

TOPIC: PCard – Reconciled Monthly Statement

This document provides guidance on the paperwork that is required to be included in a reconciled statement so that it is considered complete and acceptable.

Submission of a reconciled statement is due on the 15th of each subsequent month to Purchasing via email (RRCC.PCard@rrcc.edu) or hard copy (Purchasing, Box 30).

GUIDANCE:

The following list reflects what is included in a reconciled statement:

1. Downloaded statement from US Bank
2. PCard Monthly Checklist
 - a. Cardholder has marked next to each line item as applicable
 - b. Reviewed, audited and signed by Approving Official
3. Expense Log
 - a. Each transaction has been logged as per the bank statement with an appropriate business purpose
 - i. Business purpose details the reason for the purchase of items listed on invoice/receipt
 - b. Signed and dated acknowledging receiving
4. Paid invoice/receipt
 - a. Verify itemized including vendor details, date of purchase, description, price quantity of each item, total cost, and cardholder name/partial card number.
 - b. Verify no taxes charged
 - i. If yes to taxes being charged, provide proof of refund and/or status of the request
 - ii. If no tax refund granted, provide documentation that a refund was requested and denied
5. Reallocation
 - a. Per transaction, copy of FAAINVT screen or SSB printout (Instructions on [Purchasing website](#))
 - b. If IDI completed, checkmark line on PCard Monthly Checklist of completion and submittal to appropriate department. (DO NOT submit the IDI with reconciled statement.)
6. Per bank statement, as applicable:
 - a. Official Function with Announcement/Agenda, Sign in Sheet
(Note: Official Function form should have been signed *prior* to purchase of food.)
 - b. Travel Form
(Note: Form signed by College President *prior* to payment of registration fees.)
 - c. Names of field trip attendees
 - d. Names of recipients of prize/awards if prize value is under \$50.00.
 - i. If the value is over \$50.00, check with Purchasing *prior* to awarding for additional required paperwork from the recipient.

FREQUENTLY ASKED QUESTIONS (FAQs):

Q1: How do I access US Bank to download my statement?

Access "US Bank Cardholder Guidance" from the Purchasing webpage.

Q2: Where can I obtain the most up-to-date forms?

Up-to-date forms are available on the Purchasing webpage

Q3: What if my invoice/receipt reflects items for different business purposes?

A business purpose would need to be provided for each different purchase. i.e. office supplies and a desk chair are purchased – the Expense Log should reflect a line for each item with the need.

Q4: What if I submit an IDI with my reconciled statement?

Any IDI submitted with a reconciled PCard statement will be discarded and not processed. The processing of IDI's is not a role completed by Purchasing.

Q5: For the Travel Form, do I need to submit anything additional to the form signed by the college president?

The itemized paid receipt/invoice. You do not need to submit a copy of the travel details (flight, hotel, etc.).

Q6: For the Official Function Form, do I need to submit anything additional besides the approved form?

The itemized paid receipt/invoice, flyer/agenda, and sign in sheet. You do not need to submit a copy of the vendor menu.

Q7: Is there a sample reconciled packet that I can reference?

Yes, a sample copy of a reconciled statement can be found below as an exhibit to this document.

CONTACT INFORMATION:

Renee Murillo, Procurement Manager, PCard Administrator

RRCC.PCard@rrcc.edu or 303-914-6345

Lynn Beltran, Purchasing Coordinator

RRCC.PCard@rrcc.edu or 303-914-6344

Holly Gentry, Controller

Holly.Gentry@rrcc.edu or 303-914-6341

Exhibit – Sample Packet

RED ROCKS COMMUNITY COLLEGE
PCard Monthly Checklist and Certification

Cardholder: Mark each line as applicable to this statement.

- Y The procurement card remains in my custody. I am the sole individual executing transactions via this card.
Y NA Any disputed charges on this statement have been filed with US Bank and the Program Administrator.
Y All purchases comply with State Fiscal Rules, State Procurement Code, CCCS and RRCC internal policies.
Y NA Purchases charged to Perkins and other federal programs are allowable under federal regulations.
Y NA All equipment purchases =>\$1,000.00 funded with federal grant money must receive an RRCC asset tag. I have contacted RRCC.Fixedassets@rrcc.edu for equipment tagging.
Y All purchases were approved in advance by my approving official.
Y Adequate supporting documentation is attached for each purchase or the lost transaction form is attached for any missing receipt(s).
Y NA Official Function form and supporting documentation for functions are attached.
Y NA Any sales tax charged has been resolved. Resolution has been noted in the comments section.
Y NA A copy of the fully signed Travel form for out-of-state or overnight conference registration(s) is attached.
Y Banner screenshot of reallocation for all charges are attached.
AND/OR
Y NA Interdepartmental Invoice (IDI) has been submitted to RRCC.IDI@rrcc.edu for any missed reallocations. Affected transactions are listed in comments.
Y Expense log is attached.

