Director by using the “**IT Purchase Authorization Form**”.

See list of examples of the types of items that require pre-approval:

Computer Hardware
Computer Software and Software License
All digital equipment
All Wi-Fi devices
All communication devices

desktop computers, laptops, notepads, PDA's, iPads, smart handheld devices, cell phones, Blackberry's, smart phones, air cards, Bluetooth devices, cameras, TV monitors, computer monitors, smart boards, printers, fax machines, telephones, communication devices, etc.

Supplies: hard drives, flash drives, CD's, etc.

- **For Out of State Purchases with No Tax Charged – (ONLY TANGIBLE ITEMS)** always complete the “Missing Tax Form” and attach to the receipt. Make an additional copy of both the receipt in question and the Missing Tax Form, paperclip and set on top of CAL-Card packet. If you are unsure if an item may require the Missing Tax Form, please contact Wanda Mason-Lewis in Accounts Payable at X6735.

- With the purchase of food or any consumables, an itemized receipt along with the credit card receipt is required along with a completed “**Food and Meals Expenses Form**”. Please state the date, amount, purpose/function, attendees and location of function. You can place two (2) food purchases on one form.

- Paper clip individual Cal-Card packets – **Please no staples.**

- **Make sure you have and send only itemized receipts in addition to the bank card receipt.** All receipts smaller than 8 ½ x 11, must be taped to an 8 ½ x 11 piece of paper. No other documents (i.e., packing slips/lists, transaction confirmations, memos, emails or faxes, etc)

- Place receipts in the order as they appear on your statement.

If you need additional account strings added to your Cal-Card Purchase Order, send an email to Purchasing with the Cardholder’s name and the General Ledger Account Name and account string.