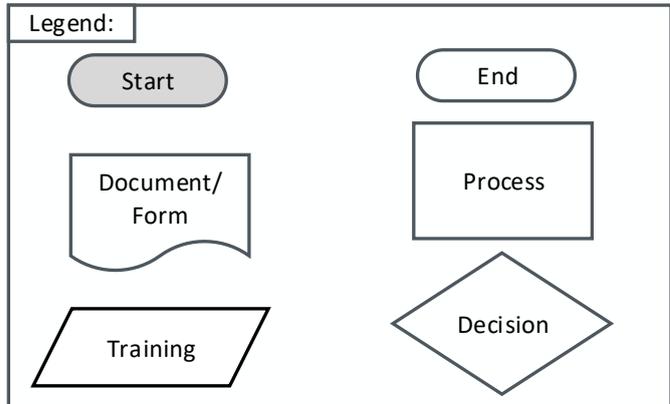
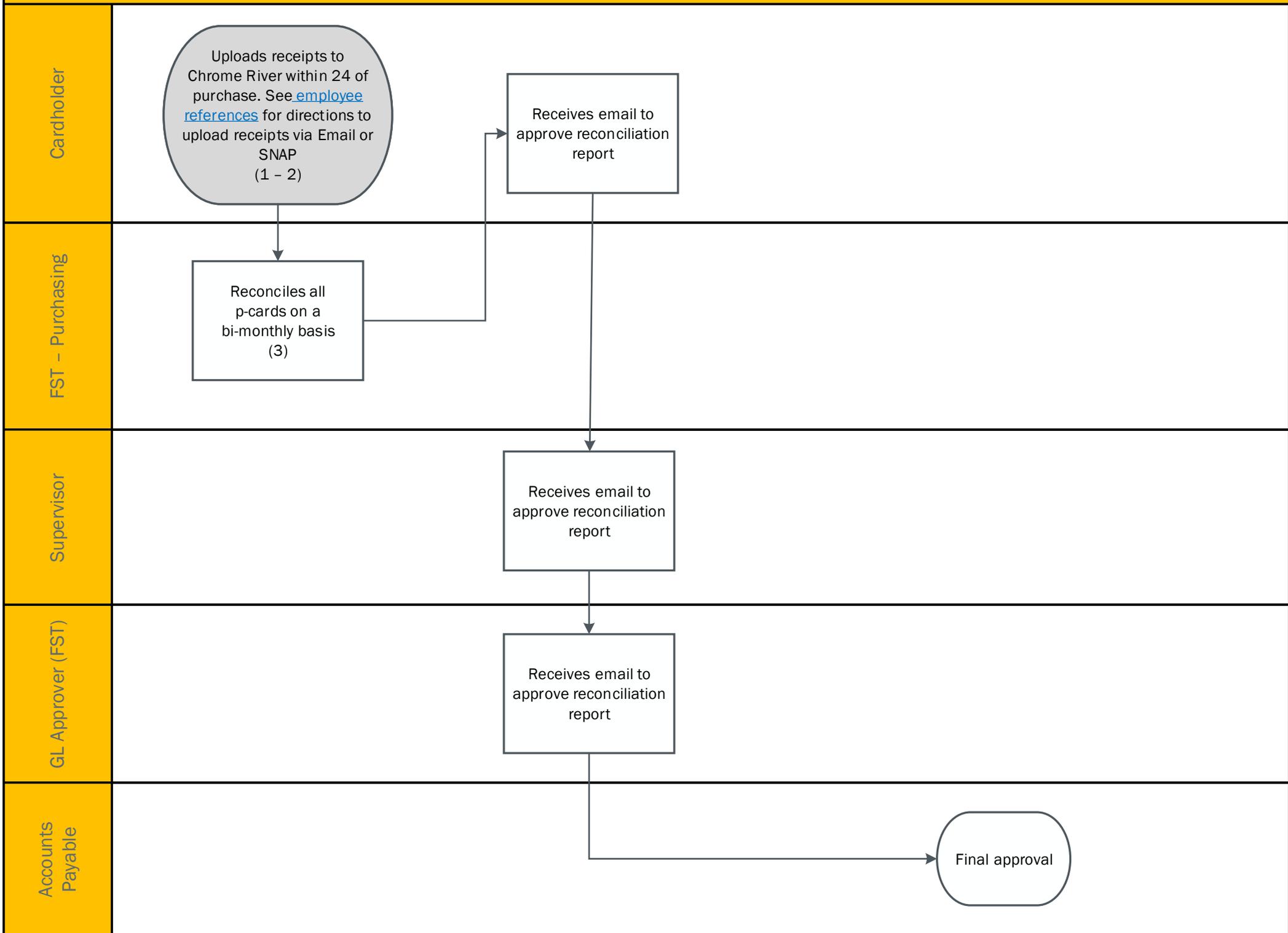


Purchasing Card (P-card) Chrome River

Reconciling P-cards (bi-monthly)



Notes:

- See employee resources for Chrome River Receipt options
 - Chrome River SNAP Directions
 - Emailing Receipts Directions
- During the p-card reconciliation process if the FST finds missing receipts an email will be sent to cardholder requesting them.
 - If a receipt is **not received within 30 days**, FST will notify cardholder and their supervisor.
 - If a receipts is **not received within 60 days** an email will be sent to Hanna Long, Fiscal and Administrative Services Director.
 - If a receipt is **not received within 90 days** the expense will be moved to the cardholders personal A/R account.
- Dean and Development Office have admin staff that process their p-cards and travel

FILENAME	
P-Card Reconciliation BP	
DRAWN BY	REVISED
Sue Branting	12/11/2020