Comments:

I, Renee Murillo, certify that the above information is true and accurate. Date: 9/15/23

Approving Official Review and Audit Checklist: Mark each line as applicable to this statement.

- Y Itemized invoices/receipts
Y NA Travel form
Y Expense log
Y NA Official Function form
Y Valid business purpose(s)
Y NA Tax charged. If yes, resolved: Y
Y NO Prohibited transactions. If yes, use comment.
Y NO Split transactions (Purchases which are split between multiple transactions to circumvent the single transaction limit.)

Comments:

I, Holly Gentry, have reviewed the attached statement and documentation as indicated with the audit checklist (above). All purchases were pre-approved and for official State business only.

A/O Signature: Holly Gentry Date: 09/15/2023

Purchasing Review: Reviewed By: Date: Statement Close Date: Follow Up Required:

Revised 6/2023 This completed and fully signed form must be submitted monthly with all PCard statements by the 15th of each subsequent month. Completed PCard packets can be forwarded to RRCC.PCard@rrcc.edu or hard copies to Purchasing, Box 30.



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343

GJL PCARD

ACCOUNT NUMBER XXXX-XXXX-XXX [REDACTED]
 STATEMENT DATE 08-25-23
 TOTAL ACTIVITY \$ 6,829.00

000109122 01 SP 106481822704015 S

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

RENEE MURILLO
 13300 W 6TH AVE
 LAKEWOOD CO 80228-1213

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
08-04	08-03	Y&S TECHNOLOGIES SHOP.YANDSTEC NY PUR ID: opsntqynyl8gydv TAX: 0.00	[REDACTED]	5734	2,829.00 ✓
08-16	08-15	NC-SARA HTTPWWW.NCSA.CO PUR ID: opsnt4llkhms TAX: 0.00	[REDACTED]	8398	4,000.00 ✓

Default Accounting Code:				
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXX [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 08-25-23	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58126-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$6,829.00
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$6,829.00

Statement Month: August Year: 2023



PCARD EXPENSE LOG
TYPE ONLY, DO NOT HANDWRITE

Cardholder Name (Last, First): Murillo, Renee

Date of Purchase	Name of Vendor	Dollar Amount	Business Purpose (Explanation of the reason for the purchase - the "why")
8/3/23	Y&S Technologies	\$ 2,829.00	Supplies are required for use to mount equipment for the Cyber Security Lab. Requested by Dave Nielsen, Cyber Director
8/15/23	NC-SARA	\$ 4,000.00	The membership is to support quality and access to distance education programs across state lines via four regional compacts. Requested by Bryan Bryant, VP of Admin Services

I acknowledge I received the goods and/or services listed on the invoice/receipt and evidence of reallocation is attached for each transaction.

Signature: [Handwritten Signature] Date: 9/15/2023

Print form in LANDSCAPE orientation. DO NOT alter form.

This form is submitted with each applicable bank statement and must be signed. If necessary, use multiple pages to capture all transactions listed on statement.
Certified digital signature is acceptable.

Receipt ✓

Y and S Tech

Invoice number EC1DAF7F-0001
Receipt number 2647-4813
Date paid August 3, 2023
Payment method [REDACTED]

Y and S Tech
United States
+1 888-491-8910
mordy@yandstech.com

Bill to
Murillo, Renee
Renee.Murillo@rrcc.edu

\$2,829.00 paid on August 3, 2023

Quote # 253230

Description	Qty	Unit price	Amount
Eaton Gigabit Network Card - Multicolor	4	\$279.00	\$1,116.00
Rack Enclosure Cabinet Heavy Duty Fixed Shelf 250lb Capacity	4	\$92.00	\$368.00
Tripp Lite 6IN VERTICAL CABLE MANAGER FINGER DUCT	4	\$299.00	\$1,196.00
shipping	1	\$149.00	\$149.00
		Subtotal	\$2,829.00
		Total	\$2,829.00
		Amount paid	\$2,829.00 ✓

*1349.00 Cyber Grant
2022-24*

Purchase Card Transaction Maintenance FAAINVT 9.3.16 (PROD) (RRCC)

Cardholder ID: [REDACTED] Responsible Organization:

Account Manager ID: Business Manager ID:

Type: Not Fed Transactions

▼ PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION

Cardholder ID [REDACTED] Vendor Y&S TECHNOLOGIES
 Card Account ***** Transaction Amount 2,829.00
 Number

▼ DEFAULT ACCOUNTING DISTRIBUTION

COA W Actv
 Index Locn
 Fund 011010 Proj
 Orgn 116210 Bank W1
 Acct 720840 Commodity 720360-04
 Prog 6000 Non Cap Computer Equip Under \$5,000 Misc.

