Purchasing Card Users

The Controller’s Office is pleased to announce that Purchasing Card Reconciliations can now be submitted electronically.

The preparation, review and audit of the reconciliation remains the same except there is now an option to electronically send the reconciliation to the Controller’s Office. Once the reconciliation is completed and signed, it can be scanned and sent as a pdf by email to pcardrecon@williams.edu. **The document needs to be a .pdf file and must be named as stated below**. The hardcopy of the reconciliation sent electronically should be retained in your office until 10/31 of each year (i.e. for fiscal year 16 which ends on 6/30 please retain until 10/31). Electronically submitted reconciliations will be audited exactly the same as hardcopy submissions. Reconciliations must have appropriate documentation, approval and be legible.

Important items for electronic processing:

 The reconciliation needs to be single sided only.

 The Bank of America statement is no longer required.

 If you choose to scan your recon, please make sure that all pages scan properly.

 The naming of the reconciliation when emailed to pcardrecon@williams.edu is as follows using

 the information displayed under the barcode that prints on the expense report.

 Last name of cardholder\_employee ID number\_last four digits of the pcard\_billing date

 Hogan\_9999999\_1234\_08272015

The first page of the expense report has a bar code that we have to receive. If the page prints

 with no transactions listed, please do not discard it. We need to receive the expense

report in its entirety.

NOTE: Please keep in mind that the itemized receipt is required for any purchase charged to the pcard (restaurants, Amazon). We have been receiving many order confirmations especially for Amazon. We need to see exactly what items were purchased not the confirmation that the order has been placed.

Thank you for your continued attention to submitting pcard recons in a complete and timely manner.