



Procurement Services Office
Ikenberry Hall
Room 217
P: 304-876-5216

Cardholder Instructions: P-Card Deadlines

Reconciliation

All charges must be marked RECONCILED in Oasis with PDF attachments of receipt/paid invoice, ALL necessary supporting documentation and CORRECT funding information **by the end of business on the 20th of each month.**



Any cardholder with charges that are not reconciled by the due date and/or they have not communicated with his/her assigned Coordinator regarding any non-reconciled transactions, will be assigned **50** points.

Statements

A copy of your US Bank statement must be signed by you and your supervisor (or sub-signor) and turned in to Procurement Services **by the end of business on the 20th of the month.**

Any cardholders without a signed statement (complete with all required signatures) on file by the due date and/or have not communicated with their assigned Coordinator regarding his/her missing statement, will be assigned **50** points.

If the 20th falls on a weekend, reconciliation and statements are due the Friday before. During the holiday season and fiscal year end, due dates are subject to change.

HELPFUL SUGGESTIONS:

- **Make an appointment** on your calendar **every week** to reconcile your transactions.
- Make it a goal to reconcile **at least** the charges listed in the email sent out to you from your assigned Coordinator **before** you head home for the weekend.
- **Set a task or reminder** on your phone **on the 15th of every month** to print your statement and have it signed by the appropriate individual.

Who do I hold accountable if you miss your P-Card payment deadline?
Any next of kin?