▼ DETAILS

Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv
1	W		034900	134900	720360	1000	

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**National Council for
State Authorization
Reciprocity Agreements**

MHEC • NEBH • SRER • WICHE

Federal Tax ID#: 47-4382124

NC-SARA
3005 Center Green Drive
Suite 130
Boulder, CO 80301-2204

Billed To	Invoice Number	Invoice Total
Red Rocks Community College	Invoice-08836	\$4,000.00
ATTN: Jennifer Kroetch	Invoice Date	
	August 10, 2023	

Payment Description	Amount
NC-SARA Participation Fee*	\$4,000.00
Late Fee**	\$0.00
Payments	\$0.00
Total \$4,000.00	

Invoice Terms

The payment of this invoice will complete the SARA participation fee requirement for Red Rocks Community College for a period of one year.

Current Participation Period

October 20, 2023 - October 20, 2024

Payment is due by October 20, 2023

11680
720530-01

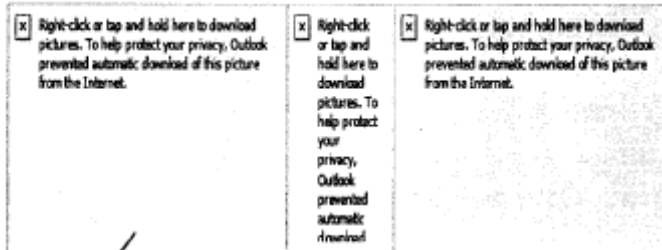
* This payment does not replace any required fees by your SARA state portal entity.

** A 25% late fee will be applied after October 20, 2023 unless noted.

Please print and remit this page with your payment.

SARA participation will be confirmed by receipt of payment and confirmation letter by NC-SARA.

The parties hereby incorporate the requirements of 41 C.F.R. § 60-1.4(a) and 29 C.F.R. § 471, Appendix A to Subpart A, if applicable. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.5(a) and 41 C.F.R. § 60-741.5(a), if applicable. These regulations prohibit discrimination against qualified protected veterans and qualified individuals with disabilities, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.



Receipt from National Council for State Authorization Reciprocity Agreements

Receipt # [REDACTED]

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$4,000.00 ✓	Aug 15, 2023, 10:36:15 AM	[REDACTED] ✓

SUMMARY

Payment to National Council for State Authorization Reciprocity Agreements	\$4,000.00
Amount charged	\$4,000.00

If you have any questions, contact us at info@nc-sara.org or call at
+1 303-848-3275.

Purchase Card Transaction Maintenance FAAINVT 9.3.16 (PROD) (RRCC)

Cardholder ID: [REDACTED] Responsible Organization:

Account Manager ID: Business Manager ID:

Type: Not Fed Transactions

▼ PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION

Cardholder ID [REDACTED] Vendor NC-SARA
 Card Account ***** Transaction Amount 4,000.00
 Number

▼ DEFAULT ACCOUNTING DISTRIBUTION

COA W
 Index
 Fund 011010
 Orgn 116210
 Acct 720840
 Prog 6000
 Actv
 Locn
 Proj
 Bank W1
 Commodity 720830-01 Memberships & Dues

▼ DETAILS

Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv
1	W		011010	116800	720830	6000	

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PCard Statement_R Murillo August 2023

Final Audit Report

2023-09-15

Created:	2023-09-15
By:	Renee Murillo (Renee.Murillo@rrcc.edu)
Status:	Signed
Transaction ID:	[REDACTED]

"PCard Statement_R Murillo August 2023" History

-  Document created by Renee Murillo (Renee.Murillo@rrcc.edu)
2023-09-15 - 3:41:37 PM GMT [REDACTED]
-  Document emailed to Holly Gentry (Holly.Gentry@rrcc.edu) for signature
2023-09-15 - 3:47:03 PM GMT
-  Email viewed by Holly Gentry (Holly.Gentry@rrcc.edu)
2023-09-15 - 3:48:40 PM GMT [REDACTED]
-  Document e-signed by Holly Gentry (Holly.Gentry@rrcc.edu)
Signature Date: 2023-09-15 - 3:49:30 PM GMT - Time Source: [REDACTED]
-  Agreement completed.
2023-09-15 - 3:49:30 PM GMT



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